



<b>Policy Number:</b>	<b>6.25</b>	<b>Original Date Issued:</b>	November 11, 2005
<b>Section:</b>	Supply Chain	<b>Date Reviewed:</b>	October 25, 2012
<b>Title:</b>	Vendor/Supplier Guidelines	<b>Date Revised:</b>	September 24, 2009
<b>Regulatory Agency:</b>			

**I. POLICY:**

Children’s Vendor/Supplier Guidelines promote quality patient care and confidentiality by monitoring access of supplier representatives to Children’s facilities and personnel.

**II. EXCEPTIONS TO VENDOR/SUPPLIER GUIDELINES:**

Exceptions to these guidelines may be granted for certain supplier representatives and/or under certain circumstances, which may include, but are not limited to the following:

- Administrative level consultants
- Construction workers (monitored by Construction/Facilities Refer to [5.03 Contractor and Sub-Contractor Requirements for Hospital Construction Projects](#))
- Under certain circumstances, Security may coordinate with Supply Chain to issue an annual supplier identification badge.
  - ◆ To request an annual badge for a supplier representative, contact your manager. Department manager should contact the Strategic Sourcing manager with the request and supporting information.
  - ◆ If approved, the Strategic Sourcing manager will notify Security
  - ◆ The vendor should check with Security when they sign in, to see if their annual badge has been approved
  - ◆ The annual badge applies only to department(s) specified by the requesting manager

**III. PROCEDURE:**

Discussions with suppliers should focus on product information, product specifications, and product issues. Children’s department representatives should not discuss price or statistics with the supplier representative. In addition, Children’s department representatives should not commit or obligate the organization to any purchase, product or supplier changes without their designated Sourcing analyst’s involvement.

**A. Appointments:**

1. Hospital employees should meet with supplier representatives by appointment

- only, and should complete and submit an on-line [Vendor Meeting Request](#) form at least 24 hours prior to the meeting, which alerts Security that the vendor has a legitimate appointment and assists Supply Chain with tracking vendor performance.
2. Meetings with vendors/suppliers should be coordinated through the department manager, director or business manager.

**B. Sign In Procedure:**

1. Supplier representatives arriving for a scheduled appointment at one of Children's campus facility locations are required to register at the sign in location and pick up a supplier representative identification badge:

<b>Children's Hospital Facility</b>	<b>Sign in Location</b>
Children's at Scottish Rite	Security Office
Children's at Egleston	Security Station at Main Information Desk
Children's at Hughes Spalding	Security Desk
Children's Office Park	Security Office in Building 1680
At all other Children's locations, the manager of each facility will determine the sign in procedure for supplier representatives.	

2. The Children's employee with whom the appointment has been prearranged, or designee, should meet the supplier representative at the sign in location, and escort him/her to the meeting place.

**C. Supplier Identification:**

1. Supplier representatives should wear the Children's supplier identification badge at all times while in the Children's facility.
2. Supplier identification badges are valid only for the department(s) in which appointments have been made, and only on the date of the appointment(s).
3. At the conclusion of the visit, the supplier representative should return to the sign in location, turn in the supplier identification badge, check out, and exit the premises.
4. Children's employees including clinical, business and leadership personnel should decline to meet with any supplier representative that does not have a supplier identification badge, and should escort the representative(s) to the sign in location. If a supplier representative refuses to comply, Children's employees are encouraged to call Security and report the occurrence to the Supply Chain compliance and communication consultant.
5. Children's employees should ask supplier representatives found in any "non-public" area of a Children's facility without a supplier identification badge, to leave the premises. Failure to do so may result in a Security department escort

- off the premises. For further information refer to Environment of Care policy [2.25 Vendor/Contractor Control](#).
6. The supplier representative should abide by any other guidelines or policies that are specific to the department they are visiting.

#### **D. Conflict of Interest and Gifts**

Acceptance of gifts, with the exception of advertising novelties, is prohibited at all times. Refer to Administrative and Operational Policies [10-25 Gifts and Business Courtesies - Vendor and Referral Sources](#) and [1.05 Standards of Conduct](#).

#### **E. Correspondence**

Supplier representatives and Children's employees should direct all correspondence related to contracts, quotations, requests for evaluating products, prices, loaner equipment, etc. to the department's designated Supply Chain Sourcing analyst or to [supplychainvendors@choa.org](mailto:supplychainvendors@choa.org).

#### **F. Delivery**

All deliveries of medical supplies and equipment must be made to Children's Central Warehouse or to the receiving dock of one of Children's hospital locations, and must involve Supply Chain or Security personnel.

\*EXCEPTIONS: Certain temperature sensitive products (i.e. blood, factor replacement, human tissue) may be delivered directly to the lab. Delivery personnel are required to register with Security before proceeding to the lab.

For emergency deliveries (i.e. OR, grafts), the Supply Chain buyer works with the end user, vendor/supplier and Campus Supply Chain to ensure that timelines are met and proper documentation occurs.

#### **G. Presentation of Products, New Product and Product Samples**

All new products or equipment for patient care are subject to Administrative and Operational policy [1.65 Introduction of New Medical Devices, Products and Equipment](#).

#### **H. Education and Training Sessions**

Children's department managers or educators should coordinate all clinical in-service education with supplier representatives. The education should be scheduled in advance to accommodate various shifts.



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It is the vendor's responsibility to obtain an in-service [Education Roster](#), ensure that all Children's staff in attendance sign the roster to document attendance, and provide a copy of the roster to the department manager or educator.