



**RepTrax**

# UIHC Vendor Policy Review

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Value Analysis Program



# The Vendor Policy Purpose

- At University of Iowa Hospitals and Clinics (UIHC), we are proactive in protecting the privacy of our patients to facilitate compliance with all government and University health and safety regulations and policies.
- Although we recognize the value of having sales representatives interact with our staff, we also have high expectations that all vendors will comply with UIHC Vendor Policy and with rules and additional guidelines established by individual departments and units.
- The detailing of products and services at the UIHC by company representatives is a granted privilege, not a right.



# The Vendor Policy Highlights

- Registration and Daily badges are required
- All visits must be prearranged
- Vendors may not wear their own scrubs
- No new products can be left for trial without approval of the product committees
- Vendors are not permitted in inpatient care areas, outpatient clinics or pharmacy dispensing areas.
- Attendance at Hospital meetings not open to the public are not open to vendors
- No Loitering
- UIHC telephones, copiers, fax and the like are off limits.

# The Vendor Policy Highlights

- Use of overhead paging and departmental mailboxes is not allowed.
- Vendors must pick up after meetings, in-services and displays
- Vendors must not leave unsolicited promotional displays/ boxes or information in any hospital area.
- Valet parking is restricted to patients and visitors
- Vendors must complete product information with Procurement Services and Pharmacy as appropriate

# The Vendor Policy Highlights

- If products require a trial, the supplier must at no charge provide an adequate supply to make a fair determination.
- All products must be shipped directly to the hospital and are not to be carried in.
- Reusable products must be taken to CSS for proper cleaning and sterilization
- Additional Pharmacy requirements apply





# Important Highlights 2008

- Update to our original 2005 Vendor policy.
- This vendor policy is for representatives selling products or services, distributors, pharmaceutical, managers, scientific liaisons, and tissue bone representatives with access to Patient Care areas, Clinics, OR's and Invasive Labs.
- Excludes construction, internal university, freight forwarders, floral and food delivery vendors
- Exceptions include research personnel, and service personnel who service equipment infrequently.

# What is new?

Vendors will be required to join the RepTrax web based community.

RepTrax will verify and manage our required vendor credentials

We decide on what credentials and policies.

## **We will be requiring:**

Measles Mumps and Rubella vaccination

Annual TB status

Documentation of competency (evidence of Employer Product/Service Competency)

Score of 80% or better on UIHC policies and procedures including OR's.

Agreement to UIHC Patient Information confidentiality.





# Why?

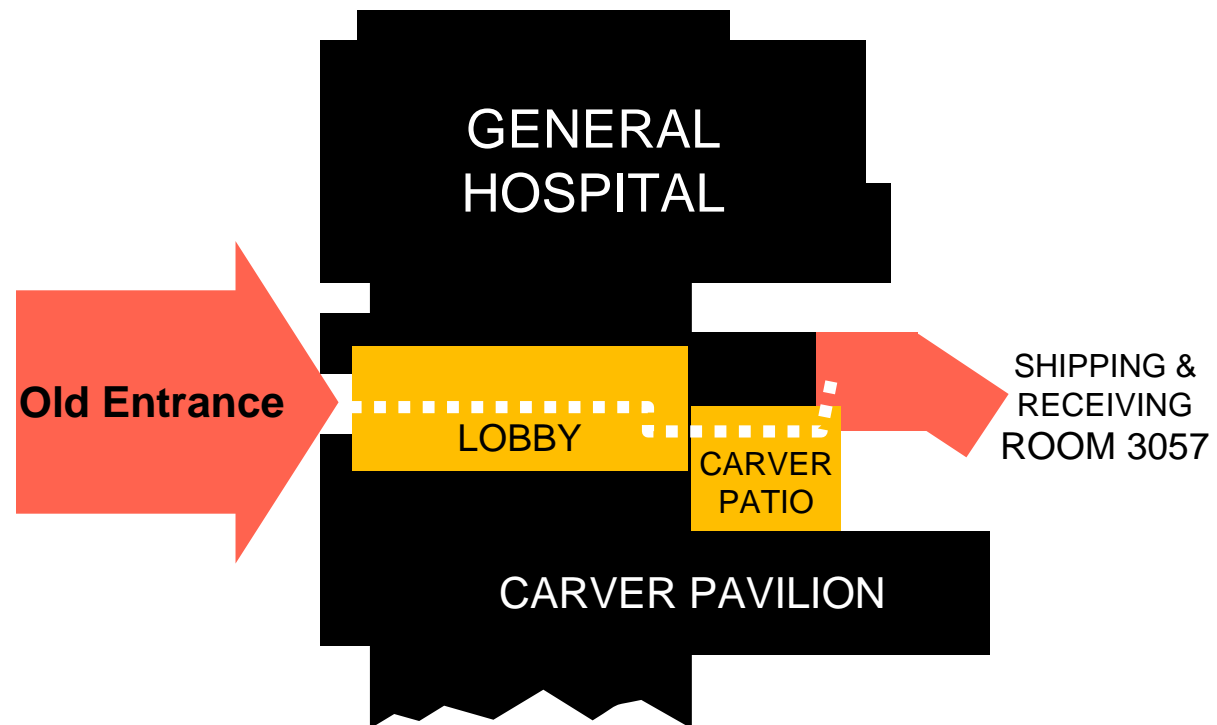
We want our vendors to follow the same policies for Vaccinations and Medical precautions that we insist for our staff.

