



## Vendor Access Policy Excerpts

- Excerpt 1.** Prior to being given access to University Hospital, all vendors will be screened against the Office of Inspector General’s List of Excluded Individuals/Entities (LEIE).
- Excerpt 2.** UH employees must not disclose current product pricing or usage to vendors. This information is confidential.
- Excerpt 3.** Cellular Phone use is addressed in Administrative Policy C-20, Restriction of Cellular Phone Usage.
- 1.** Cellular and portable phone usage is restricted to the first floor main entrance and lobby, areas of the hospital w/no patient care activity, ie: the south wing and administrative spaces where there is no patient traffic, as well as the exterior of the hospital.
  - 2.** Cellular and portable phone usage is restricted in the cafeteria area to the small eating area at the entrance of the cafeteria.
  - 3.** All cellular phones must be turned off in any other areas so that they cannot transmit or receive radio-frequency signals.
- Excerpt 4.** Hospital Purchasing will issue a “no charge” purchase order to the vendor for delivery of equipment to UH. All equipment, for which a Vendor Release Form has been submitted, must be brought or delivered through the Hospital’s Receiving Dock located at 117 Monroe Street; and will be checked-in prior to the delivery of the requesting department.
- Excerpt 5.** The vendor must provide appropriate training to hospital personnel prior to using trial/loan equipment. Training must be documented according to individual departmental policy.

**Excerpt 6. The vendor is required to provide:**

- a. Documented evidence of FDA approval for application intended for demo or trial.**
- b. Documented and dated evidence of performance testing (completed inspection checklist) for Clinical Engineering review.**
- c. Copy of vendor's published recommended initial inspection and performance verification protocol.**

**Excerpt 7. If a vendor initiates a product/equipment recall or replacement, either formal or voluntary, it is the affected department's responsibility to document actions taken for the recall/ replacement. The department must require the vendor to provide, on company letterhead, information regarding the specific recall to include, but not limited to, product name, manufacturer number, lot number affected, quantity, reason, and action taken. The vendor and department representative must date and sign the document and forward to the Hospital Purchasing Department (PDC) as soon as possible. The vendor representative must also provide written documentation of the necessity for product/equipment recall (preferably a notice of recall). This document must also be forwarded to the Hospital Purchasing Department (PDC).**

**Excerpt 8. All employees are reminded that they are subject to restrictions on acceptance of gifts from vendors contained in the New York State Public Officers Law Section 73(5). Materials explaining these restrictions can be found at: [www.dos.state.ny.us/ethc/giftmenu.html](http://www.dos.state.ny.us/ethc/giftmenu.html)**

**Allowed and Un-allowed Gifts:**

**<http://www.dos.state.ny.us/ethc/giftmenu.html>**