



VENDOR MANAGEMENT PROGRAM

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ABOUT CHOC

For more than 45 years, CHOC Children's has been steadfastly committed to providing the highest quality medical care to children. Affiliated with the University of California, Irvine, our regional pediatric healthcare network includes a state-of-the-art 238-bed main hospital facility in the City of Orange, a hospital-within-a-hospital in Mission Viejo. CHOC also offers many primary and specialty care clinics, over 100 additional programs and services, a pediatric residency program, and four centers of excellence - The CHOC Children's Heart, Cancer, Neuroscience, and Orthopaedic Institutes.

Our Mission, Vision and Values

Our mission and vision set the standard for our values. In order to succeed with our strategic planning, and as a recognized leader in children's healthcare, these values are necessary to achieve our goals. All of us are responsible for making those goals happen.

Our Mission

To nurture, advance and protect the health and well-being of children.

Our Vision

To achieve national recognition as a premier children's hospital.

Our Core Strategy

To invest in the workforce and infrastructure for a regional pediatric and neonatal healthcare system, with CHOC as the tertiary/quaternary hub.

CCMH's Vision:

What We Aspire to Be:

To be recognized in South Orange County for excellence in neonatal, pediatric & adolescent healthcare as an integral part of Children's Hospital of Orange County

Our Values:

- Excellence – Setting and achieving the highest standards
- Innovation – Advancing care through new ideas and technology
- Service – Understanding and exceeding customer expectations
- Collaboration – Working together to achieve our mission
- Compassion – Caring with sensitivity and respect

The CHOC Children's Vendor Program

Purpose: To establish expectations and guidelines for Vendors and Vendor Representatives ("Vendor Reps") with respect to access to and conduct on CHOC Children's ("CHOC" or "Hospital") premises, in order to ensure patient safety and privacy, protect patient rights, and promote adherence to the Hospital's mission, ethical standards, policies and applicable laws.

- All Vendors and their representatives currently serving CHOC are to complete an online registration process, managed by Vendormate, Inc., in order to continue their business relationship with CHOC.
- An annual, per company fee, ranging from \$25 to \$250, is to be submitted with the vendor's first registration. This flat fee, based on the scope of a vendor's business relationship with CHOC, is paid directly to Vendormate to cover expenses such as background checks, communication, and database maintenance.
- All Vendors **must** have scheduled appointments. Cold calls will not be accepted. Vendor Reps arriving at CHOC without an appointment will be turned away.
- Vendors with scheduled appointments will be required to check-in upon arrival and obtain a badge at the Vendor self-service kiosks. Vendors must complete a check-out process upon the completion of each visit.

Vendors may obtain additional information about the CHOC Vendor Program by accessing an <https://choc.vendormate.com>. For Online Registration Technical Support: CHOC@vendormate.com or 888-476-0377.

I. Overview of the Registration Process

To access the registration website directly, visit the following website: <https://choc.vendormate.com>.

The registration process consists of two phases:

1. Registration of the vendor as a company.
2. Registration of each Vendors' sales representatives, other staff members, and/or subcontractors who visit CHOC for business purposes.

The company and each representative will be required to provide contact information and upload documentation as specifically required to become a registered "Vendor Company" or registered "Vendor Rep."

Note: The registration process requires entry of the Vendor Company's Federal Tax Identification Number.

A. Registration Process

The Company/Vendor registration process includes the following steps:

1. Business Identification:
 - Legal business
 - Type of business
 - Federal Tax Identification Number (FEIN)
2. Basic Business Information:
 - Business address and telephone
 - Estimated amount of business/sales conducted with CHOC in past 12 months
 - Representative's Information
3. Acknowledgment of CHOC policies documented in Vendormate®.
4. Payment:

Payment of annual "per company" registration fee to Vendormate, using a credit card. Note: This fee is paid **only** during the first registration a vendor completes. Each vendor rep registering thereafter will not be required to pay a fee.

Registration Fee Structure

Vendor Groups ¹	Annual Fee ²
High – Annual sales >\$100,000, patient or procedural care contact, or pharmaceutical representative.	\$250
Medium – Annual sales \$25,000 - \$100,000 and no patient or procedural care contact	\$100
Low – Annual sales <\$25,000, no patient or procedural care contact	\$25

5. Confirmation:

You will receive an email and click link to confirm your email address and login information.

