



VENDOR MANAGEMENT PROGRAM

Rady Children's Health Orange County
1201 W LaVeta Ave and all facilities
operating under the hospital license
Orange, CA 92868
(714) 997-3000

The Rady Children's Health Orange County Vendor Program

Purpose: To establish expectations and guidelines for Vendors and Vendor Representatives ("Vendor Reps") with respect to access to and conduct on Rady Children's Health Orange County ("Rady Children's" or "Hospital") premises, in order to ensure patient safety and privacy, protect patient rights, and promote adherence to the Hospital's mission, ethical standards, policies and applicable laws.

- All vendor representatives currently serving Rady Children's are to complete an online registration process, managed by Green Security, in order to continue their business relationship with Rady Children's.
- An annual, per vendor representative fee, ranging from \$125 to \$275, is to be submitted with the vendor's first registration and upon annual registration. This fee, based on the scope of a vendor's business relationship with Rady Children's, is paid directly to Green Security to cover expenses such as background checks, communication, and database maintenance. Green Security will provide advanced notice within 90 days of a vendor account needing to be renewed.
- All Vendors **must** have scheduled appointments. Cold calls will not be accepted. Vendor Reps arriving at Rady Children's without an appointment will be turned away.
- Vendors with scheduled appointments will be required to check-in upon arrival and obtain a badge at the Vendor self-service kiosks. Vendors must complete a check-out process upon the completion of each visit.

Vendors may obtain additional information about the Rady Children's Vendor Program by accessing support@gogreensecurity.com. Or you may call (866)750-3373.

I. Overview of the Registration Process

To access the registration website directly, visit the following website:

<https://grn.ac/choc-vendors>

Registration of the vendor rep's company. (If company is not already loaded in the platform)

If the company is already loaded in the platform, the rep will select the company from the dropdown list during the registration process.

1b. Registration of each Vendors' sales representatives, other staff members, and/or subcontractors who visit Rady Children's for business purposes.

The company and each representative will be required to provide contact information and upload documentation as specifically required to become a registered "Vendor Company" or registered "Vendor Rep."

Note: The registration process requires entry of the Vendor Company's Federal Tax Identification Number.

A. Registration Process

The Company/Vendor registration process includes the following steps:

1. Business/Company Registration: (If company is not already loaded in the platform)
 - Legal business name
 - Business contact information
 - Federal Tax Identification Number (FEIN)
2. Acknowledgment of Rady Children's Company level requirements documented in Green Security
3. Vendor Representative Registration:
Payment of annual registration fee to Green Security, using a credit card.
Note: This fee is paid during the first registration and annually for as long as the vendor is working at a Health System using Green Security. Each vendor rep registering will be required to pay the registration fee.

Registration Fee Structure

Vendor Representatives ¹	Annual Fee ²
Level 2A: Non-clinical facilities, construction or service representatives	\$125
Level 2B: Clinical or Non-clinical vendor sales and support representatives. May access patient care areas. No access to surgical/invasive areas.	\$275
Level 3: Surgical care area and clinical vendor sales representatives.	\$275
Green Security Hard Badge (Used to check in at kiosks)	One Time Fee \$30 + Shipping

4. Confirmation:
You will receive an email and link to confirm your email address and login information. You will then be able to complete credential requirements and

select applicable Rady Children's facilities you will be visiting.

Registration/Certification Requirements for Vendor Representatives

Based on the scope of products and services marketed to Rady Children's, a Vendor Rep will be classified into one of the three aforementioned categories. The Vendor Rep's base of business, product offerings, access to patient areas, and other qualifying criteria will be used to establish the fee category. There are certification requirements specific to each category; these requirements are consistent with standards set forth by the following:

- A. Health Insurance Portability & Accountability Act of 1996 (HIPAA)
- B. Association of periOperative Registered Nurses' (AORN) Standards for Health Care Industry Representatives in Operating Rooms
- C. The Joint Commission
- D. Rady Children's Policies and Procedures

I. CHOC Children's Policies and Procedures

Regardless of classification, all Vendor Reps must acknowledge and abide by the following principles and policies to conduct business with Rady Children's:

