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| **SUBJECT/TITLE:** | **Statement of Vendor Policy** |

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| **PURPOSE:**  **SCOPE:** | To provide a consistent set of requirements for access to patient care environments for all authorized vendors.  Institutional |
| **DEFINITIONS:** | "Conflict of Interest" (COI) involves a situation in which faculty, staff, or student employees have financial or other personal considerations that may compromise, or have the appearance of compromising, their professional judgment or integrity in teaching, clinical care, conducting or reporting research, or performing other University obligations. (From UI Operations Manual;  <https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest/conflict-interest-workplace>  "Conflict of Commitment" (COC) occurs when an employee engages in an outside activity that interferes, or appears to interfere, with fulfillment of the employee's obligations to the University, even if the outside activity is valuable to the University or contributes to the employee's professional development and competence. (From UI Operations Manual;  <https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest/conflict-interest-workplace>  “Detailing” is defined as a sales representative engaging in informational, educational, or sales activities involving their company’s products and services at UI Health Care.  "Vendor" is defined as any person or company seeking to do or doing business with University of Iowa Health Care, including any pharmaceutical, medical device, medical publishing, or medical equipment companies.  Use of UI Health Care name is to be submitted to the Joint Office of Marketing and Communications. Promotion of a company product is strictly prohibited by the UI Health Care Conflict of Interest Policy. |

**POLICY:**

1. All Vendor Representatives are required to register and comply with UIHC requirements via SEC3URE web-based community priorto engaging in detailing activities.
2. Registration and daily badges at UIHC are required for all Vendor Representatives for attendance at UIHC.
3. All Vendor Representatives must check in and receive a badge upon each visit.
4. Vendor Representatives must follow all hospital policies and procedures, including the UI Health Care Vendor Handbook, when detailing while visiting UIHC or any UIHC affiliated Clinic.
5. Additional Pharmacy and Therapeutics Subcommittee and Department of Pharmaceutical Care requirements:
   1. Vendor-supplied drug samples, drug-containing devices, coupons and vouchers may not be distributed to faculty, staff, trainees, and patients at UI Health Care.
   2. In order to meet patient educational needs, the Pharmacy and Therapeutics Subcommittee may approve industry-provided drug-related educational devices and/or written educational materials. These approved industry-provided drug-­related educational devices will not contain active drugs and may be kept in specified clinics for patient education concerning drug administration.
   3. Only UIHC and company-approved materials and non-independently created or reproduced items may be distributed to health care professionals or trainees within UIHC.
   4. Distribution of written promotional information regarding protocol, restricted, and non-stock drugs at journal clubs or in displays is not permitted. Restricted drugs are defined as those drugs on the formulary whose use are limited to a specific clinical service(s).

Source: Procurement & Value Implementation Services

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