

<p style="text-align: center;">ACMH HOSPITAL ONE NOLTE DRIVE KITTANNING, PA 16201</p> <p style="text-align: center;"><b>SAFETY MANUAL</b></p>	<p>Issued: 5/11</p>	<p>Policy No.: <u>1306</u> Section: <u>I</u> Page(s): <u>1 of 6</u></p>
<p><b>Subject: Vendor Representatives</b></p>	<p><b>Revised 5/15, 4/17, 6/17</b></p>	<p><b>Reviewed: 5/13</b></p>
<p><b>Approved:</b></p>		

**PURPOSE:**

To provide a professional business relationship as well as educate sales representatives, vendors, suppliers and contractors or contract service providers to the requirements of ACMH Hospital.

**DEFINITIONS:**

**Sales Representative or Vendor** - Persons that act as a spokesman for themselves or others in soliciting someone to purchase an item or service.

**Supplier** - Someone that supplies or dispenses items that have been requested or purchased. (Rental equipment)

**Service Provider-**

- Vendor/Repair Person contracted by ACMH Hospital to perform service on equipment
- Outside agencies (Home Health services, DME providers, Hospice agents, Outside agency liaisons)

**Contractor** – Vendor contracted to do construction work on ACMH premises.

**POLICY:**

All Hospital Employees responsible for arranging for or meeting with Sales Representatives, Vendors, Suppliers, Contractors, or Service Providers, shall insure that the following procedures are adhered to:

**Sales Representatives/Suppliers** - Appointments must be made in advance so that routine hospital operations are not disrupted.

**Pharmacy** -- Appointments may be made through the Pharmacy Office (724) 543-8195.

**Materials Management** – Appointments may be made through the Materials Office (724) 543-8849.

**Nutrition** – Appointments may be made through the Nutrition Services Office (724) 543-8491.

### **Sales Representatives, Vendors, Suppliers & Service Providers**

1. Must display identification from the Company they represent and be registered with the Vendormate Vendor Registration System.
2. **Normal Business Hours: 7:00 am – 4:30 pm Monday thru Friday**
  - a. Entrance D:

Upon arrival, please proceed to Entrance D which is located by the Loading Dock. Vendor parking is available in this area. Proceed to Vendormate Check In Kiosk located in Materials Management hallway. Sign in and registration will be completed via the Vendormate website. A Vendor identification badge will be then be issued. Identification badges must be worn visible and above the waist at all times while within the facility. A Vendor may only visit the department(s) that are listed on the identification badge. All Vendors must sign out of Vendormate when exiting the building.
  - b. Cancer Center:

Upon arrival, please proceed to Cancer Center Entrance. Vendor parking is available in this area. Proceed to Vendormate Check In Kiosk located in the Cancer Center hallway. Sign in and registration will be completed via the Vendormate website. A Vendor identification badge will be then be issued. Identification badges must be worn visible and above the waist at all times while within the facility. A Vendor may only visit the department(s) that are listed on the identification badge. All Vendors must sign out of Vendormate when exiting the building
3. **After hours:** Sales Representatives or Service Providers who need access to ACMH after normal business hours must follow the schedule below:

Enter through Emergency Room Entrance, check in at Vendormate Kiosk located at the volunteer desk to obtain vendor pass.

### **New Products/Product Samples/Equipment Trials**

All product samples and new products are to be brought into the facility only through the appropriate Pharmacy, Materials Management, or Nutrition Services Office. Equipment and product trials are to be coordinated through the Director of Materials Management and the requesting department. Under no circumstances are medication samples to be distributed without the consent of the Director of Pharmacy. Also, under no circumstances are enteral or oral product samples to be distributed without the consent of the Lead Dietitian. Equipment will not be allowed to remain in the hospital without the knowledge of Materials Management, or

Nutrition Services Office. Mandatory safety information and safety check must be approved by the Facilities department on all equipment brought into the facility.

### **Deliveries**

ACMH's Receiving Dock is located at One Nolte Drive in Kittaning, PA. The receiving dock is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. All packages must have the hospital's purchase order number marked clearly on the outside. A packing slip indicating our purchase order number must be placed on or in the package. Any medications ordered by the pharmacy must be identified as such and delivered directly to the pharmacy department.