- A. **Conflict of Interest.** (CHOC Children's Policy Number 509) Vendors must provide a full disclosure about any conflicts of interest that exist.
- B. **Corporate Compliance Program, Deficit Reduction Act (DRA) of 2005, and False Claims Act.** (CHOC Children's Policy Numbers 511 and 512) Vendor acknowledges and abides by CHOC Children's Compliance Program and agrees to disseminate to its associates information about the Compliance Program and DRA Provisions – and require its associates to abide by the same.
- C. **HIPAA and Patient Confidentiality.** (CHOC Children's Policy Number B222) The discussion, release, or use of any patient-related information viewed or overheard is prohibited for any purpose other than that which is related to job assignments and in compliance with patient privacy laws.
- D. **Confidentiality of Business and Other Proprietary Information.** Any type of information generated in connection with CHOC Children's operations must not be accessed, downloaded, discussed, used, or disclosed for any purpose other than to conduct business with, or on behalf of CHOC. Agreement to not improperly disclose confidential information continues after termination of the Vendor business partnership.

- E. **Conduct & Interactions with CHOC Children's Associates & Medical Staff.** (CHOC Children's Policy Numbers 106, 124 and 506) When in Rady Children's facilities and interacting with Hospital associates and Medical Staff, Vendor understands and agrees that:
1. Conversations with staff in patient care areas should be minimal, must be professional and case related only. No socializing.
 2. All patient education materials must be evaluated by the Hospital's Clinical Education Department prior to their use.
 3. Procedure rooms are to be entered only at the request of, and as directed by, the clinical staff and/or physician(s). The Vendor Rep cannot change or touch any equipment, carts, or sterile equipment. The Vendor Rep must follow the instructions of the Circulating Nurse at all times.
 4. Standards governing introduction of new products and the removal of expired or recalled products are abided by as a condition of doing business with Rady Children's.
 5. Policy for providing gifts, meals, and education to Rady Children's associates and Medical Staff must be followed.
 6. Items and services provided to and accepted from Rady Children's will not exceed those that are reasonable and necessary for ethical business purposes. The amount paid to, or payable by, Rady Children's will be at a fair market value amount.
- F. **Audio/Video Taping, Digital and Still Photography.** (CHOC Children's Policy Number D403)
- G. **Use of Cellular Telephones, Camera Phones and Wireless Communication Devices.** (CHOC Children's Policy Number 1.212)

Compliance with the above standards shall extend to the Vendor Representative's Company, co-workers, agents, and subcontractors.

II. General Facility Access and Standards

Vendor Reps may enter Rady Children's facilities for the purpose of conducting business only when the following conditions are met:

A. Tobacco-Free Campus

Effective July 1, 2009, Rady Children's is a **tobacco-free** campus. No tobacco product use of any kind will be permitted inside or outside of any Rady Children's property.

B. Badge Sign-in and Sign-out Process

The Hospital's Main Entrance is open 24 hours and serves as the primary entrance for Vendor Reps and other visitors. The Vendor Rep is to complete the check-in and badge process at in the Main Lobby or at the lower level of the Clinic Building during clinic hours, Monday through Friday, 7:00 AM to 4:00 PM. At the end of each visit, the Vendor Rep is to check-out at the self-service kiosk or Main Lobby.

C. Scheduled Appointments

The Vendor Rep must have a scheduled appointment and must limit his/her business-related activities at Rady Children's to the scheduled appointment(s). Under no circumstances will cold calls (visits without previously-scheduled appointments) be allowed. Drop-in visits to departments other than the appointment are not permitted.

D. Accompanying Guests

The Vendor Rep agrees to escort any guests accompanying the Vendor Rep who are not registered with the Vendor Program. The guest(s) shall obtain a temporary badge from the self-service kiosk. Guests may be able to obtain a temporary badge no more than two visits, at which point the Hospital will require guest to register with the Vendor Program.

E. Access to Patient Care Areas

Vendor Reps are not allowed to enter patient care areas of the Hospital without specific permission from a director or manager of that department. While in patient care areas, the Vendor Rep should be accompanied by a Rady Children's associate and must follow any internal policies of the respective department.

F. Temporary Electronic Door Access

In the event Vendor Rep's scheduled appointment requires Vendor Rep to access areas of the Hospital requiring electronic badge access, Vendor Rep must contact Hospital's Materials Management Department or Plant

Operations Department, to request a temporary electronic badge. Vendor Rep must leave their car keys with the Department assigning the temporary badge, as a means of Hospital ensuring badge is returned to Hospital by the end of Vendor' Rep's visit.