¹ A Vendor is placed in a Vendor group on the basis of the scope of their business relationship with CHOC.

²The annual fee represents a "flat, per company fee" to be paid annually when the first registration is completed for either the Vendor's company profile or for one of its representatives. There is no fee assessed for multiple representatives associated with the same Vendor.

II. Registration/Certification Requirements for Vendor Representatives

Based on the scope of products and services marketed to CHOC, a Vendor Rep will be classified into one of the three aforementioned categories. The Vendor Rep's base of business, product offerings, access to patient areas, and other qualifying criteria will be used to establish the fee category. There are certification requirements specific to each category; these requirements are consistent with standards set forth by the following:

- A. Health Insurance Portability & Accountability Act of 1996 (HIPAA)
- B. Association of periOperative Registered Nurses' (AORN) Standards for Health Care Industry Representatives in Operating Rooms
- C. The Joint Commission
- D. CHOC Children's Policies and Procedures

III. CHOC Children's Policies and Procedures

Regardless of classification, all Vendor Reps must acknowledge and abide by the following principles and policies to conduct business with CHOC:

- A. **Conflict of Interest**. (CHOC Children's Policy Number 509) Vendors must provide a full disclosure about any conflicts of interest that exist.
- B. **Corporate Compliance Program, Deficit Reduction Act (DRA) of 2005, and False Claims Act**. (CHOC Children's Policy Numbers 511 and 512) Vendor acknowledges and abides by CHOC Children's Compliance Program and agrees to disseminate to its associates information about the Compliance Program and DRA Provisions – and require its associates to abide by the same.
- C. **HIPAA and Patient Confidentiality**. (CHOC Children's Policy Number B222) The discussion, release, or use of any patient-related information viewed or overheard is prohibited for any purpose other than that which is related to job assignments and in compliance with patient privacy laws.
- D. **Confidentiality of Business and Other Proprietary Information**. Any type of information generated in connection with CHOC Children's operations must not be accessed, downloaded, discussed, used, or disclosed for any purpose other than to conduct business with, or on behalf of CHOC. Agreement to not improperly disclose confidential information continues after termination of the Vendor business partnership.
- E. **Conduct & Interactions with CHOC Children's Associates & Medical Staff**. (CHOC Children's Policy Numbers 106, 124 and 506) When in CHOC

facilities and interacting with Hospital associates and Medical Staff, Vendor understands and agrees that:

1. Conversations with staff in patient care areas should be minimal, must be professional and case related only. No socializing.
 2. All patient education materials must be evaluated by the Hospital's Clinical Education Department prior to their use.
 3. Procedure rooms are to be entered only at the request of, and as directed by, the clinical staff and/or physician(s). The Vendor Rep cannot change or touch any equipment, carts, or sterile equipment. The Vendor Rep must follow the instructions of the Circulating Nurse at all times.
 4. Standards governing introduction of new products and the removal of expired or recalled products are abided by as a condition of doing business with CHOC.
 5. Policy for providing gifts, meals, and education to CHOC associates and Medical Staff must be followed.
 6. Items and services provided to and accepted from CHOC will not exceed those that are reasonable and necessary for ethical business purposes. The amount paid to, or payable by, CHOC will be at a fair market value amount.
- F. **Audio/Video Taping, Digital and Still Photography**. (CHOC Children's Policy Number D403)
- G. **Use of Cellular Telephones, Camera Phones and Wireless Communication Devices**. (CHOC Children's Policy Number 1.212)

Compliance with the above standards shall extend to the Vendor Representative's Company, co-workers, agents, and subcontractors.

IV. General Facility Access and Standards

Vendor Reps may enter CHOC Children's facilities for the purpose of conducting business only when the following conditions are met:

A. **Tobacco-Free Campus**

Effective July 1, 2009, CHOC is a **tobacco-free** campus. No tobacco product use of any kind will be permitted inside or outside of any CHOC property.

B. **Badge Sign-in and Sign-out Process**

The Hospital's Main Entrance is open 24 hours and serves as the primary entrance for Vendor Reps and other visitors. The Vendor Rep is to complete the check-in and badge process at in the Main Lobby or at the lower level of the Clinic Building during clinic hours, Monday through Friday, 7:00 AM to 4:00 PM. At the end of each visit, the Vendor Rep is to check-out at the self-service kiosk or Main Lobby.

