I. PURPOSE:

A. To establish rules concerning gifts from vendors to University of Utah Hospital and Clinics (UUH) and departments.
B. To provide direction for staff when interacting with vendors.
C. To assure appropriate identification of all vendors visiting UUHC.
D. To minimize interruption of patient care and staff productivity.
E. To ensure that all vendor contacts are consistent with the UUHC patient care mission.
F. To specify a mechanism to enforce this policy.

II. DEFINITIONS:

Vendor: Any manufacturer, distributor, or company that solicits, markets, or distributes information regarding the use of medications, products, equipment, or services, including, but not limited to, commercial patient care services.

III. POLICY:

Vendors that conduct business at or with UUHC will do so in accordance with our policy. Vendor representatives shall interact with House officers, faculty, students, and staff in a manner that meets ethical standards, avoids conflicts of interest, protects patient confidentiality, does not interfere with the process of patient care, and encourages the appropriate, efficient, and cost-effective use of equipment, supplies, and pharmaceuticals within our facilities. This policy shall be enforced by the Administration of UUHC (and their designee), which reserves the right to revoke vendor access for cause. It is the responsibility of all staff to monitor and assure that all vendors are compliant with this policy.

IV. GIFTS FROM VENDORS

A. Gifts to Individuals. Utah Law and University of Utah policy prohibit employees from receiving gifts that may improperly influence employees in the conduct of their UUHC responsibilities. (See the Utah Public Officers’ and Employees’ Ethics Act, Utah Code Ann. § 67-16-1 et seq.). Notwithstanding the Utah Public Officers’ and Employees’ Ethics Act’s safe harbor for occasional, nonpecuniary gifts having a value of less than $50, vendors are prohibited from giving gifts of any kind to UUHC employees, and UUHC.

B. Employees are prohibited from accepting gifts from vendors, regardless of the gift’s value and regardless of where the gift is given. Similarly, this policy prohibits all gifts from vendors to departments.
This includes meals, food, gifts, and entertainment.
1. Vendors are not allowed to bring food into the organization.
2. Staff are not allowed to have meals paid for by vendors.
3. Staff are not allowed to receive gifts, including pens, books, note pads, trinkets and any other items.

C. Gifts to Departments. Vendors are prohibited from providing gifts (including, but not limited to, meals, gifts, and entertainment) to individual departments because they may be perceived as incentives to influence transactions between departments and vendors. In lieu of gifts to individual departments, vendors may provide donations to a general educational fund at UUHC. Education fund moneys will be available to all UUHC departments for support of training and other approved purposes. All donations will be coordinated through UUHC Administration for allocation to the appropriate accounts.

D. Site Visits. In limited circumstances, it may be appropriate for vendors to fund necessary site visits by UUHC staff for the purpose of demonstrating vendor products and equipment. However, vendors may only pay for the reasonable and actual cost of travel, food, and lodging for essential UUHC staff to participate in the site visit. Site visits must be approved in advance by the Director of Purchasing and Contracting at University of Utah Hospital and Clinics and UUHC Administration.

E. Disclosure. To assure compliance with this policy, UUHC departments and offices are required to disclose to the UUHC Executive over the buying department or organization all donations, gifts, gratuities, and other support offered by vendors.

V. VENDOR POLICY

A. VENDOR APPOINTMENTS AND IDENTIFICATION

1. Appointments. All vendors are required to have an appointment with a UUHC contact. “Cold Calling” is prohibited. Pharmacy and Materials Management may verify vendor appointments. Vendors without an appointment will be turned away or may be given the opportunity to call and make an appointment. UUHC staff are asked to report vendors who make sales calls to their areas without an appointment or vendor pass.

   a. Surgical areas. The requirements of Section V (A)(1) extend to all areas of University of Utah Hospital and Clinics, including surgical areas. Therefore, vendors must have an appointment or invitation by a designated surgeon or University of Utah Hospital and Clinics representative to enter the operating room area. Vendors must sign in at the operating room front desks and identify the surgeon with whom they have an appointment. Vendors demonstrating the use of new products must coordinate with the individual site OR managers. Vendors cannot attend cases or enter operating rooms where they are not involved or granted prior permission to do so. Vendors cannot engage with surgeons in hallways, scrub sinks, etc. unless invited. Meetings with surgeons should occur by making an appointment at their offices. Vendors must comply with University of Utah Hospital and Clinics policies regarding patient confidentiality without exception (see Section V (F)).