G. Access to Common Areas of Hospital

Excluding appointments, a Vendor Rep may spend **up to one hour** in the Hospital's cafeteria, snack bar, lobby, and corridors. However, the Vendor Rep is **prohibited** from approaching physicians or Rady Children's associates in these areas, as well as in elevators or patient care areas, for the purpose of conducting business discussions.

H. Parking

Vendor Reps may park in the 5-story parking garage located off Providence and Main Street.

I. Use of Cell Phones and Hospital Equipment

Vendor Reps must follow Rady Children's Safe Environment, Use of Cellular Telephone Policy at all times. Cellular phones are not permitted in the following areas of the hospital – Critical Care areas, PICU, NICU, CVICU, OICU, PACU, OR, or any room in which a cardiac monitor or ventilator is in use. Furthermore, unauthorized audio and video recording, or photography, (including cellular camera phone photos) is prohibited at any time or in any hospital location, pursuant to Rady Children's Audio/Video Taping, Digital and Still Photography Policy. Policies are available for review upon request.

Use of Rady Children's equipment, such as telephones and computers, is prohibited unless the Vendor Rep is visiting the Hospital for the purpose of conducting training or the Materials Management Department grants permission to the Vendor Rep.

III. Materials Management /Purchasing Policies

The Materials Management Department for Rady Children's is located in the lower level of the Research Building. It is mandatory that all visits to the Materials Management Department be scheduled in advance; cold calls will not be accepted.

- A. Use of Purchase Order** - All purchasing-related transactions require an approved purchase order (including those for which there is not an

exchange of funds) – in order for the Accounts Payable Department to process payment.

- B. **Group Purchasing Membership** – Rady Children’s may share confidential information related to Rady Children’s vendor relationships with its Group Purchasing Organization (GPO), currently Child Health Corporation of America (CHCA) and Vizient/Pediatric Alliance. Rady Children’s Health Orange County is also merged with Rady Children’s Health and co-contracts with the San Diego facility as one enterprise. All contract considerations will be assessed for enterprise value and inclusion. Volume purchases are to be reported to Vizient and CHCA. Additional information is available by contacting the Purchasing Department.
- C. **Standard Payment Terms** - Standard non-contracted payment terms are Net 45 and shipments are FOB Destination.
- D. **Non-Pharmaceutical Samples & Products for Trial Use** - It is the policy of Rady Children’s that all new patient care products or substitute products will be evaluated for cost and quality by a Value Analysis Committee. This Committee will conduct a patient safety and product efficacy evaluation to ensure that there is a standardized review process before patient care products are recommended and purchased.
- E. **New Product Introductions** - Vendor Reps are responsible for scheduling an appointment with Materials Management Value Analysis Coordinator to introduce new products before these products can be discussed with physicians or Rady Children’s Medical Staff. The product must be left with Materials Management for review and evaluation by Value Analysis Committee. Rady Children’s assumes no responsibility for supplies or equipment left by vendors in the organization for the purpose of evaluation. It is the responsibility of the vendor, to deliver, install, and remove the equipment or supplies upon completion of the evaluation.
- F. **Clinical Equipment** - Clinical equipment may only be accepted by Rady Children’s with a no charge purchase order and must go directly to Clinical Engineering prior to the trial. Vendor Reps/Techs performing maintenance service on medical equipment must deliver a customer-signed service report to Clinical Engineering Departments upon completion of the service.
- G. **Removal of Product** - The Vendor Rep may not remove any supply, product, and equipment without verbal or written authorization by Materials Management.

- H. **Product Recalls** – Vendors / Vendor Reps are required to notify the Materials Management Department regarding product recalls. Such notification is to include identification of the product (including affected lot numbers and quantities), the reason for the recall, and a copy of the recall or FDA information.

