



POLICY AND PROCEDURE	
Title: Sample and Compassionate Medications	Category: Clinical
Approved by FHT: January 25, 2018 Renewed Jan 20, 2021	Next Review: January 20, 2023.
Author: Executive Director	Reviewing Body: Board of Directors FHT, Garden City and NOTL FHNs

I INTRODUCTION

Pharmaceutical representatives provide medication samples to the clinic that primary care and allied health providers give to their patients. Medication samples can be a valuable resource in trialing new medications with a patient or in helping patients who do not have a drug plan and need, but cannot afford, a particular medication. In addition, from time to time, pharmaceutical representatives may provide a supply of medication on a compassionate basis. This policy outlines how to document the dispensing of medication samples to patients within the Niagara North Family Health Team.

This policy applies to care givers at the Niagara North Family Health team including all physicians, learners and allied health professionals.

II POLICY

This policy provides guidance in relationship to interactions with pharmaceutical representatives. In addition, this policy outlines the process by which all medication samples that are provided to patients will be documented within the electronic health record. Documentation of patient samples will allow for searches to be completed should the need arise.

III. PROCEDURE

Collection of Pharmaceutical Samples

1. The receptionist will receive samples from the pharmaceutical representative.
2. The receptionist will obtain a signature from the physician or NP for the samples delivered to the clinic.
3. Information can be left for the physician/NP/PA with the receptionist and will be placed in the care provider's mailbox.

Lunch and Learns

1. If a pharmaceutical representative is interested in supporting a team lunch and learn, they will be directed to the FHT Administrative Assistant who will provide them with the Lunch and Learn information form as well as the guidelines for medical learners.
2. Completed lunch and learn forms will be returned to the designated staff (FHT or FHN) where it will be reviewed for interest and adherence to the guidelines.
3. If appropriate and with sufficient interest, the NP/FHT Administrative Assistant or FHN reception staff will work with the representative to organize the event

Documentation of Patient Samples and Compassionate Medications

1. When a patient is provided with a medication sample the following information should be documented in the medication profile:
 - Name of medication
 - Number of packages/units of medication provided including the word "sample"
 - Lot number of the sample
 - Expiry date of the sample

This will be done by using the prescribing module in Practice Solutions to generate a "prescription" for the samples which will be written in plain English (no Latin abbreviations), printed and given to the patient.

Eg. Tecta
40mg tablets take 1 tablet daily
14 sample tabs Lot # 1234 Exp. Jan 2016

The word "SAMPLE" should be handwritten on the printed prescription so that the patient cannot mistakenly try to fill it at a pharmacy.