

UC Riverside, School of Medicine Policies and Procedures

Policy Title: Vendor Relations

Policy Number: 950-02-005

Responsible Officer:	Compliance and Privacy Officer
Responsible Office:	Compliance and Privacy Office
Origination Date:	03/04/2016
Date of Revision:	
Scope:	UCR Health Faculty Practice Sites

I. Policy Summary

To set forth the guidelines to monitor and track the activities of vendors visiting UCR Health clinical practice sites. This policy is intended to supplement the University of California *Health Care Vendor Relations Policy*.

II. Definitions

Refer to Standard Definition Guide Document.

III. Policy Text

- A. Vendors will only be allowed in UCR Health practice sites at the invitation of appropriate UCR Health personnel. This will usually be an invitation from, or on behalf of, a physician.
- B. Vendor sales visits may only take place in non-patient care areas.
- C. Vendors, such as device manufactures or their representatives, may be allowed in patient care areas at the specific request of UCR Health personnel and with authorization from the patient.
- D. Vendors will not have access to patient information unless the patient has given written authorization regarding such access.
- E. Vendors will not be allowed to bring or leave any promotional items, gifts or food items for any UCR Health employee.

IV. Responsibilities

Designated clinical staff

V. Procedures

- A. Vendors visiting UCR Health practice sites with a pre-scheduled appointment will be asked to sign in on the Vendor Sign in Log (attachment A). Information to be provided will include:
 - 1. Name
 - 2. Date
 - 3. Company name they are representing
 - 4. Who they are scheduled to see
 - 5. Time of their arrival

B. Upon the conclusion of the vendor's visit the vendor will be required to sign out and document any samples they left by name, type and quantity.

C. Vendor Sign in Log will be maintained at the reception desk and will be retained in accordance with Record Retention Policy and Procedures.

VI. Forms/Attachments

Vendor Sign in Log

VII. Related Information

University of California *Health Care Vendor Relations Policy*
Conflict-of-interest provisions of the Political Reform Act

VIII. Revision History

New 3/2016

Approval(s):

Compliance Committee (04/26/2016)