Deliveries made to the hospital should be routed through the loading dock, located at One Nolte Drive – Entrance D. Deliveries should not be made through the main entrance of the hospital. Trucks, vans or other delivery vehicles are not to block the entrances or park in the main entrance of the hospital.

Emergency or off-hour deliveries – arrangements should be made through the Hospital Switchboard 724-543-8500. Switchboard will then notify the proper department when the delivery arrives. Any off-hour delivery must have prior approval by the appropriate manager (Materials, Pharmacy, or Nutrition).

### **Promotional items**

All promotional items are to be brought into the facility only with approval of the appropriate Pharmacy, Materials Management, or Nutrition Services Office. This includes brochures and other educational materials.

### **Authorized Purchases**

All purchases for ACMH Hospital should include a Purchase Order number issued by the appropriate Department: Pharmacy, Materials Management, or Nutrition Services. Suppliers are not authorized to accept verbal, written, or telephone orders without an official Purchase Order. The name of a staff member is not an acceptable purchase authorization. Please refer to the Purchase Order Number on all shipment labels, packing slips, invoices and correspondence. Invoices should be directed to the attention of Accounts Payable or emailed to [accountspayable@acmh.org](mailto:accountspayable@acmh.org). Product received without a Purchase Order will be returned to the vendor.

### **Terms and Conditions**

Acceptance of an official Purchase Order from ACMH Hospital constitutes acceptance of the hospital's terms and conditions.

### **Contractors**

All contractual agreement for work to be performed at ACMH Hospital or other properties owned or leased by ACMH Hospital should contain the following

requirements, in addition, the contractor or subcontractor must insure that all employees under their supervision abide by these regulations:

1. Upon arrival on day 1 of the contract, contractors must sign in at the Vendormate Kiosk and contact Facilities Management at 724-543-8650.
2. Contractor must display Hospital identification obtained from the Facilities Department and also display identification from company they represent at all times while performing work at any ACMH facility.
3. Vehicle parking will be arranged at the time of contract. Contractors performing work must arrange for parking by contacting Facilities Management **prior** to the commencement of work.
4. Contractors performing work that requires normally secured doors, gates, or windows to remain open to facilitate workers must make prior arrangements with Facilities Management for authorization. Contractors unable to maintain the security of the hospital doors, gates, or windows, may be required to provide a security guard during the period of the project.
5. Contractors requiring the use of hospital office space or equipment must make prior arrangements with the facility director or Security. Contractors are forbidden from entering hospital areas not authorized or utilizing equipment without prior permission.
6. All hospital property provided by ACMH Hospital to contractor to facilitate project must be returned at end of project in good working condition (keys, etc.).
7. Must return hospital issued identification upon completion of contract.
8. Provide the Safety Coordinator with a copy of their written Hazard Communication Program.
9. Provide the Safety Coordinator with a list of any hazardous substances which they will be bringing into the facility as well as copies of the appropriate SDS's.
10. Insure that all employees of the contractor have been provided with appropriate training on the use and handling of hazardous material before initiating any work at ACMH Hospital.
11. Insure that all employees of the contractor wear approved protective clothing and use required protective equipment to minimize exposure to any hazardous materials used by the contractor or stored at ACMH Hospital.
12. Contractors must comply with ACMH Hospital compliance policy.
13. All contractors must provide a copy of their Liability Insurance and Workers Comp coverage to Facilities Management prior to working on the premises. Copies of the Liability Insurance and Workers Comp coverage are to be updated annually for vendors who routinely work on site.

14. Any contractor expected to be on premises for 12 weeks must provide a communicable disease history and provide proof of TB screening.

### **Policy Violations**

First Violation: Violator will be given a copy of the policy and asked to sign in at Materials Management.

Second Violation: The Violator will be instructed to properly sign in at Materials Management. Additionally, notice will be given that another violation of hospital policy will result in dismissal from the hospital.

Third Violation: Upon the third violation, Violator will be suspended from calling upon the hospital. Materials Management will notify the Vendor Home Office and request a new sales representative.