	Johns Hopkins Medicine Finance Johns Hopkins Health System, Finance Policies and Procedures Manual Supply Chain	<i>Policy Number</i>	FIN150	
		<i>Effective Date</i>	12/01/2015	
		<i>Approval Date</i>	N/A	
	<i>Subject</i>	Vendor Policy	<i>Page</i>	1 of 3
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This document applies to the following Participating Organizations:

Howard County General Hospital Johns Hopkins All Children's Hospital, Johns Hopkins Bayview Medical Center Johns Hopkins Community Physicians Inc.

Johns Hopkins HealthCare LLC Johns Hopkins Home Care Group Sibley Memorial Hospital Suburban Hospital

The Johns Hopkins Health System Corporation The Johns Hopkins Hospital

Keywords: classification, Clinical, Representatives, vendor


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I. PURPOSE

- A. The purpose of this policy of The Johns Hopkins Health System Corporation (JHHS), Supply Chain Procurement Department, is to provide a consistent set of requirements for access to patient care environments for all authorized vendors. It also provides a program for compliance with the relevant standards of regulating agencies. This policy does not supersede or replace the policy statements contained in the Johns Hopkins Medicine Policy on Interaction with Industry. Vendors accessing Johns Hopkins facilities must do so in accordance with the requirement of that policy in addition to this Vendor Policy.
- B. While we recognize that vendor visits are beneficial to all parties involved, The Johns Hopkins Health System is committed to ensuring the safety and security of our patients and staff, as well as the maintenance of a professional atmosphere.

II. DEFINITIONS

Johns Hopkins Health System (JHHS)	The clinical settings (hospitals, clinics and community-based care) of The Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, Howard County General Hospital, Suburban Hospital, Sibley Memorial Hospital, and All Children's Hospital, Johns Hopkins Community Physicians, and Johns Hopkins Home Care Group.
Johns Hopkins Faculty and Staff	For purposes of this policy, any reference to faculty and staff also includes house officers, health care providers, students, volunteers and persons hired by Johns Hopkins to perform work at a Johns Hopkins facility or on its behalf.


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Vendor Representative	<ol style="list-style-type: none"> 1. An individual associated with a company that does business with Johns Hopkins for purposes of this policy, four levels of vendor representatives is defined: <ol style="list-style-type: none"> a. Classification Level 1 – Clinical Vendor Representatives <ol style="list-style-type: none"> i. Vendor Representatives who meet with administrative or clinical staff in clinical care areas, who routinely provide technical assistance, have access to patient care areas and/or consult with or provide assistance to patient care staff. b. Classification Level 2 – Non-Clinical Vendor Representatives <ol style="list-style-type: none"> i. Vendor Representatives who meet with administrative staff in common areas of the facilities (non-clinical settings). c. Classification Level 3 – Facilities/Construction Vendors <ol style="list-style-type: none"> i. Vendor Representatives who meet with or perform services for the Facilities department. d. Classification Level 4 – Guest <ol style="list-style-type: none"> i. Vendor Representatives who do not interact with patient care staff. This may include company representatives that visit JHHS Facilities on a limited bases. Examples may include morticians, vendor’s management or non-clinical implementation specialists etc. 2. All Vendor Representatives regardless of classification level must wear their company ID prominently displayed. Classification levels 1, 2 and 3 are required to register with the appropriate vendor credentialing systems.
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III. POLICY & PROCEDURE

It is the policy of JHHS Corporation to establish and enforce a framework that provides control of vendor representative movement within the Johns Hopkins facilities. All Vendor Representatives will adhere to Johns Hopkins procedures and will abide by the laws and regulations of the following states, as applicable, the State of Maryland, the District of Columbia, the State of Florida; and the Federal Government, The Joint Commission (TJC), AORN, HIPAA Privacy Rule, and other regulatory standards of practice. Prior to coming to a Johns Hopkins entity for business purposes, all vendor representatives will register with the appropriate vendor credentialing system.

1. New Product and Equipment
 - a. Vendor Representatives **may not** introduce products to any Johns Hopkins facility without approval from the appropriate Supply Chain Procurement or Value Analysis representative.
2. In-service Education
 - a. At the discretion of the Department/Division leadership, all appropriate clinical staff shall be inserviced on new equipment, procedures and techniques before their equipment or products are used during a procedure. Inservices for new equipment may be provided by the appropriate clinical vendor representative. The responsible RN/technician in the training area will supervise the behavior of the clinical vendor representative. The responsible RN/technician will be informed prior to the procedure that the clinical vendor representative will be present and about their purpose.
3. Dealing with Uncooperative Vendors
 - a. Any concerns regarding vendor behavior should be reported to Security.
4. How to Report Vendor Breach in Policy
 - a. Vendor Representatives not adhering to this policy will be referred to JHHS Supply Chain Procurement for appropriate action
5. Vendor Access Restrictions
 - a. Refer to [Vendor Guideline](#)

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IV. RESPONSIBILITIES

Department and Staff:

1. The Director of JHHS Supply Chain Procurement is responsible for vendor management and the administration of this policy.
2. All Johns Hopkins departments and staff are responsible for assuring that vendors interacting with the JHHS Corporation comply with this policy. Non-compliant vendors are to be immediately reported to the JHHS Director of Johns Hopkins Supply Chain Procurement at 443-997-0990.

V. SPONSOR

- Vice President, Supply Chain Management, JHHS
- JHHS Corporate Controller
- JHHS Directors of Financial Reporting

VI. REVIEW CYCLE

Three (3) years

VII. APPROVAL

Electronic Signature(s)	Date
Ronald Werthman Sr. Vice President and CFO, JHM and Johns Hopkins School of Medicine (JHSOM)	12/02/2015