IV. Gifts and Meals Provided to Associates

- A. It is the policy of Rady Children's that Associates refrain from accepting any gifts, honoraria, and/or entertainment, as this may create the perception of, or an actual conflict of interest. Gifts include items such as sporting event tickets, gift certificates, and travel – even if the cost to the Vendor Rep is zero. Additionally, under no circumstances may a Rady Children's Associate solicit a gift from a Vendor Rep whose products are billed to a Federal healthcare program.
- B. Rady Children's Associates may accept meals from Vendors / Vendor Reps under the following circumstances:
 - 1. The meals are modest and infrequent in nature.
 - 2. The meals do not include spouses or guests of Rady Children's associate, unless there is a business-related reason for doing so.
 - 3. The meal is provided as part of a business meeting or sales call conducted at a Rady Children's facility to discuss product features/demonstrations, contracts, and sales terms.
 - 4. The meal is provided as part of a legitimate educational session focusing on a topic of interest to the invited Rady Children's associate. The value of the meal is modest; the venue is modest and conducive to learning; and the meal is subordinate in time and focus to the educational portion of the session.
 - 5. The meal is provided at a professional conference as part of a vendor-sponsored event.
 - 6. Business meals provided to a Rady Children's Associate at an off-site location are acceptable when such meals are infrequent, modest in value, reasonable, at an appropriate location conducive to business discussions, and does not incur travel and lodging expense.
- C. In-Service Training Sessions - All in-services must be on formulary items and **must** be approved by the Department Manager in advance of the training being conducted. Meals and gifts may be provided during these training sessions, in accordance with the guidelines in the

section, entitled "Gifts and Meals Provided to Associates."

V. HIPAA / Patient Confidentiality

Rady Children's respects the privacy of its patients and requires that all who conduct business with Rady Children's share this commitment. HIPAA, the Health Insurance Portability and Accountability Act of 1996, enhanced the protection of a patient's privacy. HIPAA prohibits a Vendor Rep from reviewing the medical records of patients for the purpose of determining which patients may benefit from the Vendor Rep's products or services.

All information regarding Rady Children's patients and their care, will be held in strict confidence. This information will not be discussed with third parties or in public places.

HIPAA privacy standards require Rady Children's to regulate Business Associates. Therefore, most individuals or companies performing an activity or service for Rady Children's that involves the use or disclosure of individually identifiable health information must agree to enter into a Business Associate Agreement ("BAA") to ensure that each Business Associate protects protected health information (PHI). The BAA contains provisions that establish the permitted and required uses and disclosures for PHI. Furthermore, the BAA provides that the Business Associate may not use or further disclose the information other than as permitted by the contract or as required by law.

All contracts proposed by Vendors should include appropriate HIPAA compliance provisions. In any event, the Vendor must agree that any and all actions taken or authorized by the Vendor regarding the transaction, goods, or services involving or relating to Rady Children's shall comply with all applicable laws pertaining to standards for electronic transactions, including those set forth in the Health Insurance Portability and Accountability Act of 1996, and all rules published thereunder. The Vendor is also responsible for requiring all agents or subcontractors to comply with such applicable law. Upon the request of Rady Children's, the Vendor will provide appropriate documentation of its agent's or subcontractor's compliance with such requirements.

Confidentiality of Information

In the course of interacting with Rady Children's, you may receive information about Rady Children's patients, associates, donors, and its financial or business operations. Some of this information may be considered "confidential" by law or by Rady Children's policies. Confidential information may exist in any form – e.g., written, oral, overheard, observed, or electronic. It is your responsibility to comply with Rady Children's policies by accessing only such information that you need to perform your job and in accordance with the law. Individuals receiving confidential information are prohibited from disclosing such information to friends, relatives, co-

workers, patients, and others unless permitted by Rady Children's policies, applicable law, or as required to perform your assigned job duties. Confidential information must be protected while doing business with Rady Children's and after your business relationship ends. Violation of the confidentiality policy may subject you to adverse action, up to and including termination of your business relationship with Rady Children's, as well as civil or criminal penalties as applicable by law.