C. **Scheduled Appointments**

The Vendor Rep must have a scheduled appointment and must limit his/her business-related activities at CHOC to the scheduled appointment(s). Under no circumstances will cold calls (visits without previously-scheduled appointments) be allowed. Drop-in visits to departments other than the appointment are not permitted.

D. **Accompanying Guests**

The Vendor Rep agrees to escort any guests accompanying the Vendor Rep who are not registered with the Vendor Program. The guest(s) shall obtain a temporary badge from the self-service kiosk. Guests may be able to obtain a temporary badge no more than two visits, at which point the Hospital will require guest to register with the Vendor Program.

E. **Access to Patient Care Areas**

Vendor Reps are not allowed to enter patient care areas of the Hospital without specific permission from a director or manager of that department. While in patient care areas, the Vendor Rep should be accompanied by a CHOC associate and must follow any internal policies of the respective department.

F. **Temporary Electronic Door Access**

In the event Vendor Rep's scheduled appointment requires Vendor Rep to access areas of the Hospital requiring electronic badge access, Vendor Rep must contact Hospital's Materials Management Department or Plant

Operations Department, to request a temporary electronic badge. Vendor Rep must leave their car keys with the Department assigning the temporary badge, as a means of Hospital ensuring badge is returned to Hospital by the end of Vendor' Rep's visit.

G. Access to Common Areas of Hospital

Excluding appointments, a Vendor Rep may spend **up to one hour** in the Hospital's cafeteria, snack bar, lobby, and corridors. However, the Vendor Rep is **prohibited** from approaching physicians or CHOC associates in these areas, as well as in elevators or patient care areas, for the purpose of conducting business discussions.

H. Parking

Vendor Reps may park in the 5-story parking garage located off Providence and Main Street.

I. Use of Cell Phones and Hospital Equipment

Vendor Reps must follow CHOC's Safe Environment, Use of Cellular Telephone Policy at all times. Cellular phones are not permitted in the following areas of the hospital – Critical Care areas, PICU, NICU, CVICU, OICU, PACU, OR, or any room in which a cardiac monitor or ventilator is in use. Furthermore, unauthorized audio and video recording, or photography, (including cellular camera phone photos) is prohibited at any time or in any hospital location, pursuant to CHOC's Audio/Video Taping, Digital and Still Photography Policy. Policies are available for review upon request.

Use of CHOC equipment, such as telephones and computers, is prohibited unless the Vendor Rep is visiting the Hospital for the purpose of conducting training or the Materials Management Department grants permission to the Vendor Rep.

V. Materials Management /Purchasing Policies

The Materials Management / Purchasing Department for CHOC Children's is located in the lower level of the Research Building. This Department is open from 7:00 AM to 4:00 PM, Monday through Friday, and can be reached at 714-532-8575 to schedule appointments. It is mandatory that all visits to the Materials Management Department be scheduled in advance; cold calls will not be accepted.

- A. Use of Purchase Order** - All purchasing-related transactions require an approved purchase order (including those for which there is not an

exchange of funds) – in order for the Accounts Payable Department to process payment.

- B. **Group Purchasing Membership** - CHOC may share confidential information related to CHOC's vendor relationships with its Group Purchasing Organizations, currently Child Health Corporation of America (CHCA) and Premier, and directly with members of CHCA and Premier. Volume purchases are to be reported to Premier Purchasing Partners and CHCA. Additional information is available by contacting the Purchasing Department.
- C. **Standard Payment Terms** - Standard non-contracted payment terms are Net 45 and shipments are FOB Destination.
- D. **Non-Pharmaceutical Samples & Products for Trial Use** - It is the policy of CHOC that all new patient care products or substitute products will be evaluated for cost and quality by a Value Analysis Committee. This Committee will conduct a patient safety and product efficacy evaluation to ensure that there is a standardized review process before patient care products are recommended and purchased.
- E. **New Product Introductions** - Vendor Reps are responsible for scheduling an appointment with Materials Management to introduce new products before these products can be discussed with physicians or CHOC Medical Staff. The product must be left with Materials Management for review and evaluation by Value Analysis Committee. CHOC Children's assumes no responsibility for supplies or equipment left by vendors in the organization for the purpose of evaluation. It is the responsibility of the vendor, to deliver, install, and remove the equipment or supplies upon completion of the evaluation.
- F. **Clinical Equipment** - Clinical equipment may only be accepted by CHOC with a no charge purchase order and must go directly to Clinical Engineering prior to the trial. Vendor Reps performing maintenance service on medical equipment must deliver a customer-signed service report to the Purchasing or Clinical Engineering Departments upon completion of the service.
- G. **Removal of Product** - The Vendor Rep may not remove any supply, product, and equipment without verbal or written authorization by Materials Management.

