

TITLE: VENDOR POLICY

PURPOSE: To ensure controlled vendor access to the operating rooms

APPLICABILITY: Perioperative Services

POLICY:

1. All vendors are required to register every 12 months with NYPH's Vendor Credentialing System (VCS).
2. Upon entering the hospital premises, the vendor must present the VCS card to the security guard on duty.
3. Vendors are prohibited from entering the facility without a pre-arranged business appointment with a Columbia University physician, Cornell Medical College physician or NYPH employee.
4. Upon request, a vendor's technical assistance may be required in the Operating Room; such requests will be made through the OR Materials Management Department at Columbia. At MSCHONY, Cornell the Allen, and Lower Manhattan requests are done through the Perioperative Services Departments.
5. Vendor conduct:
 - a. Vendors are strictly prohibited from approaching surgeons anywhere in the facility without a pre-arranged appointment for sales or any other purpose.
 - b. Under no circumstances are vendors permitted to scrub/assist in the surgical procedure.
 - c. Vendors must follow the directions of the circulating nurse in the room. Failure to comply will result in the dismissal of the vendor from the Operating Room, and permanent prohibition from the facility.
6. Patient consent for vendor presence in the OR:
 - a. The surgeon requesting a vendor to be present for procedure/equipment support must notify the patient or surrogate that a vendor will be in the operating room during the procedure.
 - b. The patient or surrogate must signify their informed consent by initialing the appropriate box on the hospital Consent for Invasive Procedure form.
7. Vendor identification badge:
 - a. The OR Clearance vendor badge must be displayed with the vendor's pictured company identification badge at all times in the Operating Room area.
 - b. OR Clearance vendor badges are specific to the approved company representative. At no time is the vendor-specific badge transferred to another. In the event that the approved representative is relieved by another from the same company, the relieving representative must follow the procedure for obtaining an OR Clearance vendor access badge.
8. Vendor traffic:

Policy Dates:

Revised: n/a
Reviewed: 1/15
Date Approved: 1/15

Dated: 1/09

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- a. Approved vendors are not permitted in to the semi-restricted area and/or the Operating Room prior to actual (not scheduled) case start. An exception can be made at the discretion of the Patient Care Director/Clinical Manager if the vendor's assistance is requested for case setup.
 - b. The vendor must leave the Operating Room and semi-restricted area at the conclusion of the procedure, or at the request of the surgeon or Patient Care Director/Clinical Manager. At this time, the vendor must leave the facility unless he/she has a pre-arranged appointment elsewhere in the facility.
 - c. Vendors are strictly prohibited from loitering in the Operating Room area and may not solicit any surgeon or nurse with product information.
9. Vendors are required to comply with the NYPH Operating Room Attire Policy including the following:
- a. Only NYPH issued scrubs suits may be worn in the Operating Room area.
 - b. Red disposable head covers must be worn at all times in the Operating Room area.
 - c. Brief cases or other bags are strictly prohibited in the Operating Room area.
10. All products must be shipped to the OR Materials Management office by the vendor, with the exception of MSCH and Allen, products are shipped directly to the OR. Under no circumstances will products be delivered to a surgeon's office.
11. The approved vendors name and company will be documented in the OR record.

PROCEDURE:

1. Requesting vendor access for a surgical procedure:
 - a. A vendor access request will be sent to mmor@nyp.org (OR Materials Management) for the Milstein OR, CHOR@nyp.org for the MSCHONY OR and via Vendor Request Form submission for the Cornell OR from the doctor's office at least 72 hours prior to the scheduled date of surgery. At the Allen, access request is through the Patient Care Director. At Lower Manhattan vendor request form is sent to nylmorbooking@nyp.org.
 - b. The request will include all of the following. Any omissions may result in denial of entry:
 - i. Name of company
 - ii. Name of representative(s)
 - iii. Name of patient
 - iv. Procedure date
 - v. Justification of the need for the presence of the vendor representative
 - c. On the day of surgery, the vendor will report to the OR Materials Management office (CU) or the OR front desk (MSCH, Cornell, Lower Manhattan) with his/her driver's license to obtain an OR Clearance badge. At the Allen, vendor will report to the OR Office.
 - d. The approved vendor will present the OR badge to obtain a scrub suit.
 - e. A vendor without OR access approval will be denied access.

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2. MEDICAL DEVICE PROCUREMENT: NON-STOCK ITEMS "WALKED-IN" BY THE VENDOR:

- a. To request the use of a non-stock product(s), a request must be sent to the Columbia MMOR office through mmor@nyp.org, MSCHONY Perioperative Services at CHOR@nyp.org or Cornell Perioperative Services via Fast Track form at least 72 hours prior to the scheduled surgery. At the Allen, request is sent to the Perioperative Office.
- b. Vendors are advised to verify the receipt of the request prior to surgery.
- c. PRODUCTS WITHOUT PRIOR AUTHORIZATION WILL NOT RECEIVE a P.O. #.
- d. A "bill-only" purchase order will be provided to the vendor for approved items that are used during surgery. Acknowledgment of the receipt of the product must be indicated by signature of the circulator nurse. Failure to obtain an authorized signature will result in denial of a purchase order.
- e. A bill-only purchase order number will be provided to the vendor for invoices delivered to the MMOR office/Perioperative office within 24 hours after surgery.
- f. Vendors are advised to retain the signed acknowledgement of receipt. Vendor invoices that do not match an NYPH purchase order line-for-line will be rejected by the NYPH accounts payable system and will be vigorously disputed.

3. Product Evaluations: Requests for new product evaluation will be sent to mmor@nyp.org or CHOR@nyp.org. At the Allen, requests will be sent to the Patient Care Director/Clinical Nurse Coordinator. At Cornell, requests will be sent to the Director of Finance/Ops. In these cases, NYPH expects the vendor to invest in the financial opportunity that our considerable volume represents, by providing a reasonable quantity of product at the vendor's expense.

4. Medical Equipment:

- a. Any equipment used in the course of patient care in the Hospital must be inspected and approved by NYP Department of Biomedical Engineering.
- b. An official sticker indicating this inspection must be visible on the equipment at all times while in the Operating Room area
- c. The following process will be followed for Surgeons requesting to evaluate new medical equipment in the OR:
 - i. Surgeon's office sends a written request to the MMOR department through mmor@nyp.org or MSCHONY Perioperative Services at CHOR@nyp.org. At the Allen, requests are submitted to the Patient Care Director/Clinical Nurse Coordinator. At Cornell requests are submitted to the Director of Finance/Ops.
 - ii. When approved, a no-charge purchase order is issued for the shipment of the equipment.
 - iii. The vendor is responsible for coordinating the inspection process with Biomedical Engineering, and securing a storage location with the equipment
 - iv. Any disposable supplies will be provided at the vendor's expense.
 - v. While all reasonable effort will be made to protect evaluation equipment, NYPH is not responsible for damage or theft of any vendor's equipment that is left in the facility
 - vi. Appropriate staff training will be coordinated by the vendor with the appropriate Perioperative Patient Care Director.

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- d. Use of the equipment for evaluation in a surgical procedure will be documented in the OR record.

REFERENCE:

Hospital Policy and Procedure Manual 230/Vendor Representative

<http://infonet.nyp.org/QA/HospitalManual/P230VendorRepresentatives.pdf>

APPROVAL METHOD:

Committee	Date approved by Committee
Perioperative Steering Committee	1/15

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