VI. Vendor Representatives in Procedural Patient Care Areas

A. General Standards

Rady Children's recognizes the need for education and introduction of new technology, procedures, and techniques to health care professionals in the peri-operative setting. At the same time, a patient's right to privacy and safety must be protected – particularly when a Vendor Rep is present during a surgical procedure. All Vendor Reps present in procedural areas must abide by the following general standards:

1. A Vendor Rep may observe a procedure **only** at the request of a physician performing the procedure and the permission of the patient.
 2. If a new medical product is being used, the product **must** be approved by the Hospital's Materials Management Department **before** the product can be introduced to the physician and/or other clinical staff and before the product can be used with a patient.
- B. Vendor Reps are **not** permitted to:**
1. Scrub in;
 2. Assist with procedures (other than technical assistance in the form of verbal consultation);
 3. Open sterile products; or
 4. Have patient contact
- C. Vendor Reps or Technical Support Reps with specialized training may perform remote calibration of their company's products – e.g., pacemakers and pain management devices – to the physician's specifications.**
- D. A Vendor Rep's presence during a procedure is to be documented in the patient's medical record.**
- E. Sales calls with physicians are to be conducted in non-patient care areas only.**

VII. Required Documentation & Competencies

- A. A Vendor Rep that is present in the **operating room, catheterization lab, or other procedural patient care areas** during a procedure are REQUIRED to maintain documentation of certain competencies, health status, and background checks on file with Rady Children's through Green Security.
- B. The Vendor Rep must provide the following to the department manager documentation in advance of being granted access to a procedure:
 - 1. Educational training and/or certification of the products/services the Vendor Rep is authorized to perform;
 - 2. Competency assessments for the products/services provided: Evidence of the Vendor Rep's comprehension and retention of the training received;
 - 3. Documentation of Education/Training for the following areas:
 - a. Aseptic Principles and Infection Control
 - b. Bloodborne Pathogens
 - c. Sterile Techniques
 - d. Product Complaints and Medical Device Reporting (MDR) requirements
 - e. Product Recall Processes
 - f. Patient Rights, Confidentiality, and HIPAA

VIII. Operating Room Standards

Purpose: To protect the rights and confidentiality of our surgical patients and to eliminate unauthorized solicitation by Vendor Reps accessing the Operating Room.

For the purpose of this document, Vendor Reps are included in the group referred to as "non-medical advisors."

- 1. Non-medical advisors may be present in the Operating Room **only** with the advance approval/request of the physician and the patient. **No walk-ins will be accepted.**
- 2. Non-medical advisors must **first** check-in at a self-service kiosk prior to arriving in the Operating Room area.
- 3. When entering the Operating Room non-medical vendor advisors will:
 - a. Approach the O.R. front desk.
 - b. Ask the Unit Assistant for scrubs. Upon being given scrubs, collateral (i.e. car keys or ID) will be collected to ensure the proper return of the scrubs after use. After scrubs are returned, the collateral will be returned to the non-medical advisor.
 - c. Have their Green Security printed badge displayed prominently at all times.
 - d. Be suitably attired, according to Rady Children's Operating Room policies. **NO SCRUBS ISSUED BY AN OUTSIDE ENTITY OR PERSONALLY OWNED MAY BE WORN ON ARRIVAL TO THE CAMPUS**

- e. Leave personal belongings in a designated secure area.
- f. Turn off cell phone. **Cell phone use is not allowed anywhere in the Operating Room.**
- g. Adhere to the Rady Children's standards of confidentiality and Infection Control.
- h. Not be allowed to participate in the actual procedure or make any adjustments to equipment used during the cases.
- i. Not be allowed to open sterile supplies and implants.
- j. Enter the Operating Rooms through the central core.
- k. Enter the Operating Room only after induction of anesthesia or unless invited by the Surgeon prior to induction of anesthesia.
- l. Function under the direction of the Circulating Nurse. Noncompliance with directions from either of the nurses could result in removal from the OR and facility.

IX. AORN Position Statement

The Role of the Health Care Industry Representative in the Perioperative/Invasive Procedure Setting

PREAMBLE

AORN acknowledges and values the role of health care industry representatives in perioperative settings. The organization believes that these representatives may be present during operative or other invasive procedures under conditions prescribed by the health care organization, in compliance with accreditation requirements and all applicable local, state, and federal regulations. Perioperative registered nurses, perioperative administrators, and health care industry representatives share accountability for advocating patient safety, workplace safety, and the patient's right to information, privacy, and confidentiality when such representatives are present. Health care facilities should also ensure that physicians are educated about the credentialing requirements for industry representatives. Furthermore, both health care facilities and industry partners should maintain transparency and avoid conflicts of interest; if a conflict exists, it should be appropriately managed with full disclosure as needed.

