



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES
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ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

DATE ISSUED: September 3, 2009

REVISED DATE: January 5, 2017

**SUBJECT: Administrative Bulletin 4:25
Ethical Staff Interactions with Healthcare Industry**

The attached *revised* Administrative Bulletin is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this order is responsible for being familiar with the content and ensuring that all affected personnel adhere to it.

A handwritten signature in black ink, appearing to read "Valerie Mielke" with a circular stamp or mark to the right.

Valerie L. Mielke, MSW
Assistant Commissioner

VLM:pjt

**DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES
ADMINISTRATIVE BULLETIN 4:25**

DATE ISSUED: September 3, 2009

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SUBJECT: Ethical Staff Interactions with Healthcare Industry

I. Policy

A. Statement

As employees of the Department of Human Services, professional staff must adhere to the Uniform Ethics Code adopted by the State Ethics Commission and to A.O. 4:05, the Department of Human Services Code of Ethics, which contains restrictions on the receipt of anything of value from those who are “interested parties.” For the purpose of this bulletin, pharmaceutical, medical device are considered interested parties. This bulletin creates standards to ensure that staff-industry relationships in state psychiatric hospitals are consistent with the State’s Ethics Code and it prohibits funding support by interested parties of Continuing Medical Education (CME) programs sponsored by the Division of Mental Health and Addiction Services (DMHAS) or provided in any of its facilities, unless this is consistent with these requirements.

B. Purpose

This policy describes funding requirements for training and CME programs that are sponsored by DMHAS or its facilities, and the requirements for DMHAS professional staff who attend these programs or who interact with representatives from interested parties who may be involved in such training.

II. Procedure

A. Funding of DMHAS and Hospital Sponsored CME Programs

1. DMHAS and its facilities shall not accept restricted or guided funding from commercial entities for any training or CME programs. All programs will be supported by State funding or unrestricted grants.
2. DMHAS and its facilities shall ensure CME planning and events are outside of the control of commercial interests, and that they shall adhere to all requirements of the Accreditation Council for Continuing Medical Education (ACCME).
3. Any training by a commercial interest will only occur with the approval of the DMHAS ethics officer and the DMHAS’ CME Committee. As such, the following requirements must be met for non-State funding approval: (1) there is

no equivalent training identified; and, (2) the training need is documented as an essential clinical need by the facility's or DMHAS' CME Committee, training department or clinical leadership.

B. Responsibilities of Professional Staff

1. Professional staff members who interact with pharmaceutical or other representatives of an interested party while on working hours in DMHAS facilities shall only do so during organized training events as per IIA.3. Otherwise, the hospitals' professional staff are prohibited from meeting with pharmaceutical or other commercial sales representatives while on clinical duty in DMHAS' facilities, as well as while they are representing DMHAS outside of the facilities. Prohibitions on pharmaceutical company representatives coming on site to meet with staff the facilities shall not apply to the hospitals' pharmacy vendors.
 2. Professional staff may attend pre-arranged, on-campus CME activities sponsored by DMHAS or the State hospitals without being required to submit a Request for Approval for Attendance at Event form to the Ethics Liaison Officer for approval. However, sponsored off-campus programs may require approval of the form (see <http://nj.gov/ethics/docs/ethics/attndform.pdf>).
- C. Staff is required to adhere to this policy and related ethics requirements as stated in A.O. 4:05.


Valerie L. Mielke, MSW
Assistant Commissioner

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