

Chelsea and Westminster Hospital

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24th April 2015

Dear Supplier,

The Chelsea and Westminster Hospital NHS Foundation Trust has partnered with Who Are You Ltd (WAYL) to introduce a new checking and registration system for company representatives entering our hospital.

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 Main Theatres / Treatment Centre / Burns theatres:

With effect from **Monday 8 June 2015** you will be required to have premium registration with WAYL and show authentic evidence of a predetermined list of credentials (see below), that the Chelsea and Westminster Hospital NHS Foundation Trust wish our visitors to comply with:

1. Validated photo / contact details / employer details.
2. Acceptance of our visitor policy (online via www.whoareyoultd.com).
3. Details of your Company's Public / Product liability insurance cover.
4. A recent Criminal Record Check - Minimum of a Basic check (available from www.disclosurescotland.co.uk) or above.
5. Evidence of an in-date theatre access course accreditation.

All company representatives visiting our main theatres or day surgery will need to have an in date and valid WAYL registration. You must report to the Theatre reception to check in prior to going to theatres.

If you are a current supplier whose employees enter the Paediatric theatre:

With effect from **Monday 8 June 2015**, all of the above will apply but the criminal record check must be an Enhanced DBS check rather than the Basic check to enter this theatre. Again you must report to the paediatric theatre reception to check in prior to going to theatres.

If you are already registered with WAYL:

Please add 'Chelsea and Westminster Hospital' to your hospital list in your profile and check you have the relevant credentials uploaded.

Please refer to the user FAQ's: <https://www.whoareyoultd.com/faqs/users> for help.

Please be aware that failure to comply could result in you or your organization's representatives being refused access into the Chelsea and Westminster Hospital NHS Foundation Trust.

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 as follows:

1. Website: www.whoareyoultd.com
2. Email: info@whoareyoultd.com
3. Telephone: 0203 086 9494

Thank you for your cooperation.

Joanne McCormack
Matron - Theatres
The Chelsea and Westminster Hospital NHS Foundation Trust

The Chelsea and Westminster Hospital 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 the company representatives.

On a wider scale the system is designed for all visitors to The Chelsea and Westminster Hospital, not only company representatives attending theatres and high risk areas. It also covers healthcare / pharmaceutical representatives going into wards, outpatients, procurement and staff offices as well as non industry representatives 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 also 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 data base would be a considerable task for The Chelsea and Westminster Hospital 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 The Chelsea and Westminster Hospital including a list of who's on site today, who's visited previously and there is also an integrated appointments system should we choose to use it. 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.