Operating and invasive procedure rooms are some of the most high-risk environments in health care, governed by strict regulations, clinical practice guidelines, and standards of care to ensure the safety of both patients and staff. When clinicians use equipment they are unfamiliar with or have not been properly trained to operate, they may unintentionally create serious risks for patients and perioperative team members alike. Improper use of complex medical technology can result in significant injury or even death. In some cases, facilities have faced citations and fines for failing to comply with state and federal safety regulations.

POSITION STATEMENT

By virtue of their education, knowledge, and expertise, health care industry representatives have a valid yet restricted role within the operative or other invasive procedure setting. These representatives may hold various positions within their organizations, such as clinical consultants, sales representatives, technicians, or repair and maintenance personnel. When present in the operating or procedure room, they are expected to advocate for patient safety, workplace safety, and patient privacy. Their responsibilities include providing technical support in compliance with the health care organization's policies and federal, state, and local regulations; conducting formal in-service programs or one-on-one instruction to educate the perioperative team about devices or products from their organization; and offering education on new procedures, techniques, technologies, and equipment before their clinical use. Additionally, they should provide instruction to sterile processing technicians regarding equipment handling, including cleaning, disassembly, reassembly, inspection, preparation, and sterilization. Health care industry representatives must adhere to a clearly defined, restricted role that excludes performing clinical team tasks, engaging in sterile field activities, or accepting assignments outside their approved scope as outlined by the organization's policies. If they are to perform calibration or synchronization tasks—such as adjusting or programming implanted electronic devices, radio-frequency devices, or lasers—they must present documentation verifying specialized education and organizational approval, and they must do so under the supervision of a physician.

X. Pharmaceutical Manufacturer Representatives Conduct Policy

Vendor Representatives detailing pharmaceuticals, intravenous solutions, tubing or any item marked "Federal law prohibits dispensing without a prescription" shall deal directly with the Rady Children's Pharmacy Department.

- A. Pharmaceutical Vendor Reps shall schedule appointments by contacting the Pharmacy Department Secretary at 714-532-8349.
- B. Pharmaceutical Vendor Reps **MAY NOT** enter patient care areas, e.g.: Emergency room, Operating Room, Nursing Stations, and Anesthesia without authorization from the Pharmacy Department.
- C. No samples, legend or over-the-counter product may be left in this facility. Any educational or promotional programs for prescribing medications must be registered in the Pharmacy prior to discussing with Rady Children's Staff.
- D. Only Formulary approved medications may be "Detailed" on Rady Children's Medical property. The Formulary status of a medication may be determined by contacting the Pharmacy Department.

- E. Displays are not permitted in public areas. Funding for educational programs is encouraged. Speaker programs must be arranged through the Pharmacy or Medical Education Departments.
- F. Rady Children's has a "closed" formulary system. Non-Formulary medications are not available for use on patients in this facility. Requests for addition of items to the Formulary must be initiated by a physician with privileges at this institution and reviewed by the Pharmacy and Therapeutics Committee. The requesting physician must contact the Pharmacy directly and provide appropriate documentation for P&T Committee consideration.
- G. Violation of these policies by the Pharmaceutical Vendor Rep will result in suspension of visiting privileges.

XI. Fire Safety

In the event you hear the fire alarm while conducting an appointment at Rady Children's, you should listen for an overhead paging announcement of "Code Red" (emergency "code" for fire) along with an announcement about the location of the alarm. If the alarm is not near your location, no action is required, and you may continue what you were doing. However, **do not use the elevators during a "Code Red,"** use the stairs instead.

For your safety, and that of others, remember the word **"RACE"** as a reminder about the appropriate action to take. RACE is an acronym for Rescue, Alarm, Confine, and Extinguish/Evacuate.

Rescue:	Rescue individuals who are in immediate danger
Alarm:	Pull the nearest fire alarm box by grabbing the center handle and pulling down until it stops. Release the handle and notify the closest Rady Children's associate.
Confine:	Confine the heat and smoke by closing all doors and windows in the area of the fire, plus adjacent areas.
Extinguish/Evacuate:	Use a fire extinguisher to put out the fire, if you feel comfortable doing so and if use of an extinguisher would be effective in eliminating or greatly reducing the fire. Otherwise, evacuate the area immediately, closing the door behind you.

