

Supply Chain Guidelines for Vendor Representatives

1. Registration

Vendors are required to register with Green Security prior to visiting our facility. This applies to all vendors and contractors who visit the Main Campus ≥ 4 visits per year OR for ≥ 5 working days per visit. If you do not meet this threshold, you will follow the visitor management process by checking in at the Loading Dock (preferred) or Welcome Desk. Green Security will provide the background screening and credentialing service to meet CNHS minimum requirements.

Annual Subscription Cost:

- Level 2B (Facilities/Contractors) - \$69.95
- Level 3 (Non-Employee/Vendor in occupied clinical area) - \$275
- Level 4 (Non-Employee/Vendor involved in patient care or procedural areas) - \$275

Green Security Hard Badge Cost (one time): \$19.99 (mandatory), \$29.95 for RFID Access Badge (optional). RFID Access Badge is required to receive access to any badge readers within the facility. Note, you must receive approval from Supply Chain and any respective department to be granted this access.

Visit www.greensecurityllc.com to begin registration.

2. Appointments

Vendors are required to have a confirmed appointment prior to visiting our facility. If you arrive without an appointment, you may be denied access and directed to schedule an appointment. Exceptions for emergency visits will be made to meet patient care operations.

Appointments for sales and new products must be scheduled directly with the Supply Chain Department. Appointments for case or clinical support, training, or education on current products must be scheduled directly with Children's National clinical team or department representative.

Vendors must park in designated areas only. Do not park in loading docks or other service areas.

3. Sign-In Procedure

Upon arrival at Children's National facility, you will need to scan your hard badge at one of the main security perimeter check points located in the facility (Main Atrium, Loading Dock, or Emergency Department Entrance). Please note that if you do not have an approved Green Security badge, you will NOT be granted access. If you do not meet the threshold for a badge, you will follow the visitor management process by checking in at the Loading Dock (preferred) or Welcome Desk entrance. If you exceed the annual threshold of visits, you will be directed to register for credentialing.

Vendor Guests: If you are credentialed vendor traveling with a vendor guest, the guest will check in via the visitor management process at the Loading Dock (preferred) or Welcome Desk entrance; we ask that you check them in at the Loading Dock entrance so as to limit traffic in our patient and family lines.

4. Presentation of Medical Products and Value Analysis

New products or equipment for patient-care use, including items donated and items for purchase, should be reviewed and approved by the appropriate Value Analysis Committee(s).

Written authorization or issuance of a no-charge purchase order is required to install medical products or equipment approved for evaluation. Any medical equipment placed for evaluation must be inspected and follow the procedures set forth by the Biomedical Engineering department.

You may not leave medical equipment or any other medical items for unauthorized product evaluations.

Quotes and proposals for supplies and equipment should be requested and processed through the Supply Chain Department. Pricing information should only be discussed with the Supply Chain Department, unless a budgetary quote for supplies or equipment is requested.

All drugs, including samples, will be reviewed and approved through the Children's National Pharmacy and Therapeutics Committee.

5. Contracting

It is the practice of Children's National to assure the best use of its resources, promote integrity of financial management, and strengthen accountability for dollars by protecting against waste, fraud and abuse to increase focus on performance outcomes. Children's National requires that purchase of all supplies, equipment, and services is achieved through competitive bidding, contract execution, and documentation of certificates of insurance and when needed business associates agreements. Children's National requires that all contracts are reviewed through our Legal Department and are executed in accordance with our signatory policy and procedure.

6. Purchase Orders

It is the policy of Children's National to purchase all supplies and services through the Supply Chain Department. Purchase arrangements or commitments made other than by Supply Chain may be considered non-binding. It is the sole responsibility of the Supply Chain Purchasing Department to make purchase commitments which finalize the terms of procurement agreements with suppliers. These terms; which include price, packing, shipment, delivery, inspections, insurance, payments, waivers, and legal compliance; are finalized through a signed purchase order (PO) which legally commits Children's National.

7. Invoices

To facilitate payment, invoices must be sent containing the below criteria. If this criteria is not met, payment may be delayed.

- Invoice should be in either PDF or TIFF format
- All invoices must quote a valid PO number
- One invoice per attachment

All invoices for Children's National must be emailed to: invoices@childrensnational.org

Children's National is tax-exempt under section 501(c)(3) of the Internal Revenue Code. Children's National Hospital has filed for this status in Maryland, District of Columbia, and Virginia as filed with the IRS and may be exempt from sales taxes. This may affect your quoted invoices and consideration will be taken for payment applicable sales tax.

Children's National can submit payment to your organization via ACH credit to either your business checking or savings account. ACH payments are timely, secure, and a cost efficient means for receiving your payment. Please contact the Accounts Payable Department at apic@childrensnational.org for information on how to enroll your organization in ACH payments from Children's National.

8. Vendor Representatives will comply with the code of conduct and policies and procedures of Children's National.

Failure to follow any of the guidelines set forth will result in one written warning. A second failure to follow these guidelines will result in a 30 day suspension. A third failure will result in the permanent revocation of access privileges to Children's National facilities.

Signature: _____ Date: _____

Printed Name: _____ Company Name: _____

Procedural and Operating Room Guidelines for Vendor Representatives

1. Vendor Representatives will not be permitted to enter the Operative or Procedural Area without proper identification and approval of the Department Director, Department Manager, Clinical Coordinator or Physician.
2. Products carried into any operative or procedural area must have prior approval from the Value Analysis Committee, which includes a notice of intent to use the product, FDA clearance, and agreed product pricing. **Products used without prior approval will be considered a trial or free goods and will not be paid for.** Vendor Representatives are responsible for providing staff education of new products or procedures being introduced through either a formal in-service or a planned educational event, which has been approved by Value Analysis Committee or Perioperative Education. Training must be completed prior to procedure start.
3. Loitering in any of the operative or procedural areas, including staff lounges, for the purpose of meeting or discussing products, equipment, or services without prior approval is prohibited.
4. The cut off time for dropping off trays, equipment, and/or supplies is no later than 1500 (3:00pm). Dropping items off after 1500 (3:00pm), without making prior arrangements with SPD Manager, or designee is prohibited and may result in the product not being available for use.

Each tray dropped off for surgical cases must contain a complete inventory list of tray contents. Vendor Representative will confirm all contents of tray with a Sterile Processing Department (SPD) staff member when dropping off tray(s). Vendor representative will verify, reconcile, & confirm all tray contents are present when picking up tray(s) and before tray(s) are removed from the premises following their use. Claims of missing instrumentation after a tray has left the facility will not be accepted.

All consigned items (supplies and instrumentation) must follow the process and expectations governed within established terms and conditions of Consignment Agreements.

5. Removal of any product from inventory without documentation reviewed by the Director, SPD Manager, Clinical Coordinator or designee is prohibited.
6. Entering a sterile or procedural environment without proper attire is prohibited. Scrub attire worn outside of the facility is prohibited. Briefcases, satchels, handbags, etc., are not permitted in the operative or procedural areas. Vendor Representatives must be granted approval by Director or Clinical Manager to access the Scrub Machine. Once approved, Vendor Representative may use scrub vending machine to dispense scrubs; only one credit for scrubs will be allotted to Vendor Representatives. Scrubs must be returned before leaving the facility. If scrubs are not returned within 24 hours, Vendor Representative is responsible for payment of the scrub set, valued at \$30.

Failure to follow any of the guidelines set forth will result in one written warning. A second failure to follow these guidelines will result in a 30 day suspension. A third failure will result in the permanent revocation of access privileges to Children's National facilities.

Signature: _____ Date: _____

Printed Name: _____ Company Name: _____