



INTRODUCTION OF MED/SURG PRODUCTS

HonorHealth is dedicated to partnering with vendors to improve patient care and to reduce costs. Your product may be evaluated to determine if it brings clinical and cost value to HonorHealth. For more information regarding production evaluation, reference the next page "Insight into HonorHealth's Value Analysis Process".

- All products for review and/or evaluation must be submitted to the appropriate Supply Chain Leader.
- Product evaluations can only occur after you have received authorization from the corporate supply chain and the details of the evaluation have been determined.
- New requests **must** go through HonorHealth's "Value Analysis sub-team process" prior to use or the supplier will not be issued a purchase order for the product.
- The requestor (HonorHealth employee or Physician) will submit the following to Material Management or discipline director:
 - ✓ A completed New Product/Technology Request Form located on the system intranet
 - ✓ Clinical Research and/or financial documentation that supports the efficacy of the request
 - ✓ A copy of the FDA approval letter from the vendor or FDA website
 - ✓ Name of product Vendor Representative or company contact information

- All trial/free products or equipment sent into the facility require a no-charge purchase order from Supply Chain Management prior to use. Samples are not to be left in any patient care areas or given to staff, physicians or other health care providers.
- Distribution of unauthorized product samples or devices is strictly forbidden. Representatives found to be in violation will have their calling privileges suspended or revoked.
- Chemicals offered as samples will not be accepted unless accompanied by an OSHA Materials Safety Data Sheet.
- No in-service or product demonstration will occur without prior knowledge and authorization from the Clinical Supply Chain Manager.
- Under no circumstances are products to be used on patients without the proper in-servicing to Medical Staff and Health Care Providers. Failure to comply may jeopardize the Vendor Representative's ability to conduct future business with HonorHealth.
- HonorHealth does not support the use of "trunk stock" on patients, as the integrity and sterility of the product cannot be guaranteed.
- Evaluations will not proceed until:
 - ✓ All users have been properly trained and in-serviced
 - ✓ An evaluation form has been developed, evaluation timeframe defined, and

methodology approved by respective sub-team

- The requestor will be notified of the outcome of the sub-team decision via email and/or phone correspondence. The requestor will be informed as to next steps regarding target dates, clinical trials, in-servicing, training and education, action plan for implementation.

As a reminder that we take our patient's safety seriously, HonorHealth ***WILL NOT PAY*** invoices for new products that have not followed the process unless you obtain approval in writing from the Department Manager prior to the case. Agreements made with physicians in their offices are NOT binding with HonorHealth. Commitments made on behalf of the hospital are null and void unless authorized by an agent of the facility (Corporate or Hospital Administration; Corporate Materials Management; Pharmacy Director, or Food Service Director).