

**VANDERBILT  UNIVERSITY**  
**MEDICAL CENTER**

<b>Policy:</b> Vendor Representatives, Faculty/Staff Interactions	Category	Operations
	Policy Number	OP 50-10.02
	Approval Date	April 2010
	Effective Date	April 2010
	Supersedes	December 2002

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"/> Other:	<input type="checkbox"/> MD <input checked="" type="checkbox"/> House Staff <input type="checkbox"/> APRN/PA <input type="checkbox"/> RN <input type="checkbox"/> LPN
Responsible Committee	
<input type="checkbox"/> Administrative Operations Committee	<input type="checkbox"/> Pharmacy, Therapeutics, and Diagnostics Committee
<input type="checkbox"/> Clinical Operations Committee	<input type="checkbox"/> Health Record Executive Committee
<input type="checkbox"/> Clinical Practice Committee	<input type="checkbox"/> Information Privacy and Security Executive Committee
<input type="checkbox"/> Quality Steering Committee	<input checked="" type="checkbox"/> Medical Center Safety Committee
Content Experts	
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**I. Purpose:**

To allow only those relationships with vendor representatives (vendors) that are conducted ethically and in a manner that protects patient confidentiality and supports appropriate, efficient and cost-effective patient care.

**II. Policy:**

Vanderbilt University Medical Center (VUMC) oversees vendor conduct on VUMC premises and controls vendor access to VUMC facilities and personnel through the Vendor Liaison Office (VLO) and the Pharmacy Department.

### **III. Specific Information:**

- A. Faculty, House Staff and staff meet only with those vendors who have:
  - 1. Registered with the VLO (for medical device, surgical and research vendors) or the Pharmacy (for pharmaceutical vendors); and
  - 2. Scheduled an appointment; and
  - 3. Checked in with the VLO 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 the VLO or the Pharmacy.
  
- B. Vendors who drop in to meet with faculty/staff without satisfying the conditions in Section III.A above are referred to the VLO or Pharmacy as applicable.
  
- C. If possible, meetings with vendors are scheduled to take place in non-patient care areas such as:
  - 1. Cafeteria;
  - 2. Lobbies;
  - 3. Pharmacy Department;
  - 4. Procurement Department;
  - 5. Offices (by pre-arranged appointment);
  - 6. Conference rooms, when arranged for by a VUMC representative.
  
- D. Faculty, House Staff and staff shall not accept any form of a gift including food/refreshments from a vendor and shall otherwise comply with the policy on Conflicts of Interest and Interactions between the Health Care Industry and Personnel of the Vanderbilt University Medical Center and its Affiliated Entities in all respects.
  
- E. A faculty member must request and directly supervise any marketing to medical students.
  
- F. Faculty, House Staff and staff must request that the appropriate standing committee review any product or pharmaceutical before the product or pharmaceutical may be purchased for use in VUMC.
  
- G. Faculty, House Staff and staff refrain from asking vendors to make contact with them via the VUMC overhead paging system. Resident physicians are to be contacted via the Office of Graduate Medical Education.
  
- H. Perceived violations are reported to the VLO and/or the Pharmacy

**IV. Endorsement:**

Operations Policy Committee	April 2008
Medical Center Medical Board	April 2010
Kevin Churchwell, MD Executive Director & CEO, Children's Hospital	4/15/10
Larry Goldberg Executive Director & CEO, VUH	4/14/10
David Posch CEO, The Vanderbilt Clinic	4/21/10

**V. Approval:**

Colleen Conway-Welch, Ph.D., CNM, FAAN Nancy & Hilliard Travis Professor of Nursing Dean, Vanderbilt School of Nursing	4/14/10
David Raiford, MD Associate Vice Chancellor for Health Affairs Senior Associate Dean for Faculty Affairs	4/22/10
Marilyn Dubree, RN, MSN Executive Chief Nursing Officer	4/22/10
C. Wright Pinson, MBA, MD Deputy Vice Chancellor for Health Affairs CEO of the Hospitals and Clinics for VUMC	4/23/10

**VI. References:**

VU Conflict of Interest Policy. (2014). Retrieved from <http://www.vanderbilt.edu/compliance/includes/COIPolicyrevised01172014.pdf>.

VUMC Standards of Conduct Policy. (2015). Retrieved from <http://www.mc.vanderbilt.edu/documents/DCCI/files/Published%20Articles/VU%20Standards%20of%20Conduct%20Policy.pdf>.

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AS 201170-100.21 Perioperative Learning Center Vendor  
Representative: Guidelines for Contact and Conduct

Vendor Visitation Guidelines for Operating Room Visitation during a Procedure.  
Retrieved March 23, 2010 from [https://mcapps.mc.vanderbilt.edu/E-](https://mcapps.mc.vanderbilt.edu/E-Manual/Hpolicy.nsf/AllDocs/9ACEF9111FE7668A8625702F0060F28A)  
Manual/Hpolicy.nsf/AllDocs/9ACEF9111FE7668A8625702F0060F28A  
AS 201170-100.29 Perioperative Learning Center Vendor Visitation:  
Guidelines for Operating Room Visitation during a  
Procedure