



**Sisters of Charity &
Holy Spirit Health Service
Queensland**

ACCESS FOR COMPANY REPRESENTATIVES

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GROUP MATERIALS & CONTRACT MANAGEMENT SERVICE

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ACCESS FOR COMPANY REPRESENTATIVES POLICY

All company representatives are to adhere to the following procedure.

PROCEDURE

Company Representatives are permitted fair and reasonable access to the following personnel for the purpose of promoting products:

- Workplace Health & Safety/Infection Control Co-ordinator
- Nurse Unit Manager, Operating Theatre
- Person(s) nominated by the Materials Management Committee
- Materials Manager

Appointments

Visits to Materials Personnel, Nurse Unit Manager - Operating Theatre, and department managers are by appointment only. Company Representatives are not permitted to arrive in a department on the off chance that a staff member may be available to see them.

Clinical Products – Samples and Trials

Company Representatives wishing to present a product for evaluation must complete an “Application for Equipment/Product Evaluation Form” prior to submission. This form is available from the Nurse Manager – Operating Theatres and the Materials Manager. The completed application form and product sample is to be forwarded to the on-site Materials Manager.

Company Representatives cannot leave product samples or equipment in any wards, departments, or units without prior approval of the Materials Management Committee. Pharmaceutical samples must not be left in any ward, department or unit.

All product and equipment evaluations for a Health Care Facility are to be co-ordinated through the Materials Management Committee.

Access to wards, departments and units within a Health Care Facility is not permitted without prior approval of the Materials Management Committee.

Medical Equipment

Medical equipment is not to be introduced or evaluated without it first being inspected and approved for use by the Biomedical Engineering Department and the Materials Management Committee.

“Loan Equipment”

Equipment identified as “on loan” must be inspected and approved for use by Biomedical Engineering Department. Additionally notification of the delivery of any loan equipment must be reported to the Materials Management Department with information provided, such as, product documentation, user and service manuals, value of item, period of loan, responsibility for servicing/maintenance/insurance, cost of and responsibility for consumables purchase.

For Holy Spirit Northside Private Hospital - All receivable/dispatches of loan instrumentation will be done through the Loan Receivable/Dispatch room, located off the loading dock.

Contact Phone Number: 3326 3912 or 3326 3000 or page 0913 if unattended.
Room hours: 800 to 1630hrs.

After hours ALL loan instrumentation to be delivered to Operating Theatre Suite Level 2.
These are the only areas, which will received loan instrumentation.

Supply of Goods

Goods are not to be supplied to any department without a purchase order number. Consignment stock must be presented with adequate documentation prior to delivery to the Supply Manager. The Health Care Facility will not pay an invoice without a purchase order number.

Code of Conduct

Company Representatives whilst in attendance at the Health Care Facility must wear an ID badge and maintain a professional manner. Company Representative must report to the Materials Management Department, Hospital Security to sign the Appearance Book and collect a Visitors Pass, which must be returned at the end of each visit.

Company Representatives are advised that all employees at the Health Care Facility are required to comply with the Health Care Facilities Code of Conduct.

Companies and their Representatives found in breach of this policy may be escorted from the Health Care Facility.

Clinical Support

Company Representatives that are required to give clinical support to either the surgeon or nursing staff during an operation will ring the Nurse Unit Manager – Operating Theatres or the delegate 24 hours prior to the case. This will be recorded in the Operating Theatre diary.

Access to the operation will be denied if prior notification is not received.

Company Representatives will be allowed access if time does not permit for Emergency Operations.

Car Parking

Car parking for Company Representatives is not provided and Company Representatives should park in the public car park. Any non-authorized cars parked in the loading dock of our facilities will be towed.

Visitor Identification & Security

It is important that all Company representatives report to Hospital Security only for a pass (under Code of Conduct). Security Passes are not kept in the Materials Management area for Company Representatives.

Reviewed Date: 20/10/2003