

## **Supplement B**

### **Vendor Representatives Presence in Procedural Areas**

Vendor Representatives must have a clinical need to be present in procedure areas. The following process must be followed in order to obtain approval:

- A. A Nurse Manager, Assistant Nurse Manager, University of Iowa Health Care (UI Health Care) Physician or department director must approve.
- B. Representatives will receive and agree to the Statement of Vendor Policy.
- C. Representatives will sign in and obtain authorization to be present in the hospital at the location indicated in the table below prior to coming to the procedure care areas. UI Health Care personnel will verify the following:
  - a. Received approval to be present
  - b. All required forms are complete
  - c. Vaccinations are complete
  - d. Registered in the vendor management system registration
  - e. Provided UI Health Care-provided scrubs, and shoe covers, if needed
  - f. Provided UI Health Care Vendor identification
- D. Representatives will not have access to procedure schedules.
- E. Representatives will check and/or sign in with the procedure room designee before entering the patient care area. Multiple representatives from the same company must each check and/or sign in separately. Representatives will leave the area immediately upon completion of authorized work.
- F. Only representatives for whom approval have been granted may be present, with a maximum of two per company per procedure. Additional approval must be obtained for exceptions. In the event of an emergent case, the procedure area designee will obtain information from the physician regarding a need for a representative.
  - a. Representatives may not scrub in or open sterile supplies.
  - b. Representatives may detail only the products for which a clinical need has been identified.
  - c. Sterile products must be supplied in a manner consistent with UI Health Care Infection Control Policies.
- G. Vendor policies and procedures apply to trials of equipment, instruments, and supplies requiring presence of a representative. All new products require submission and verified sponsorship through the product request management tool prior to trialing. Failure to follow this policy will result in enforcement of Hospital Vendor Policy.

## **PROCESS FOR VENDOR REPRESENTATIVE PRESENCE:**

### **Physician**

- A. Within the supply chain management system, indicate to the procedure area designee that the presence of a representative is a clinical need, the name of the company and whether scrubs are needed.

### **Vendor Representative**

- A. Check in at Procurement Services for MCU, MCNL, and IRL locations, or Materials Management for the MCD location
- B. Obtain a badge, designated UI Health Care issued scrubs and shoe covers
- C. After changing into surgical attire, sign/check in with the designated procedure staff person
- D. Introduce yourself to the designee in a procedure area and identify the physicians with whom you will be working

### **Procedure Area Designee**

- A. Verify that the clinical need for the vendor representative is indicated.
- B. Tell the vendor representative the location of the procedure suite.
- C. Verify that the vendor representative is wearing the appropriate badge.

### **Vendor Representative**

- A. Go to the assigned procedure suite.
- B. Identify yourself to the procedure room nurse.
- C. Sign/check out with the designated staff person upon completion of authorized work.
- D. Change into street clothes, leaving designated UI Health Care-issued scrubs in the changing room.

Failure to leave the area at the end of the case will be a violation of the Vendor Policy.

## Check-In Location and Hours

Location	Department Name	Hours	After-Hours Procedure
University of Iowa Health Care Medical Center (MCU)	Procurement Services Department	Main Entrance – Desk 3 Monday-Friday 6:30 AM- 4:00 PM	Obtain a badge via the After-Hours Vendor Check-In Kiosk located to the left of the Information Desk at the Main Entrance.
University of Iowa Health Care Medical Center Downtown (MCD)	MCD Materials Management Department	1 <sup>st</sup> Floor Office Monday-Friday 7:30 AM – 4:00 PM	
University of Iowa Health Care Iowa River Landing (IRL)	Procurement Services Department	MCU location Main Entrance – Desk 3 Monday-Friday 6:30 AM- 4:00 PM	
University of Iowa Health Care North Liberty (MCNL)	Procurement Services Department	MCU location, Room 3057-1 SFR Monday-Friday 6:30 AM- 4:00 PM	
University of Iowa Health Care – North Dodge Clinic	Procurement Services Department	MCU location Main Entrance – Desk 3 Monday-Friday 6:30 AM- 4:00 PM	Contact Security.