

Applies to: OSUCCC - James Cancer Hospital

Policy

These guidelines have been developed to assist and direct all Vendor Representatives who call upon The Ohio State University Health System. Vendor Representatives are guests of the Health System and, as such, must provide their services in accordance with acceptable rules of conduct as determined by the Health System and in a manner that provides the greatest benefit to the Health System. The ultimate aim of this policy is to ensure that patient care is not influenced by others external to the Health System

Definitions

Term	Definition
Vendor Representative	Any person employed by a company from which the Health System may issue a purchase order for supplies, equipment and/or services.

Policy Details

1.0 Procedures for Vendor Representatives

- 1.1 All Vendor Representatives will report to the building-specific information area. The vendor information areas are defined below.
- 1.2 Vendor Information Areas:
 - 1.2.1 University Hospital – Rhodes Hall Information Desk
 - 1.2.2 James Cancer – James Information Desk
 - 1.2.3 University Hospital East –Information Desk
 - 1.2.4 Cramblett Hall – Information Desk
 - 1.2.5 Ross Heart Hospital- Information Desk
 - 1.2.6 OSU Harding- Office of the Executive Director
 - 1.2.10 OSUHS Outpatient Facilities- Information Desk

2.0 Control

- 2.1 All vendors must have a scheduled appointment
- 2.2 Vendors must be provided with identification badge before visiting any area within the health system. Badges must be displayed at all times.
- 2.3 At the time of arrival, all vendors must register by signing the Vendor Access Log located in the appropriate information area. Vendors must register their name, company, department destination, departmental contact, and purpose for visiting. Even if the vendor has a permanent badge, a vendor must register upon every visit to the health system
- 2.4 No cold calling is permitted to any OSU Health System facility.

3.0 Vendors in Patient Care Areas

- 3.1 All vendors entering any patient care area within the OSU Health System must complete the vendor credentialing process through Reprax. Reprax is OSU Health System’s vendor credentialing service. Vendor credentialing is mandatory for vendor representatives in the following areas

Applies to: OSUCCC - James Cancer Hospital

regardless of patient contact: Operating rooms, Cardiac Cath laboratories, Electrophysiology Laboratories, Pharmacy, Emergency department, Endoscopy, Women and Infants and Radiation Oncology. Once credentialed, vendors will be issued a permanent vendor badge.

3.2 RepTrax Credentialing and Permanent Badge Procedure:

3.2.1 Log on to RepTrax website, create an account and attach the account to The Ohio State University Medical Center. Select vendor category and a premium membership. Complete all vendor requirements including but not limited to:

- 3.2.1.1 View and agree to adhere to OSU Health System policies
- 3.2.1.2 View PowerPoint presentation of OSU Health System procedures and policies
- 3.2.1.3 Complete online exam with a score of 80% or higher
- 3.2.1.4 View and sign attestation and confidentiality agreements
- 3.2.1.5 Provide most recent negative TB test and proof of MMR vaccination
- 3.2.1.6 Provide proof of training in product line
- 3.2.1.7 View and sign Reprtrax confidentiality agreement

3.2.2 Once RepTrax receives and validates all documentation, the vendor representative will receive email notification of completion. At that time, the vendor must proceed to Security and ID processing to obtain a permanent vendor badge. A permanent vendor badge is valid for one year from the date of the vendor representative's negative tuberculosis test.

3.2.3 Vendors visiting OSU Health System for an occasional visit may qualify for exclusion from RepTrax credentialing. This exclusion is intended to accommodate product conversion staff and those vendors who wish to have a manager from their respective company accompany them for a visit. These individuals must register in the Vendor Access Log for a daily access badge at one of the facility specific information area.

3.2.4 Vendors requiring off hour access or other special needs must collaborate with the OSUHS department to define the processes for access. This should be clearly defined in the Purchasing contract.

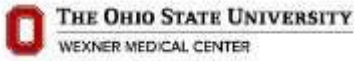
3.2.5 Personnel representing Extended Care Facilities for the specific purpose of evaluating patients for placement at their facility are excluded from the Reprtrax credentialing requirement.

- 3.2.5.1 Vendors issued permanent badges are responsible for maintaining and wearing their badges at all times for immediate identification by health system personnel.

4.0 Access

4.1 Vendor Representatives are not permitted to solicit Hospital patients or visitors. Vendors are not permitted in patient care areas or other secured areas unless accompanied by health system staff. Patient care areas include, but not limited to, inpatient care units, outpatient treatment areas, surgical suites, interventional laboratories, special procedure areas, or other areas where a care giver interacts with a health system patient or family member.

4.2 Vendor access to Hospital operating rooms will be authorized according to the [OR Vendor Policy](#).



Applies to: OSUCCC - James Cancer Hospital

4.3 Patient service representatives must coordinate any patient discharge planning activity with the PCRM or Social Worker caring for that patient. Contact with any patient for this purpose may only be initiated by the patient or PCRM/Social Worker. Any Patient service representative who has contact with a patient must fill out the "[Vendor Agency Documentation Form](#)" and have the PCRM, Social Worker or patient's nurse sign the form. The completed form should be placed in the patient medical record as a permanent part of the chart.

5.0 Departmental and Staff Responsibilities

5.1 If a vendor representative visits an office or department within the health system without an appointment and/or badge, staff should request the representative leave the area. These instances should be reported to their immediate supervisor and to the Purchasing Department at 293-2595.

6.0 Gifts

6.1 Please refer to the Vendor Interaction Policy for specific information regarding vendor gifts.

7.0 Compliance

7.1 Vendors who fail to comply with the health system policies are subject to losing their business privileges at the health system.

7.2 Repeated non-adherence to our policy by Vendor Representatives will result in loss of privileges by ALL representatives of that vendor.

Resources

OSUCCC – James

[Equipment Safety for Patient Care Areas 04-08](#)

[Vendor Agency Documentation Form](#)

Medical Center:

[OR Vendor Policy](#)

[Vendor Interaction Policy](#)

[5.18.17](#)

[Vendor Interaction Policy Site](#)

Contacts

Subject	Office	Telephone	E-mail/URL
	Purchasing	293-2121	
	Compliance	293-7802	

History

Issued: May 1988
 Revised: July 2010
 Submitted by: Compliance
 MSAC: n/a