- H. **Product Recalls** – Vendors / Vendor Reps are required to notify the Materials Management Department regarding product recalls. Such notification is to include identification of the product (including affected lot numbers and quantities), the reason for the recall, and a copy of the recall or FDA information.

VI. Gifts and Meals Provided to Associates

- A. It is the policy of CHOC Children's that Associates refrain from accepting any gifts, honoraria, and/or entertainment, as this may create the perception of, or an actual conflict of interest. Gifts include items such as sporting event tickets, gift certificates, and travel – even if the cost to the Vendor Rep is zero. Additionally, under no circumstances may a CHOC Associate solicit a gift from a Vendor Rep whose products are billed to a Federal healthcare program.
- B. CHOC Children's Associates may accept meals from Vendors / Vendor Reps under the following circumstances:
 1. The meals are modest and infrequent in nature.
 2. The meals do not include spouses or guests of CHOC associate, unless there is a business-related reason for doing so.
 3. The meal is provided as part of a business meeting or sales call conducted at a CHOC facility to discuss product features/demonstrations, contracts, and sales terms.
 4. The meal is provided as part of a legitimate educational session focusing on a topic of interest to the invited CHOC associate. The value of the meal is modest; the venue is modest and conducive to learning; and the meal is subordinate in time and focus to the educational portion of the session.
 5. The meal is provided at a professional conference as part of a vendor-sponsored event.
 6. Business meals provided to a CHOC Associate at an off-site location are acceptable when such meals are infrequent, modest in value, reasonable, at an appropriate location conducive to business discussions, and does not incur travel and lodging expense.
- C. In-Service Training Sessions - All in-services must be on formulary items and **must** be approved by the Department Manager in advance of the training being conducted. Meals and gifts may be provided during these training sessions, in accordance with the guidelines in the section, entitled "Gifts and Meals Provided to Associates."

VII. HIPAA / Patient Confidentiality

CHOC Children's respects the privacy of its patients and requires that all who conduct business with CHOC share this commitment. HIPAA, the Health Insurance Portability and Accountability Act of 1996, enhanced the protection of a patient's privacy. HIPAA prohibits a Vendor Rep from reviewing the medical records of patients for the purpose of determining which patients may benefit from the Vendor Rep's products or services.

All information regarding CHOC Children's patients and their care, will be held in strict confidence. This information will not be discussed with third parties or in public places.

HIPAA privacy standards require CHOC Children's to regulate Business Associates. Therefore, most individuals or companies performing an activity or service for CHOC that involves the use or disclosure of individually identifiable health information must agree to enter into a Business Associate Agreement ("BAA") to ensure that each Business Associate protects protected health information (PHI). The BAA contains provisions that establish the permitted and required uses and disclosures for PHI. Furthermore, the BAA provides that the Business Associate may not use or further disclose the information other than as permitted by the contract or as required by law.

All contracts proposed by Vendors should include appropriate HIPAA compliance provisions. In any event, the Vendor must agree that any and all actions taken or authorized by the Vendor regarding the transaction, goods, or services involving or relating to CHOC shall comply with all applicable laws pertaining to standards for electronic transactions, including those set forth in the Health Insurance Portability and Accountability Act of 1996, and all rules published thereunder. The Vendor is also responsible for requiring all agents or subcontractors to comply with such applicable law. Upon the request of CHOC Children's, the Vendor will provide appropriate documentation of its agent's or subcontractor's compliance with such requirements.

Confidentiality of Information

In the course of interacting with CHOC Children's, you may receive information about CHOC patients, associates, donors, and its financial or business operations. Some of this information may be considered "confidential" by law or by CHOC policies. Confidential information may exist in any form – e.g., written, oral, overheard, observed, or electronic. It is your responsibility to comply with CHOC policies by accessing only such information that you need to perform your job and in accordance with the law. Individuals receiving confidential information are prohibited from disclosing such information to friends, relatives, co-workers, patients, and others unless permitted by CHOC policies, applicable law, or as required to perform your assigned job duties. Confidential information must be

protected while doing business with CHOC and after your business relationship ends. Violation of the confidentiality policy may subject you to adverse action, up to and including termination of your business relationship with CHOC, as well as civil or criminal penalties as applicable by law.

