

Policy for Supplier Representatives - Summary

October 2009

Musgrove Park Hospital

1. Estates Reps and Contractors must report to the Facilities reception and out of hours visitors must report to the Porters Lodge.
 2. **All supplier reps must make an appointment - Cold calling is strictly forbidden.**
 3. **A supplier rep must report to the General Office Reception in Duchess Building, and produce photographic ID for security purposes. Their Visitor's badge must be worn at all times when on Trust premises. They must sign out and return the badge, upon leaving.**
 4. Reps with no appointment or photographic ID. may be refused access.
 5. Reps must not use mobile phones in patient areas nor camera phones for photography within Trust boundaries.
 6. Reps **must not** enter clinical areas without prior permission from the nurse in charge and must comply with the Infection Control Guidelines.
 7. **Any order or commercial agreement made with a supplier representative (verbal, telephone or written) shall not be valid or binding unless accompanied by an official purchase order.** The Trust shall not make payment for unauthorised purchases. There should be no commercial commitment without involvement from the Procurement Department.
 8. Supplier's leaflets and posters may only be distributed/displayed in clinical areas when approved by the relevant senior member of staff.
 9. Only inexpensive gifts such as pens, pads, diaries etc, which are for work, may be offered to or accepted by Trust staff.
 10. All hospitality or entertainment with a value greater than £25 must be recorded in the Trust Hospitality Register held in Trust Management
 11. All Trust members of staff must declare any pecuniary interest, employment or relationships that may conflict with the interests of the Trust.
 12. **Samples may only be used on patients by appropriately trained/qualified clinicians provided they are approved medical devices bearing the CE mark and the Trust is indemnified through an existing national or Trust agreement.**
 13. All samples must be free from obligation and issued with supporting information and data sheets. Medical samples (exc. pharmaceuticals and medicated dressings, which must never be left) may only be left with the permission of the Senior Nurse/Manager on duty.
 14. The supplier representative must state in writing whether the sample is to be returned after a period of time or is a 'free issue'.
 15. No research, particularly clinical trials, should be undertaken without the written authorisation of the Trust R&D Consortium Executive Group.
 16. **All** medical equipment must be commissioned via Medical Electronics or Somerset Health Informatics for IT equipment & software.
 17. **No pharmaceutical products, including drugs and medicines, will be accepted by any department except Pharmacy.**
 18. A decontamination certificate is required as proof of a decontamination procedure on a piece of equipment being brought into or leaving the Trust.
- Failure to comply may result in that representative being banned from site and the suspension of business related to that supplier.**