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  
4/15/10  
Executive Director & CEO, Children’s Hospital

Larry Goldberg  
4/14/10  
Executive Director & CEO, VUH

David Posch  
4/21/10  
CEO, The Vanderbilt Clinic

V. **Approval:**

Colleen Conway-Welch, Ph.D., CNM, FAAN  
4/14/10

Nancy & Hilliard Travis Professor of Nursing  
Dean, Vanderbilt School of Nursing

David Raiford, MD  
4/22/10  
Associate Vice Chancellor for Health Affairs  
Senior Associate Dean for Faculty Affairs

Marilyn Dubree, RN, MSN  
4/22/10  
Executive Chief Nursing Officer

C. Wright Pinson, MBA, MD  
4/23/10  
Deputy Vice Chancellor for Health Affairs  
CEO of the Hospitals and Clinics for VUMC

VI. **References:**

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

http://www.mc.vanderbilt.edu/documents/DCCI/files/Published%20Articles/VU%20Standards%20of%20Conduct%20Policy.pdf.

http://www.mc.vanderbilt.edu/pharmacy/vendor/vendormanual1.pdf


Vendor Representative: Guidelines for Contact and Conduct, Retrieved March 23, 2010 from https://mcapps.mc.vanderbilt.edu/E-Manual/Hpolicy.nsf/AllDocs/43901E1A00BC5BD38625702F0060F29EAS 201170-100.21 Perioperative Learning Center Vendor Representative: Guidelines for Contact and Conduct