

**Department of Health and Mental Hygiene  
Pharmacy and Therapeutics Committee  
Conflicts of Interest Policy and Code of Conduct**

All members of the Pharmacy and Therapeutics Committee are expected to conduct themselves pursuant to the highest standard of professional ethics. Each member shall sign an agreement to abide by the Conflicts of Interest Policy and Code of Conduct ("Policy") as a condition of appointment.

I. Definitions

Conflict of Interest: any substantial financial interest in the outcome of a review of a drug class or in the outcome of any other decision of the Committee which may result in preferable treatment being granted to one drug over another, including any of the following financial interests in a pharmaceutical company that makes a product in the relevant class that were held by the member or his or her spouse within the last twelve months:

- Acceptance of honoraria of more than \$100
- Participation in a speaker's bureau
- Acceptance of support valued at more than \$100 for travel for professional or education activities;
- Acceptance of research support;
- Consultant arrangements;
- Receipt of any individual gift, hospitality, or subsidy with a value of more than \$100;
- Investment interests (including any stocks, bonds or other securities) other than those interests held in investment vehicles, like mutual funds, exchange traded funds, or blind investment trusts, where the individual does not have an active management role.

II. Disclosure.

At least one month prior to each regular meeting, members shall receive a list of the manufacturers whose products will be on the agenda. At least two weeks prior to every meeting, each member shall disclose any conflict of interest to Maryland Medicaid Pharmacy Program Staff.

III. Recusal.

A. Prior to each meeting of the Committee, Maryland Medicaid Pharmacy Program staff will review disclosure forms and provide the Chairperson with a list of those members with conflicts and the classes under consideration from which the members are recused.

B. All conflicts of interest will result in recusal unless waived by the Deputy Secretary for Health Care Finance. A member may request waiver by application in writing to the Deputy Secretary. A member may also voluntarily recuse himself/herself for any other reason.

C. When each drug class is announced for review, the Chairperson shall announce the names of any members recused from consideration of that class and any waivers that have been granted.

D. If a member is recused, he/she shall not deliberate, debate, recommend, advise, vote, or participate in any other way in the decision making process for the class of drugs to which the recusal extends. This prohibition includes all communications with other members of the Pharmacy and Therapeutics Committee, whether inside or outside of formal meetings.

#### IV. Conduct.

A. Each Committee member shall comply with all obligations, including disclosure filing obligations, arising under Maryland public ethics law, §§ 15-101 to 15-1001, that are applicable to members of boards and commissions.

B. Written and oral public participation by members of the public in the Pharmacy and Therapeutics Committee meetings is encouraged. To support the public transparency and integrity of the Pharmacy and Therapeutics Committee decision making process, members of the public who wish to share their views about the agenda are encouraged to take advantage of the opportunities for public participation rather than to seek out individual Committee members. For their part, members shall not engage in any communications, conversation or meeting that attempts to influence voting on current or future agenda items outside of a quorum of the Committee members.

C. No Committee member shall participate in a speaker's bureau sponsored by a drug manufacturer or industry association while serving on the Committee.

#### VI. Violations.

A. Violations of this policy may result in dismissal from the Committee, in the discretion of the Deputy Secretary of Health Care Financing.

#### VII. Agreement.

A. Each member shall sign the following statement upon appointment and when amendments are made to this policy from time to time:

I have received, read, and agree to abide by the Pharmacy and Therapeutics Committee Conflicts of Interest Policy and Code of Conduct as a condition of my appointment.

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Name

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Date