

Perioperative Services Vendor Representative Policy

The following is East Alabama Medical Center (EAMC) policy regarding vendor representatives in Perioperative Services. These areas include but are not limited to the Main Operating Room, The Surgery Center, and Endoscopy. A representative's failure to adhere to this policy may result in removal from the premises and/or including a permanent ban from conducting business at EAMC.

Policy

All Vendor representatives

- **Must check in with Symplr or report to the Materials Management (MM) department to receive printed badge and have authorization to visit the Perioperative Services department regardless if you have a prior appointment or request from Surgeon. If you are unable to obtain a badge from Symplr and MM has not yet opened, you must visit MM ASAP to sign in.**
- **Must notify the Manager or Clinical Coordinator of their plans to be present for any case that was requested by a physician to attend in the Perioperative Services department; the responsibility of this notification rests solely with the vendor representative. In addition, request an appointment in Symplr with at least 24 hours advanced notice.**
- **Must notify the front desk and the surgery management staff of their presence.**
- **Must wear a name badge and printed Symplr badge at all times during their presence in the Perioperative Services department.**
- **Reps will not be allowed to go to other surgical suites or other areas of the department.**
- **Cellular phone usage is restricted in patient care areas; this includes Perioperative Services; appropriate areas for cellular phone use include the sub-sterile rooms and the main hospital corridors.**
- **Please electronically submit to Central Sterile sterilization parameters a minimum of 48 hours prior to the arrival of the instruments and/or implants.**
- **Instruments and/or implants being brought into the Perioperative Services department by a vendor representative for use in a surgical procedure must be delivered before 2:00pm the afternoon prior to the scheduled procedure to allow for proper sterilization.**
- **Products new to East Alabama Medical Center must be submitted for approval with pricing, FDA pre-market authorization, CMS device code information and product information to the Perioperative Value Analysis Committee.**

- **Items that are not pre-approved prior to the surgical case (i.e. consumables and implants) will be treated as donated products to East Alabama Medical Center.**
- **Reps are prohibited to market products to Surgeons that have not been approved by the Value Analysis Committee.**
- **All inventory audits are to be scheduled in advance with the Inventory Coordinator in the Materials Management Department.**

All vendor representatives are required to read the above policy and sign an acknowledgment of understanding prior to conducting business on EAMC property. All vendor representatives are to provide a copy of Hepatitis vaccination, annual TB skin test and documented proof of satisfactory completion of an approved course in aseptic technique (i.e. *OR Protocol*). Any change in a vendor's representation will require an updated acknowledgment of understanding from the representative.

All vendor representatives are subject to comply with HIPPA regulations for maintaining patient confidentiality.

Bethany Merritt RN, CNOR
Manager Main Operating Room

Les Teel
Director of Materials Management

April Scroggins RN
Manager of The Surgery Center

Sharon Barnes RN, CNOR
Manager of Endoscopy

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Acknowledgement of Understanding

Representative Name: _____

Company Represented: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone Number: _____

Pager Number: _____

Cell Phone Number: _____

E-mail Address: _____

I, _____ have read the East Alabama Medical Center Perioperative Services department policy regarding vendor representatives in Perioperative Services. My signature below attests that I understand and will abide by the requirements of the policy.

Signature

Date