
Title/Subject **Requirements for vendors having business with Hartford Hospital Policy**

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Scope: all vendors

Definitions:

Vendor Representative: A person who sells, repairs, or is a supplier or educator for a particular product or service, who works on behalf of an independent business or company.

- Introduces and sell products including pharmaceuticals and/or equipment
- Negotiates contracts
- Conducts staff orientation/training
- Repairs/services equipment

Policy:

It is the policy of Hartford Hospital to provide a safe environment for all patients, visitors and staff by monitoring hospital access and sales activities associated with the selling of goods, services or equipment to Hartford Hospital.

The vendor group is divided into two categories.

a. Clinical- Level B (see HH Access Policy)

i. Includes any vendor who routinely provides services within 3 feet of patients or a sterile field. A contract and BAA (Business Associate Agreement) required if applicable.

- Examples of clinical areas include **but are not limited to:**
 - Procedural areas: Operating Room, Radiology, Cardiac Labs, Dental Clinics, West Hartford Surgery Center
 - Patient Care Nursing Units or other clinical areas

b. Non-Clinical- Level D (see HH Access Policy)

i. Vendors who have minimal/time-limited business in patient care areas or administrative offices and are not providing care, treatment or services on behalf of Hartford Hospital.

- Examples of non-clinical vendors include but are not limited to:

- copier vendor, bottled water delivery.

I: All Vendors are required to meet the requirements of:

- A. Confidentiality Agreement
- B. Fire Safety
- C. Code of Conduct
- D. HIPPA Policy
- E. Photo ID

II: Clinical vendors must adhere to Hartford Hospital infection control guidelines.

A. Proper attire must be worn in restricted areas

B. Evidence of vendor immunization is required as follows:

- 1. Non-Clinical Tier Vendor Immunization/Testing Requirements
 - No immunization or testing requirements for non-clinical vendors
- 2. Clinical Tier Vendor Immunization/Testing Requirements
 - Proof of immunization required (document from primary care provider, military, school/university, or from previous employer)
 - 1. Rubella (German Measles)
 - 2. Rubeola (Measles)
 - 3. Mumps
 - 4. Varicella (Chicken Pox)
 - Testing Required: A one-time tuberculosis skin test (ppd) for the initial sign-on of a vendor. This test does not need to be repeated on an annual basis

III: All vendors should be educated to not do business if they are acutely ill (Upper Respiratory infection, Gastrointestinal Illness)

IV: Infection Control Committee has the authority to institute control measures when there is a reasonable risk or danger to patients, personnel or visitors. This may include limiting vendor access to the hospital as needed.

V. Any activity related to supply management, patient care and information systems must be done with the knowledge of a Hartford Hospital employee. As necessary they must be accompanied by a staff member.

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- VI: Pharmaceutical vendors must have appointments to meet with anyone at Hartford Hospital. Vendors are not allowed in any patient care areas, and pharmaceutical exhibits or displays are prohibited. Pharmaceutical samples are not permitted except in the clinic areas located in Brownstone building. Any Hartford Hospital staff member, Department, or Service requesting information related to drug therapy should contact the Pharmacy Department at 860-545-2003.
- VII: Any vendor who is at Hartford Hospital for the purpose of demonstrating product and/or product education must make an appointment and check in at the department administrative area they are visiting. Unsolicited promotion of products (hallway marketing) is not permitted.
- VIII: Vendors must have authorization from Materials Management and the department they are providing any new product to. If there is no prior authorization for any product brought in by a vendor the product will be at no charge to the hospital. New items are not to be used until they have been approved by the Clinical Quality Value Analysis Team or have a one-time use approval by Materials Management. Failure to follow requirement will result in no charge to Hartford Hospital
- IX: There must be written documentation for any property of Hartford Hospital that is removed from the premises for the purpose of evaluation, return to the company or loan to another institution.
- X: Personal Electronic Communication Devices are strictly prohibited in critical care areas that are dependent on monitoring or life support devices and in locations where patients are receiving therapy.
- XI: Electrical safety equipment used to examine or treat patients for diagnostic, therapeutic, or monitoring purpose must be brought to Biomedical Engineering for electrical safety inspection and approval prior to use. An inventory list of this equipment will be kept in Biomedical Engineering Department.

Prior to conducting business at the hospital, a vendor is required to register with RepTrax, a web based system utilized to manage vendor credentials.

Initial registration can be done from their office computer by going to www.reptrax.com.

Vendors must have an appointment with the area they are visiting prior to going to the area.

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Upon each hospital visit or visit to a different department the vendor will check in through a kiosk (located at Hartford Hospital main lobby, Jefferson Street Medical Building (JSMB) lobby or Maintenance Building at the IOL).

At that time if they have met all credential requirements a badge will print that they must wear during that visit.

Upon completion of their visit the vendor must log out at one of the Hospital kiosks. Failure to log in or out could jeopardize further business with the hospital.

Please see attachment of credentials required based on vendors hospital area.

Enforcement of Policy

Any infraction of this policy may affect the vendor's and or company's representation at Hartford Hospital.

All staff at Hartford Hospital will assist in monitoring the level of compliance and report violations to the Materials Management Purchasing Division.

Based on the seriousness of the infraction, the action may include a verbal reinforcement of the Hospital's vendor policy or the following disciplinary actions:

1. **First infraction:** Vendor is contacted, a note in the file and a possible letter of reprimand, potential loss of privileges for one week.
2. **Second infraction:** Vendor contacted which could include a letter of reprimand with a copy being sent to the vendor's supervisor, and the vendor's and or the company's possible loss of privileges for up to six months.
3. **Third infraction:** Vendor contacted which could include a letter of reprimand with a copy sent to the vendor's supervisor, and the company's potential loss of privileges

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