

County Durham Procurement Consortium

Procurement Department

Bede House

Belmont Business Park

Durham

DH1 1TW

10th May 2016

Dear Supplier,

County Durham and Darlington NHS Foundation Trust has partnered with **Who Are You Ltd (WAYL)** to introduce a new checking and registration system for company representatives entering the **Theatre's Department at University Hospital of North Durham (UHND)**.

In our efforts to provide a safer and more professional service to our patients, consultants and staff, we are introducing to you the *Who Are You Ltd* registration scheme at www.whoareyoultd.com. This advanced notice gives you time to get you, your colleagues and associated staff registered as follows:

If you are a current supplier whose employees enter theatres:

With effect from **Monday 4th July 2016** you will be required to have an in-date and valid premium registration with WAYL and show authentic evidence of a predetermined list of credentials (see below), that County Durham and Darlington NHS Foundation Trust wish our visitors to comply with:

1. Validated photo / contact details / employer details.
2. Acceptance of our hospitals visitor policy online (via www.whoareyoultd.com)
3. Details of your company's public / product liability insurance cover.
4. A recent Basic Criminal Record Check (NB. This can take up to 3 weeks to obtain).
5. Evidence of an in-date theatre access course accreditation.

There will also be an integrated appointment system. To request an appointment, you must email cdda-tr.appointments@nhs.net with the details of your visit.

Once the appointment has been approved, you will receive an email confirmation of your appointment. **You will however only gain access to the operating theatres if all your credentials are valid at time of check in.**

When visiting, you must check in at the **main theatre office at UHND** to collect your day pass.

If you are a current supplier whose employees visit procurement:

With effect from **Monday 4th July 2016** you will be required to have an in-date and valid basic registration with WAYL and comply with points 1 and 2 above. This will be checked at the procurement reception.

County Durham and Darlington NHS Foundation Trust are implementing this fully automated system to improve patient and staff safety. Therefore, all commercial visitors to theatres must meet these minimum standards in order to be compliant.

Please be aware that failure to register and produce the correct credentials means no admittance to County Durham and Darlington NHS Foundation Trust operating theatres.

No other credentialing scheme membership cards will be accepted

When registering, please refer to the user FAQ's: <https://www.whoareyoultd.com/faqs/users>.

If you are a current supplier whose employees DO NOT enter theatres or Procurement

At some point in the future, the WAYL registration scheme will be rolled out to the rest of the hospital. For now, company representatives are encouraged to choose the Basic (free of charge) registration in the same way as employees visiting procurement.

When we announce the expansion of the scheme, company representatives who visit other departments and areas across our hospital will need to upgrade to premium registration and upload credentials 1-4 as listed in the theatre section above.

If you are already registered with WAYL:

Please add the 'University Hospital of North Durham' to your hospital list in your profile and check you have the relevant credentials uploaded:

I trust that you will understand our desire to provide our patients, consultants and staff with a safer, better regulated and better controlled hospital but if you have any questions about this new directive, please in the first instance contact Who Are You Ltd, details as follow:

1. Website: www.whoareyoultd.com
2. Email: info@whoareyoultd.com
3. Telephone: 01462 488369

Thank you for your cooperation.

Claire Povey

Associate Director of Procurement

County Durham and Darlington NHS Foundation Trust

County Durham and Darlington NHS Foundation Trust chose to work with Who Are You Ltd as they offer us a comprehensive and tailored service that enables us to stipulate exactly what credentials are required from company representatives.

On a wider scale the system is designed for all visitors to County Durham and Darlington NHS Foundation Trust, not only company representatives attending theatres and high-risk areas. It also covers healthcare / pharmaceutical reps going into wards, outpatients, procurement and staff offices as well as non-industry reps who visit general public areas. There is also the ability to adapt it for maintenance / construction workers who are on site, in addition to other visitors like external surgical assistants.

The system will automatically approve or deny access in less than a minute without the need for our receptionists to manually check anything. This will vastly improve the speed at which we can check commercial representatives in and it will help reduce the number of cold callers we receive. Overseeing this and maintaining the database would be a considerable task for County Durham and Darlington NHS Foundation Trust and again is why we have chosen to work with WAYL as they do all of this for us.

The system can also provide a considerable amount of data for County Durham and Darlington NHS Foundation Trust, including a list of who's on site today, who's visited previously, the products/service supported and there is also an integrated appointments system that can be used. The appointment system sends an email to the visitor confirming the appointment and whether they have uploaded the relevant credentials required for their visit. They will know instantly whether they will have access granted or denied