I. Title

Vendor Visitation: UTMB Clinical Enterprise

II. Policy

This policy establishes regulations for Industry Vendors doing business within the Clinical Enterprise at UTMB, and ensures appropriate identification of all vendors and consistency with UTMB’s patient care, academic, and research missions. It also provides a mechanism for enforcement.

To the extent this policy conflicts with IHOP - 06.05.02 - Ethical Interactions with Industry, that policy shall prevail.

UTMB Clinicians and Staff shall interact with Industry Vendors in a manner that meets ethical standards, protects patient confidentiality, does not interfere with the process of patient care, and encourages the appropriate, efficient, and cost-effective use of equipment, supplies, and pharmaceuticals at UTMB.

Industry Vendors who conduct business at or with UTMB must do so in accordance with this policy, UTMB Vendor Representative Procedures, and the UTMB Healthcare Vendor Code of Conduct. Industry Vendors found in violation of UTMB policies or procedures may be denied access to the UTMB campus for a period of time determined by the Executive Vice President and Chief Executive Officer of the UTMB Health System, with notice provided to appropriate officials.

All UTMB personnel must monitor Industry Vendors to ensure compliance with these guidelines. UTMB personnel must immediately report non-compliant Industry Vendors to Purchasing.

Any pricing or contract terms discussed before review and approval by Purchasing are considered “preliminary.” Final pricing and contract terms may be negotiated by Purchasing only, with input from the requesting department.

Under IHOP - 04.05.06 - Procurement Policy, only staff members with signature authority delegated to them by the President may sign contracts or enter into agreements on behalf of UTMB.

Therefore, all UTMB employees must route all procurement related contracts and other signature documents to Purchasing for review and proper execution, or further routing to the appropriate UTMB authority.

Violation of this policy may result in disciplinary action up to and including termination for employees; a termination of employment relationship in the case of Contractors; or suspension or expulsion in the case of a student.
III. Vendor Access

Industry Vendors may not be on campus without prior permission from authorized personnel. In addition, Industry Vendors must:

- have an appointment with authorized personnel before arriving on campus;
- have obtained approval from the authorizing department;
- have obtained and wear a UTMB vendor/visitor ID badge; and
- be accompanied by authorized UTMB staff when in clinical secured areas.

Industry Vendors representing Continuum of Care services or facilities (e.g., nursing homes, rehab facilities) may receive information about the patient they are scheduled to visit only.

Industry Vendors may not have access to protected health information (PHI) unless a properly executed UTMB-approved business associate agreement (BAA) specifically permits such access or patient authorization has been obtained.

UTMB reserves the right to limit the number of Industry Vendors that any single company may have visiting UTMB facilities.

Shadowing, Tailgating, and Piggybacking are prohibited.

Industry Vendors are prohibited from entering patient care areas for promotional purposes.

Industry Vendors are not permitted to touch or treat patients or undertake any activity that could be construed as patient care unless the Industry Vendor has been credentialed by the Medical Staff Office. Clinicians involved in such evaluations or testing are advised to seek clarification from the UTMB Institutional Review Board (IRB) regarding whether the activity qualifies as human subject research.

IV. Products, Devices, and Equipment Approval Process

Only products, devices, and equipment that have been approved by the Value Analysis/Cost Management Team may be purchased with Clinical Enterprise Funds.

Before any patient-related or laboratory equipment is purchased, leased, loaned or accepted as a donation for use or trial involving patients, it must be evaluated by Clinical Equipment Services (CES) or other authorized service department(s) to determine whether it meets UTMB’s guidelines as outlined in the equipment management plan.

V. Criteria for Trial/Evaluation of Products, Devices, and Equipment

- Vendors must follow the guidelines contained in the UTMB Vendor Representative Procedures.

- Industry Vendors must complete and sign a Product Evaluation Agreement (PEA) before delivering any loaned equipment or products to UTMB.
VI. Violation of Vendor Policy
A. The Vendor Representative Policy must be rigidly followed by vendors and UTMB personnel.

B. Failure to comply with these procedures shall result in the loss of Vendor’s privileges and exclude the Vendor Representative from further transactions with UTMB

1. Length and duration of privilege loss will be determined on a case-by-case basis by the Senior Manager of Value Analysis, in consultation with the appropriate departments.

2. Any exception to the foregoing will occur on a case-by-case basis by the designated administrator for that area, with immediate follow up with Value Analysis following the end of those activities.

VII. Industry Support for Educational Programs at UTMB
Industry Vendors must adhere to IHOP - 06.05.02 - Ethical Interactions with Industry, for all industry supported/sponsored educational programs at UTMB.

Industry Vendors shall not attend programs in which specific patients are identified or quality assurance or risk management issues are presented.

VIII. Related UTMB Policies and Procedures
IHOP - 06.05.02 - Ethical Interaction with Industry
IHOP – Policy - 04.05.06 Procurement Policy
Purchasing Policy & Procedures
UTMB Security Clearance Requirements
Value Analysis Program

IX. Dates Approved or Amended

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X. Contact Information
Supply Chain Management – Logistics
(409) 772-1161