

Revised 6/9/18

**Pharmacy Rep Scope of Services & Qualifications - Tier 2**

Name: \_\_\_\_\_

**This Scope of Service applies to healthcare professionals who have responsibility for medication management and to all Pharmacy-related Verified Professionals.**

**Access to facilities shall not be permitted until you are notified of approval by the Division Director of Pharmacy & each hospital approves your credentialing file**

**I am requesting approval to provide services in the following patient care area(s):  
(Check all that are being requested)**

<input type="checkbox"/>	Pharmacy	<input type="checkbox"/>	Cath Lab	<input type="checkbox"/>	Oncology
<input type="checkbox"/>	Nursing Administration	<input type="checkbox"/>	Case Management	<input type="checkbox"/>	Nursing Stations (ICU, NSY, Med Surg.)
<input type="checkbox"/>	Emergency Room	<input type="checkbox"/>	Education	<input type="checkbox"/>	Other:

**POLICY:**

1. Pharmacy-related Tier 2 DHP visits will occur only at a Division or Corporate level.
  - a. The Division Director of Pharmacy (DDOP) and/or designee will only work with Institutional Account Executives/Corporate Account Manager/National Sales Representatives.
  - b. Pharmacy-related DHPs will not be seen by the DDOP and/or designee without an appointment. Appointments must be made in advance. When scheduling appointments Pharmacy-related DHP will provide their name, company name, phone number, and products to be discussed.
2. Pharmacy-related DHPs from HealthTrust Purchasing Group (HPG) contracted vendors will be seen by HCA Division and Corporate staff, and pharmaceuticals will be evaluated in accordance with the Vetting Dependent Healthcare Professionals and Other Non-Employees Policy, CSG.QS.003.
3. Non-HPG contracted Pharmacy-related Tier 2 DHPs will not be seen by HCA Division and corporate staff nor will their products be evaluated.
  - a. Exceptions are granted only by the DDOP when an HPG contract for that particular product or for a product in the same therapeutic class has not been established.
  - b. Vendors without an HPG contract wishing to do business with HCA should be referred to the following website for the process for submitting information for evaluation: [www.healthtrustpg.com](http://www.healthtrustpg.com).
  - c. Exceptions may be made for situations under an FDA-approved expanded access program for an investigational drug (i.e., "compassionate use," "Emergency Use," etc.) based on the needs of the patient.
4. Facility visits by Tier 2 Pharmacy-related DHPs are prohibited unless approved by the DDOP and/or designee. Facility staff or Licensed Independent Practitioners may request a facility visit from a Pharmacy-related Tier 2 DHP by contacting the facility Director of Pharmacy, who will approve the visit in conjunction with the DDOP or designee.
5. Pharmacy-related DHPs who fail to comply with this policy jeopardize DHP status within HCA.
  - a. HCA staff observing Pharmacy-related DHPs in the hospital without approval should ask the individual to leave the facility and promptly notify the Director of Pharmacy and Security.
  - b. The Director of Pharmacy will notify the DDOP of the violation and/it will be logged with HPG, Pharmacy.

**You signature constitutes understanding of all requirements listed above and that you will comply with stated procedures. Failure to comply may result in forfeiture of your credentialing account for access.**

Signature:		Date:	
Company:			