2. Identification. All vendors must check in at the Vendor Check-in windows/desks or other designated locations to obtain a Vendor Badge (previously issued UUHC permanent vendor badges will no longer be valid as a form of identification). All vendors are required to display their Company ID Badge, in addition to the UUHC Vendor Badge, while visiting or performing services at UUHC.
All vendors will be required to be registered with UUHC vendor credentialing service IntelliCentrics (formerly Reptrax) prior to check-in and receiving a badge. Vendors must arrive in business dress with all appropriate identification that clearly identifies them as a vendor. Vendors needing to be dressed in “scrubs” (e.g., when working in the operating room) must wear all appropriate ID badges and change into their business clothes before leaving the OR, or related area.

B. VENDOR ORIENTATION

Vendors will receive an orientation and safety training as part of UUHC vendor credentialing process. The Pharmacy Department may conduct a special orientation program for pharmaceutical company representatives. For specific information, contact the Drug Information Service at 581-2073.

C. VENDOR PARKING

Vendors are required to purchase a Vendor (V) permit to park on campus. Those with a V permit may

- Park in lot 45, 4th level, in any undesignated stall.
- Access the valet if prior approval is received from the Director of Supply Chain (or their designee). Those with V permits approved to valet will be contacted by the Valet Supervisor for further instructions on usage.
- Park in the Patient/Visitor terrace during the following hours: Monday – Friday, 6 pm to 7am, weekends and holidays.

V permits may be purchased by contacting Commuter Services, 1901 E South Campus Drive RM 101 at https://commuterservices.utah.edu/ or (801) 581-6415.

Those who choose not to purchase a V permit may park in the South Terrace pay lot, the Huntsman Cancer Institute pay lot or any parking meter not designated as a red loading zone meter.

Please see the attached map designating all locations outlined.

As a courtesy to our patients, vendors visiting the UUHC Community Clinics are asked to park vehicles in spots furthest from buildings to allow our patients easier access for their appointments.

D. PURCHASE ORDER

Vendors may NOT provide supplies or services in response to any written, verbal, electronic or FAX order, unless an official Purchase Order has first been assigned by Purchasing. UUHC reserves the right to refuse payment for invoices against non-existent or invalid POs.

Agreement on pricing of all medical/surgical supplies and related equipment brought into UUHC for the first time must be established between UUHC and the vendor prior to the issuance of any Purchase Orders. UUHC may agree to pricing based upon available group purchasing organization (GPO), State, or other existing contracts. However, UUHC also reserves the right to negotiate pricing for any item, whether it is offered through its GPO or other available contract. At UUHC discretion, an authorized representative may meet with vendor representatives to renegotiate pricing or notify them of its intent to change products.
E. INTRODUCTION OF NEW PRODUCTS & EQUIPMENT

Medical/Surgical Supplies that are new to UUHC must be provided in proper quantity and for a period of time that allows UUHC to determine the clinical benefit of such products at no cost for the items while on evaluation. Upon completion of the clinical evaluation, if the clinician wishes to purchase the product for use, it must first be submitted for review to the Departmental Value Analysis Team where decisions will be made in consultation with UUHC Medical staff based on cost and clinical benefits. All products brought in for trial must have FDA approval and follow FDA indications for use. Sealant products must go through the P&T process.

Items will only be purchased and paid for once they are approved by the respective team. If a vendor cannot provide product for a free trial, the product cannot be used until the Departmental Value Analysis Team approves. Failure to follow these steps will result in non-payment of the product. Instructions for submitting product requests can be found at [http://healthcare.utah.edu/supplychain/](http://healthcare.utah.edu/supplychain/).

The introduction of medications must be reviewed by the Pharmacy and Therapeutics Committee. More details are available in the Medical Service Representatives Guidelines.

F. PATIENT CONFIDENTIALITY RESTRICTION

All vendors are required to read and sign a Confidentiality (HIPAA) Agreement as part of the vendor credentialing process.

Under most circumstances, vendors are prohibited from entering patient care areas within UUHC. Vendors may enter patient care areas only when their presence is required for set up, training, or similar activities associated with new products and equipment purchased by UUHC and when escorted by a UUHC representative.

