

**Emory Hospitals, Wesley Woods Geriatric Hospital**      **Activated:** 03/05/2003

**Pharmaceutical Services Policies**

**Section:** 135 Purchasing & Inventory Control      **Last Review Date:**  
03/05/2003

**Policy: Pharmaceutical Company Representative Appointments and Registration**

**Statement:** It is the policy of Emory Hospitals to authorize, schedule and coordinate pharmaceutical company representative activities as they interact with the Hospitals' medical, pharmacy, nursing and other professional staff members. The policy is necessary for the protection of physician and staff efficiency and integrity and to ensure patient privacy and confidentiality. This policy applies to physicians, medical house staff and students working in the Emory Hospitals, Wesley Woods geriatric Hospital and the Wesley Woods Long Term Care Facility. It is acknowledged that pharmaceutical representatives can provide valuable information; however, they are not considered as essential experts or consultants in the care of patients at Emory Hospitals, Wesley Woods Geriatric Hospital and the Wesley Woods Long Term Care Facility.

Each hospital department director and department medical directors are responsible for adherence to this policy as it applies to their respective areas of responsibility.

**Scope/Procedure:**

**I. Appointments/Registration**

A. Representatives must schedule their visits prior to arrival at any hospital location. To schedule an appointment for any reason, a representative contacts a physician or area manager. Representatives are not allowed to use the Hospitals' paging system to make contacts.

B. Upon arrival at the hospital/facility, the representative shall proceed to the Department of Pharmaceutical Services to register. At his/her initial visit, the representative should proceed directly to the Department of Pharmaceutical Services to register and receive a copy of the Hospitals' Pharmaceutical Company Representative Policy. The representative should sign a statement to the effect that he/she received, understands and agrees to abide by the policy.

C. At each subsequent visit, the representative should register in the Department of Pharmaceutical Services by completing the Pharmaceutical Representative Guest Registration Form.

D. An Emory Healthcare vendor badge will be issued and should be prominently worn along with the representative's company name identification badge at all times during the visit. The representative is authorized to visit only the designated area during the appointment. The "vendor badge" shall include, in addition to the printed information, the following information:

1. "Pharmaceutical Services"
2. The date and time issued
3. The Destination for the Representative's visit
4. The initials of the Pharmacy Staff Member issuing the badge.

II. All Pharmaceutical Company Representative activity must be in accordance with the Emory Hospitals, Wesley Woods Geriatric Hospital and the Wesley Woods Long Term Care Pharmaceutical Company Representative

Activity Policy. Click Here to view the policy: 

**Dates of Last Two Revisions:** March 1994; October, 1998 **Date of Current Revision:** March, 2003

**Regulatory**

**References:**

**Related Policies/Procedures:**

**Approved By**

**Clyde Buchanan, M.S., R.Ph.**

**Director, Pharmaceutical Services - Emory Hospitals**

**Dorothy Williams, M.P.A., R.Ph.**

**Director, Pharmaceutical Services - Crawford Long Hospital**