

## Checklist for working with pharmaceutical companies

Each partnership/interaction with a pharmaceutical company will be unique, and you should consider the unique circumstances and features when building the relationship. However, there are a number of key considerations that you should take into account.

The following checklist highlights key questions that should be considered and addressed when working with pharmaceutical companies.

Checklist sections:

- Project initiation
- Project planning
- Project delivery
- Project review.

### Project initiation

1. a. Do you have a framework for interaction, describing how your organisation interacts with pharmaceutical companies?
  - b. Is the pharmaceutical company aware and respectful of your organisation's framework for interacting with industry?
2. Does the proposed project advance the mission of your patient organisation?
3. Does the proposed project comply with local laws, codes and/or regulations?
4. Have you identified any other stakeholders that need to be involved?
5. Will the project provide benefit to both your patient organisation and the pharmaceutical company?
6. Have you assigned a specific person to look after this partnership?
7. Does the project focus on external affairs or disease area support? (Avoid collaborative projects that support a particular medicine.)
8. Have the use of materials, information and logos, and how the parties will be acknowledged been agreed?

## Project planning

1. Have clear project objectives been agreed?
2. Has a project plan been agreed?
3. Is the project plan in line with your patient organisation's framework for interaction?
4. Have clear roles and responsibilities for each party been agreed?
5. Is the project plan feasible for both parties?
6. Has an agreement been signed and copies filed?

## Project delivery

1. Have regular meetings/reports been scheduled?
2. Are meeting minutes written, filed and distributed to the pharmaceutical company?
3. Have revised timelines and budgets been issued (if required)?
4. Is the pharmaceutical company respecting and adhering to your organisation's framework for interaction?
5. Is the project agreement being adhered to?
6. Has the contribution from both parties been appropriately acknowledged?

## Project review

1. Were the project goals/objectives achieved?
2. Was the investment of time, resources and people worthwhile in terms of improved patient-centred healthcare?
3. Has feedback from the pharmaceutical company been obtained and recorded?
4.
  - a. Has a project report been written and published?
  - b. If appropriate, has information about this collaboration been made publically available (e.g. has it been published on your website)?
5. Is there an opportunity to continue working with the pharmaceutical company?