Under most circumstances, a third party (e.g. a company) who will access, use, or disclose protected health information (PHI) or who will have indirect exposure to PHI (either physically or electronically) must have a Business Associate Agreement in place prior to such activities, unless there is an applicable exception under HIPPA. Indirect exposure can come in the form of physical transportation of PHI, transportation of PHI across a network, or the ability to access PHI even if it is not expressly part of the service being provided (i.e., custodial services, IT resource maintenance, etc). Please contact the Information Security and Privacy Office at 801-587-9241 for further information regarding Business Associate Agreements.

G. PROMOTIONAL MATERIALS

Vendors are not permitted to distribute, post, or leave any printed or handwritten materials, advertisements, signs, or other such promotional materials anywhere on UUHC premises. Moreover, unsolicited educational, promotional, or informational materials may not be given to physicians or staff unless explicitly requested. All promotional materials may only be given to the manager or director or his/her designee for dissemination to UUHC staff.
H. PATIENT EDUCATIONAL MATERIALS

Vendors are strictly prohibited from providing educational materials of any kind directly to patients or their families or leaving these materials in areas accessible to patients. Educational materials must be given to a department manager or director or his/her designee for review. The University may, at its sole discretion, distribute educational materials that are useful to our patients.

I. COMPARATIVE PRICING INFORMATION

Vendors shall not provide comparative pricing information in their literature or in their discussions with UUHC employees. Since vendors can only assume a competitor’s pricing, this information can be very misleading. UUHC employees will utilize the Supply Chain Department as a resource for pricing and analysis.

J. PRODUCT RESPONSIBILITY

1. Vendors are responsible to communicate and/or participate with the Purchasing Department in the following:
   a. Product recalls
   b. Product changes and price changes
   c. Back order or shortage problems
   d. Safety or potential hazardous problems
   e. FDA status changes
   f. Management of consignment inventories located at UUHC

K. SAMPLES

1. UUHC does not allow prescription drug samples within the organization, unless clinics have an approved protocol for samples or distribution of drug samples is approved through the Pharmacy & Therapeutics Committee. Before providing drug samples to UUHC employees, vendors must check with service directors to ensure compliance with approved protocols. Pharmacy drug sample policy can be found at https://pulse.utah.edu/policies/Lists/Policies/DispForm.aspx?ID=1535

2. All new samples for medical surgical supplies must be reviewed by the appropriate Value Analysis Committee, Bio-Med where applicable, and UUHC Epidemiology prior to patient use at UUHC. New technology and equipment with estimated annual volume in excess of $20,000 require review and authorization of the Technology Assessment Committee. Directors, managers, and physicians within a service line will coordinate with the Supply Chain Department to assure that all samples from vendors receive proper review and approval.

L. PROFESSIONALISM

1. Vendors are expected to behave professionally in their speech, interaction, and other communications with all UUHC employees and staff at all times. Unprofessional conduct will not be tolerated and may result in immediate temporary or permanent suspension of the vendor representative and/or the vendor.
M. NONCOMPLIANCE

1. UUHC staff shall report noncompliance with this policy to their manager and to the Purchasing Office or Pharmacy (for pharmaceutical company representatives, or vendors representing products reviewed by the Pharmacy and Therapeutics Committee).

2. In addition to this policy, the Department of Pharmacy has specific vendor guidelines, including information regarding noncompliance, which can be found at http://pharmacyservices.utah.edu/medical-service-reps/?utm_source=vanity

3. The Supply Chain Department will take action when violations of this policy are reported. Corrective action associated with noncompliance with this policy will initially be levied against the vendor representative. The vendor may continue to conduct business with a different representative. Where noncompliance persists, action will be levied against the vendor. Actions taken when a vendor representative does not comply with this policy can include any of the following actions.

1st Infraction: Vendor representative will be notified of the offense by way of a comment in Reptrax and/or personal communication.

2nd Infraction: Vendor representative and his/her immediate supervisor will be notified. A 30-day suspension of the vendor representative from UUHC will take effect immediately, and the Reptrax score will be demoted by 10 points.

3rd Infraction: Vendor representative's access to UUHC will be permanently revoked.

Immediate Suspension: UUHC reserves the right to immediately suspend (temporarily or permanently depending on the degree of offense) the vendor representative from its premises as a result of egregious behavior that threatens the safety or well being of our patients or staff.

4. UUHC employee noncompliance with this policy will be handled through the employee discipline process.

INFORMATION and ASSISTANCE
Supply Chain Main Office 587-6711
Material Services 581-2013
Pharmacy Dept. Drug Information Service 581-2073
Purchasing Department 587-6711
UUH Information 581-2121