To use a fire extinguisher, remember the word "PASS" to correctly use the device:

- P** Pull the pin
- A** Aim the nozzle at the base of the fire
- S** Squeeze the handles to release the extinguishing agent
- S** Move the extinguisher in a back and forth sweeping motion

XII. Infection Control: Important Facts

To reduce the risk of transmitting pathogens, there are a few precautionary practices to employ:

A. **Wellness:**

Stay home if you are ill. If you are not feeling well, for your own health and for consideration of our patients and staff, we ask that you cancel your appointment and reschedule when you are feeling better.

B. **Bloodborne Pathogens:**

Bloodborne pathogens are microorganisms present in human blood and other potentially infectious materials. Examples of common illnesses spread by blood borne pathogens include Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), Hepatitis C (HCV), and Malaria. Any body fluid with visible blood may be infectious.

These microorganisms can cause disease or death when transmitted from an infected person to another person. The transmission may occur when blood or body fluid from an infected person enters another person's body. For healthcare workers, this transmission may occur:

- through accidental puncture from contaminated needles, other sharps, or broken glass
- contact between mucous membranes and infected body fluids

C. **Standard Precautions:**

In 1996, the Centers for Disease Control issued "Standard Precautions" as recommendations for the protection against the transmission of blood borne diseases and other diseases when treating all patients. To protect yourself and others, always treat all blood, body fluids, secretions and excretions, non-intact skin and mucous membranes as if they are infected with bloodborne or other pathogens.

D. **Handwashing:**

Handwashing is one of the most important precautions for preventing the transmission of infections. A standard handwashing technique consists of: soap, a vigorous rubbing together of all surfaces of lathered hands for 10 – 15 seconds, thorough rinsing under a stream of water, thorough drying hands with a clean, disposable paper towel, turning off faucets with the paper towel, and disposing of the paper towel in a garbage receptacle.

Handwashing must occur:

- Before and after treatment with each patient
- Before donning gloves and after gloves are removed
- Immediately when accidental bare-handed contact with blood, body fluids, secretions and excretions, non-intact skin, mucous membranes, or infected equipment occurs.

E. Blood Spills:

To clean up blood spills, wear gloves, blot the blood with absorbent materials, use a disinfectant to clean the area of the spill, and discard the blood-soaked materials in a biohazard bag.

F. Contaminated Sharps and Linens:

Sharps: When handling sharps, always wear gloves. Do not recap the needles. Dispose of the used sharp in a needle box immediately after use.

Linens: When handling contaminated linens, always wear gloves, and handle the linens as little as possible. Place the soiled linens in a leak-proof bag if soaking is likely.

XIII. Disciplinary Action

Vendor Reps who do not adhere to Rady Children's Health Orange County policies will be subject to remedial actions ranging from suspension to permanent dismissal of rights to conduct business with Rady Children's on behalf of their companies. Because Rady Children's does not want to hinder the delivery of patient care, the Vendor Representative's company may assign another Vendor Rep to service Rady Children's during the suspension or permanent dismissal of the Vendor Rep violating Rady Children's policies.

XI. Documentation Checklist for Vendor Reps

The following table represents a summary of documentation and competencies that are required for specific groups of vendor representatives. You may find it helpful to refer to this page in preparing your registration package.

	Pharmaceutical Reps	Reps in Procedural Areas (OR, Cath Labs, Etc.)	Medical Equipment Service Personnel or Clinical Service Techs	General Maintenance or Repair Personnel
Health Status or Immunizations				
MMR (Mumps, Rubella, Rubeola)		X		
History of Chickenpox (Varicella)		X		
TB Attestation		X		X
Influenza Vaccine		X	X	X

Education/Training				
Products/Services being provided	X	X	X	X
Competency Assessment on Product Knowledge	X	X	X	X
Pre-Employment Screening of Criminal Background Check	X	X	X	X
Pre-Employment Drug Testing	X	X	X	X
Bloodborne Pathogens		X		
Compliance/Ethics	X	X	X	X
HIPAA, Patient Privacy, Patient Rights	X	X	X	X
Liability Insurance	X	X	X	X
Photograph (Recent Head Shot) for Badge	X	X	X	X