



## **VENDOR REPRESENTATIVE PROTOCOL**

### **All vendor representatives will:**

- A. Maintain appropriate REPTRAX memberships and renew annually. Failure to maintain current status in REPTRAX will preclude you access to all patient care areas.
- B. Be properly educated in HonorHealth purchasing policies, product evaluations, Technology Management requirements etc.
- C. Review all new products with the appropriate HonorHealth contact before introducing into any HonorHealth facility.
- D. Ensure devices or products furnished by the sale representative shall have current (as applicable) FDA approval, be within the expiration date of the manufacturer, and shall be in a clean, sterile (as applicable) and unopened condition at the time it is brought into the entity.
- E. Have a written authorization from a HonorHealth contact prior to accessing a HonorHealth Facility. You will need to have approval each time you wish to visit a HonorHealth Facility. The only exception will be when you have been scheduled to be present during a surgical or interventional procedure.
- F. Provide **ONLY VERBAL** consultative services to physicians and health care providers during surgical, interventional and diagnostic procedures. Any active clinical practice from a vendor representative will subject to potential liability and litigation.
- G. Not view any scheduled procedure without authorization from the Department Director. This helps to ensure the privacy of HonorHealth patients and to be compliant with HIPAA regulations. Not have access to patient medical records or procedural schedules.
- H. Not go into any department lounge or changing areas without prior authorization. Business is **NOT** to be conducted in any waiting rooms, or other public areas.

- I. Not go into any supply areas unless escorted by a HonorHealth employee and are not to remove any supplies without the written authorization of the Department Director or his/her designee. Unauthorized removal of supplies is considered theft and appropriate action will be taken.
- J. Comply with all HonorHealth policies and procedures and/or instructions from the physician and/or health care provider. Be knowledgeable of, and practice aseptic principles and techniques at all times.
- K. Coordinate all clinical in-service education with the Clinical Supply Chain Manager. It will also be the responsibility of the Vendor Representative to obtain an in-service education log sheet and ensure that all HonorHealth staff sign-in when attending an in-service session.
- L. Not handle another vendor's product.
- M. Not use employee entrances or alternative entrances. Vendor Representatives will enter through the main entrance lobby of each hospital.

**It is the responsibility of the Vendor Representative to maintain compliance with the following:**

1. Arranging electrical equipment checks by the Biomedical Department prior to the equipment use.
2. Arrange for cleaning of non-sterile equipment 24 hours prior to the scheduled procedure.
3. HonorHealth's Dress Code:
  - The Vendor Representative must wear appropriate business attire. Business casual or suits are required if you wish to conduct business within HonorHealth.
    - **Scrubs**, even those issued by the HonorHealth Company, ARE NOT to be worn into the hospital. You must change out of your street clothes and into hospital-issued scrubs before proceeding into any sterile procedure areas.
    - Limit the use of perfumes, colognes, and aftershave products. Some patients are hypersensitive to scents.
    - Representatives who come in direct contact with patients and sterile supplies are prohibited from wearing artificial nails. Natural nails must be trimmed within ¼" of the tip of the finger. (check AORN guideline)
    - Open-toed shoes are not allowed in clinical areas. Vendor ID badges are to be worn and prominently displayed at all times.

**Changes in Employment/Product Line**

It is the responsibility of the Vendor Representative to notify HonorHealth of any changes in employment status or representation in product line. A new Reprax profile must be

Completed any time employment status changes. Failure to do so will result in your inability to conduct business within any HonorHealth Facility.

**Soliciting HonorHealth Employees to Work for Vendor**

Vendor Representatives are not permitted to solicit hospital staff for jobs within their company. Former HonorHealth employees that have become Vendor Representatives will not be allowed to conduct business in any HonorHealth facility for at least 5 years. No exceptions.

**TB Testing/Immunizations**

I understand that it is the responsibility of my employer to maintain current vaccination and TB-testing records and that I must receive a flu shot on an annual basis prior to December 1<sup>st</sup> each year. If I decline a flu shot, I agree to wear a mask at all times while in patient care areas. Your employer will be subject to random audits to check for compliance.