We want to manage the risk to UIHC with improved documentation of vendor compliance with patient rights, privacy, infection control, security, and conflict of interest.

We want to insure cost effective products or medications entry; while we improve safety and regulatory compliance.

# Check in process – No changes

RepTrax credentialed vendors will continue to stop in Procurement Services acquire a daily badge. Non compliance will mean non access.



# Key Talking Points

Beginning August 15, 2008 we will require all applicable vendors to be credentialed by RepTrax

Vendors will be denied access to OR, ASC, Procedure Areas, Clinics or Inpatient areas without approved credentials.

To ensure vendors read our current vendor policies and procedures there will be a quiz that the vendor must pass.

# How can I get a Product approved for purchase?

Product Review and Standardization committees are in place and do meet routinely. *New products can not be left without prior approval.*

The General Medical/Surgical Product Review and Standardization committee meets monthly

The Operating Room and ASC Product Evaluation Standardization and Review and work group meets bi weekly.

All new product forms are available on the Procurement Services and Value Analysis website. Completion of a staff request and vendor product information are required.

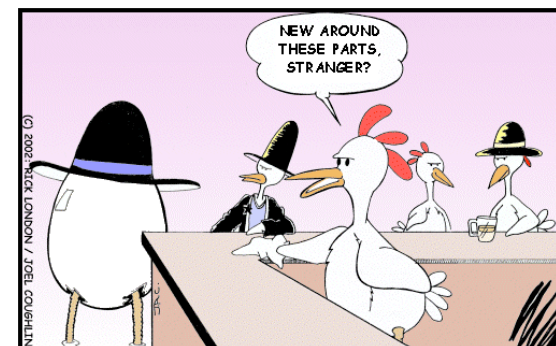
# What if a vendor shows up with a new product?



AND YET THE QUESTION REMAINED:  
"WHO CAME FIRST?"

# What can you do?

- If a vendor does not have a vendor badge - send them to Procurement Services
- If a vendor doesn't have an appointment, ask them to leave - they should go to Procurement Services.
- If vendor wants to leave products or drugs, don't let them - send them to Procurement Services
- If you have a vendor, issue/complaint or concern, call Procurement Services 4-9800



AND YET THE QUESTION REMAINED:  
"WHO CAME FIRST?"

# For More information

## Contacts:

Joint Office of Compliance: 384-8282

Pharmaceutical Services: 384-5185

Procurement Services: 384-9800

Value Analysis Program: 384-VALU

U of I Purchasing: 335-0379