VIII. Vendor Representatives in Procedural Patient Care Areas

A. General Standards

CHOC recognizes the need for education and introduction of new technology, procedures, and techniques to health care professionals in the peri-operative setting. At the same time, a patient's right to privacy and safety must be protected – particularly when a Vendor Rep is present during a surgical procedure. All Vendor Reps present in procedural areas must abide by the following general standards:

1. A Vendor Rep may observe a procedure **only** at the request of a physician performing the procedure and the permission of the patient.
 2. If a new medical product is being used, the product **must** be approved by the Hospital's Materials Management Department **before** the product can be introduced to the physician and/or other clinical staff and before the product can be used with a patient.
- B. Vendor Reps are **not** permitted to:
1. Scrub in;
 2. Assist with procedures (other than technical assistance in the form of verbal consultation);
 3. Open sterile products; or
 4. Have patient contact
- C. Vendor Reps or Technical Support Reps with specialized training may perform remote calibration of their company's products – e.g., pacemakers and pain management devices – to the physician's specifications.
- D. A Vendor Rep's presence during a procedure is to be documented in the patient's medical record.
- E. Sales calls with physicians are to be conducted in non-patient care areas only.

IX. Required Documentation & Competencies

- A. A Vendor Rep that is present in the **operating room, catheterization lab, or other procedural patient care areas** during a procedure are REQUIRED to maintain documentation of certain competencies, health status, and background checks on file with CHOC through Vendormate®.
- B. The Vendor Rep must provide the following to the department manager documentation in advance of being granted access to a procedure:
 - 1. Educational training and/or certification of the products/services the Vendor Rep is authorized to perform;
 - 2. Competency assessments for the products/services provided: Evidence of the Vendor Rep's comprehension and retention of the training received;
 - 3. Documentation of Education/Training for the following areas:
 - a. Aseptic Principles and Infection Control
 - b. Bloodborne Pathogens
 - c. Sterile Techniques
 - d. Product Complaints and Medical Device Reporting (MDR) requirements
 - e. Product Recall Processes
 - f. Patient Rights, Confidentiality, and HIPAA

X. Operating Room Standards

Purpose: To protect the rights and confidentiality of our surgical patients and to eliminate unauthorized solicitation by Vendor Reps accessing the Operating Room.

For the purpose of this document, Vendor Reps are included in the group referred to as "non-medical advisors."

- 1. Non-medical advisors may be present in the Operating Room **only** with the advance approval/request of the physician and the patient. **No walk-ins will be accepted.**
- 2. Non-medical advisors must **first** check-in with the Materials Management Department or at a self-service kiosk prior to arriving in the Operating Room area.
- 3. When entering the Operating Room non-medical vendor advisors will:
 - a. Approach the O.R. front desk.
 - b. Leave a business card that is to be given to the appropriate Circulating Nurse.
 - c. Have their CHOC-issued badge displayed prominently at all times.
 - d. Be suitably attired, according to CHOC's Operating Room policies.

- e. Leave personal belongings in a designated secure area.
- f. Turn off cell phone. **Cell phone use is not allowed anywhere in the Operating Room.**
- g. Adhere to the CHOC standards of confidentiality and Infection Control.
- h. Not be allowed to participate in the actual procedure or make any adjustments to equipment used during the cases.
- i. Not be allowed to open sterile supplies and implants.
- j. Enter the Operating Rooms through the scrub area.
- k. Enter the Operating Room only after induction of anesthesia or unless invited by the Surgeon prior to induction of anesthesia.
- l. Function under the direction of the Circulating Nurse and the Director of Surgical Services. Noncompliance to directions from either of the nurses could result in removal from the OR.

