

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Policy: Vendor Representatives, Faculty/Staff Interactions	Category	Clinical Operations
	Policy Number	OP 50-10.02
	Approval Date	December 2018
	Effective Date	December 2018
	Supersedes	April 2010

Applicable to	
<input checked="" type="checkbox"/> Adult Enterprise	<input checked="" type="checkbox"/> Pediatric Enterprise
<input checked="" type="checkbox"/> Behavioral Health Enterprise	
Team Members Performing	
<input checked="" type="checkbox"/> All faculty & staff	<input type="checkbox"/> Faculty & staff providing direct patient care or contact
<input type="checkbox"/> MD	<input checked="" type="checkbox"/> House Staff
<input type="checkbox"/> Other:	<input type="checkbox"/> APRN/PA <input type="checkbox"/> RN <input type="checkbox"/> LPN
Responsible Committee	
<input checked="" type="checkbox"/> Clinical Operations Committee	<input type="checkbox"/> Pharmacy, Therapeutics, and Diagnostics Committee
<input type="checkbox"/> Clinical Practice Committee	<input type="checkbox"/> Health Record Executive Committee
<input type="checkbox"/> Quality Steering Committee	<input type="checkbox"/> Information Privacy and Security Executive Committee
<input type="checkbox"/> Infection Prevention Executive Committee	<input type="checkbox"/> Medical Center Safety Committee
Content Experts	
Lead Author: Teresa Dail, Chief Supply Chain Officer Liz Guastella, Director of Sourcing Michael O’Neal, Director, Pharmacy Procurement Robert Mangeot, Revenue and Reimbursement Compliance Officer Diane Moat, Director, Clinical Risk	

I. Purpose:

To provide guidance for faculty, house staff, and staff regarding appropriate, efficient, and ethical interactions with appropriately authorized vendor representatives (vendors), in accordance with Vanderbilt University Medical Center (VUMC) policy, and in a manner that protects patient confidentiality and supports appropriate cost-effective patient care.

II. Policy:

VUMC oversees vendor conduct on VUMC premises and controls vendor access to VUMC facilities and personnel through Medical Center Supply Chain Services or the Department of Pharmaceutical Services.

III. Specific Information:

- A. Faculty, House Staff and staff interact only with those vendors who have:
 - 1. Registered with Vendor Credentialing System (VendorMate);
 - 2. Scheduled an appointment;
 - 3. Checked in with Vendor Credentialing System (VendorMate) or the Pharmacy for the day of the appointment; and
 - 4. Obtained and are wearing an official ID badge or a guest pass issued by VendorMate or the Pharmacy.

- B. Meetings with vendors occur in non-patient care areas such as:
 - 1. Cafeteria;
 - 2. Lobbies;
 - 3. Procurement Department;
 - 4. Offices; or
 - 5. Conference rooms.

- C. If a vendor presents on VUMC premises without an official ID badge or guest pass issued by VendorMate or the Pharmacy, the vendor is directed to the [VUMC Vendor Liaison Program website](#), which includes a link to the Vendor Credentialing System (VendorMate).

- D. Faculty, house staff, and staff do not accept any form of a gift (e.g., food, drinks, pens, writing pads) from a vendor in accordance with the VUMC policy on Conflicts of Interest and Commitments in all respects.

- E. Faculty, house staff, and staff require that Medical Economics and Oversight Committee or Pharmacy, Therapeutics, and Diagnostics Committee review any product or pharmaceutical before the product or pharmaceutical may be purchased for use in VUMC.

- F. Resident physicians are only contacted by vendors via the Office of Graduate Medical Education.

- G. Vendor do not remove implantable devices that have been explanted directly from VUMC without authorization and assistance from VUMC staff. Reference VUMC policy, [Submission of Surgical Specimens to Pathology](#).

- H. Perceived violations are reported to Medical Center Supply Chain Services and/or the Department of Pharmaceutical Services (pharmacypurchasing@vumc.org).

IV. Endorsement:

Clinical Operations Policy Committee	October 2018
Executive Policy Committee	November 2018

V. Approval:

Marilyn Dubree, MSN, RN, NE-BC Executive Chief Nursing Officer, VUMC	11/30/18
C. Wright Pinson, MBA, MD Deputy CEO and Chief Health System Officer, VUMC	12/3/18

VI. References:

VUMC Policy Manual. (2018). Retrieved from <https://vanderbilt.policytech.com>.

Compliance Category:

[Compliance Policy - Conflict of Interest and Commitment](#)

Information Management Category:

[Business Associate Agreements](#)

[Sanctions for Privacy and Information Security Violations](#)

Clinical Practice Category:

[Submission of Surgical Specimens to Pathology](#)

[Patient Request and Receipt of Tissue, Foreign Body, Explanted Device or Hardware Form](#)

VUMC Vendor Liaison Program (includes link to VendorMate). (2018).

Retrieved from

<https://finance.vanderbilt.edu/purchasingservices/purchasingservices/liason.shtml>.