XI. AORN Position Statement

The Role of the Health Care Industry Representative in the Perioperative/Invasive Procedure Setting

PREAMBLE

AORN recognizes the need for a structured process for education, training, and introduction of procedures, techniques, technology, and equipment to health care professionals practicing within the peri-operative/invasive procedure setting. By virtue of their training, knowledge, and expertise, health care industry representatives can provide technical support to the surgical team to expedite the procedure and facilitate desired patient outcomes. Health care industry representatives may function in any of several positions (e.g., clinical consultants, sales representatives, technicians, or repair/maintenance personnel). The primary responsibility of the peri-operative registered nurse is to ensure the safety of patients undergoing operative or other invasive procedures. Core nursing activities that, by licensure, may not be performed by non-nurses are assessment, diagnosis, outcome identification, planning, and evaluation.

The surgical setting is one of the most potentially hazardous of all clinical environments and is subject to strict regulations, clinical practice guidelines and standards of care to preserve patient safety. It is important that the health care industry representative understands how to safely work in the operating room to assist the peri-operative team in maintaining the patient's safety, right to privacy, and confidentiality when a health care industry representative is present during a surgical procedure.

POSITION STATEMENT

AORN supports the education of peri-operative team members on new procedures, techniques, technology, and equipment with which personnel are not familiar before their use in a surgical procedure. AORN believes the following:

- The RN is accountable for the patient's nursing care during the procedure and advocates for the patient's safety, privacy, dignity, and confidentiality.
- Health care industry representatives may be permitted in the peri-operative setting to provide technical support in accordance with facility policies, local, state, and federal regulations.
- Health care industry representatives should not provide direct patient care or be allowed in the sterile field. However, AORN believes the health care industry representative with specialized training and facility approval may perform calibration/synchronization to adjust/ program devices (such as but not limited to implanted electronic devices, radio frequency devices and lasers) under the supervision of the physician.
- Patients have a right to be informed about the presence of a health care industry representative in the peri-operative/invasive procedure setting during a surgical procedure according to local, state, and federal regulations.
- Health care facilities should incorporate the local, state, and federal regulations regarding health care industry representatives in the peri-operative/invasive procedure setting.

XII. Pharmaceutical Manufacturer Representatives Conduct Policy

Vendor Representatives detailing pharmaceuticals, intravenous solutions, tubing or any item marked "Federal law prohibits dispensing without a prescription" shall deal directly with the CHOC Pharmacy Department.

- A. Pharmaceutical Vendor Reps shall schedule appointments by contacting the Pharmacy Department Secretary at 714-532-8349.
- B. Pharmaceutical Vendor Reps **MAY NOT** enter patient care areas, e.g.: Emergency room, Operating Room, Nursing Stations, and Anesthesia without authorization from the Pharmacy Department.
- C. No samples, legend or over-the-counter product may be left in this facility. Any educational or promotional programs for prescribing medications must be registered in the Pharmacy prior to discussing with CHOC Staff.
- D. Only Formulary approved medications may be "Detailed" on CHOC Medical property. The Formulary status of a medication may be determined by contacting the Pharmacy Department.
- E. Displays are not permitted in public areas. Funding for educational programs is encouraged. Speaker programs must be arranged through the Pharmacy or Medical Education Departments.
- F. CHOC has a "closed" formulary system. Non-Formulary medications are not available for use on patients in this facility. Requests for addition of items to the Formulary must be initiated by a physician with privileges at this institution and reviewed by the Pharmacy and Therapeutics Committee. The requesting physician must contact the Pharmacy directly and provide appropriate documentation for P&T Committee consideration.
- G. Violation of these policies by the Pharmaceutical Vendor Rep will result in suspension of visiting privileges.

XIII. Fire Safety

In the event you hear the fire alarm while conducting an appointment at CHOC, you should listen for an overhead paging announcement of "Code Red" (emergency "code" for fire) along with an announcement about the location of the alarm. If the alarm is not near your location, no action is required, and you may continue what you were doing. However, **do not use the elevators during a "Code Red,"** use the stairs instead.

For your safety, and that of others, remember the word "**RACE**" as a reminder about the appropriate action to take. RACE is an acronym for Rescue, Alarm, Confine, and Extinguish/Evacuate.

- Rescue:** Rescue individuals who are in immediate danger
- Alarm:** Pull the nearest fire alarm box by grabbing the center handle and pulling down until it stops. Release the handle and notify the closest CHOC associate.
- Confine:** Confine the heat and smoke by closing all doors and windows in the area of the fire, plus adjacent areas.
- Extinguish/Evacuate:** Use a fire extinguisher to put out the fire, if you feel comfortable doing so and if use of an extinguisher would be effective in eliminating or greatly reducing the fire. Otherwise, evacuate the area immediately, closing the door behind you.

To use a fire extinguisher, remember the word "PASS" to correctly use the device:

- P** Pull the pin
- A** Aim the nozzle at the base of the fire
- S** Squeeze the handles to release the extinguishing agent
- S** Move the extinguisher in a back and forth sweeping motion

XIV. Infection Control: Important Facts

To reduce the risk of transmitting pathogens, there are a few precautionary practices to employ:

- A. **Wellness:**
Stay home if you are sick with something infectious. If you are not feeling well, for your own health and for consideration of others, we ask that you cancel your appointment and reschedule when you are feeling better.
- B. **Bloodborne Pathogens:**
Bloodborne pathogens are microorganisms present in human blood and other potentially infectious materials. Examples of common illnesses spread by blood borne pathogens include Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), Hepatitis C (HCV), and Malaria. Any body fluid with visible blood may be infectious.

These microorganisms can cause disease or death when transmitted from an infected person to another person. The transmission may occur when blood or body fluid from an infected person enters another person's body. For healthcare workers, this transmission may occur:

- through accidental puncture from contaminated needles, other sharps, or broken glass
- contact between mucous membranes and infected body fluids

C. **Standard Precautions:**

In 1996, the Centers for Disease Control issued "Standard Precautions" as recommendations for the protection against the transmission of blood borne diseases and other diseases when treating all patients. To protect yourself and others, always treat all blood, body fluids, secretions and excretions, non-intact skin and mucous membranes as if they are infected with bloodborne or other pathogens.

D. **Handwashing:**

Handwashing is one of the most important precautions for preventing the transmission of infections. A standard handwashing technique consists of: soap, a vigorous rubbing together of all surfaces of lathered hands for 10 – 15 seconds, thorough rinsing under a stream of water, thorough drying hands with a clean, disposable paper towel, turning off faucets with the paper towel, and disposing of the paper towel in a garbage receptacle.

Handwashing must occur:

- Before and after treatment with each patient
- Before donning gloves and after gloves are removed
- Immediately when accidental bare-handed contact with blood, body fluids, secretions and excretions, non-intact skin, mucous membranes, or infected equipment occurs.

E. **Blood Spills:**

To clean up blood spills, wear gloves, blot the blood with absorbent materials, use a disinfectant to clean the area of the spill, and discard the blood-soaked materials in a biohazard bag.

F. **Contaminated Sharps and Linens:**

Sharps: When handling sharps, always wear gloves. Do not recap the needles. Dispose of the used sharp in a needle box immediately after use.

Linens: When handling contaminated linens, always wear gloves, and handle the linens as little as possible. Place the soiled linens in a leak-proof bag if soaking is likely.

XV. Disciplinary Action

Vendor Reps who do not adhere to CHOC Children's policies will be subject to remedial actions ranging from suspension to permanent dismissal of rights to conduct business with CHOC on behalf of their companies. Because CHOC does not want to hinder the delivery of patient care, the Vendor Representative's company may assign another Vendor Rep to service CHOC during the suspension or permanent dismissal of the Vendor Rep violating CHOC's policies.

XI. Documentation Checklist for Vendor Reps

The following table represents a summary of documentation and competencies that are required for specific groups of vendor representatives. You may find it helpful to refer to this page in preparing your registration package.

	Pharmaceutical Reps	Reps in Procedural Areas (OR, Cath Labs, Etc.)	Medical Equipment Service Personnel or Clinical Service Techs	General Maintenance or Repair Personnel
Health Status or Immunizations				
MMR (Mumps, Rubella, Rubeola)		X		
History of Chickenpox (Varicella)		X		
TB Skin Test (Chest X-Ray if positive)		X		
Education/Training				
Products/Services being provided	X	X	X	X
Competency Assessment on Product Knowledge	X	X	X	X
Pre-Employment Screening of Criminal Background Check	X	X	X	X
Pre-Employment Drug Testing	X	X	X	X
Bloodborne Pathogens		X		
Compliance/Ethics	X	X	X	X
HIPAA, Patient Privacy, Patient Rights	X	X	X	X
Liability Insurance				
	X	X	X	X
Photograph (Recent Head Shot) for Badge				
	X	X	X	X