

WELCOME TO BAY AREA HOSPITAL

Bay Area Hospital (BAH) is a 172-bed, publicly owned acute care facility. It is the largest hospital on the Oregon Coast and serves as the regional referral center.

This brochure is intended to acquaint Vendors of the hospital's purchasing guidelines and procedures, which will be strictly enforced.

Failure to follow these guidelines can result in a permanent loss of visitation privileges.

Materials Management will endeavor to promote an atmosphere of mutual cooperation between BAH and its Vendors. The value of Vendors to BAH will be evaluated by their: knowledge of products and related market trends; reliability in providing the hospital with a supply source to meet current needs; integrity as an authorized company representative, and genuine concern to do their best for BAH.

Vendor Visitation

Vendors and Service Personnel are required to check-in at Materials Management upon arrival at BAH and check-in/out using RepTrax in the Materials Management Office, Engineering Office, or on 3rd Floor at the Emergency Department entrance.

Meetings with BAH personnel are made by appointment **only** with the respective department and must be made prior to arrival at BAH.

A Vendor Identification Badge (RepTrax) must be visibly displayed at all times while at the hospital.

For service calls after hours (4:30pm to 8:00am), Service Personnel are to check-in with the Security Office on 3rd Floor at the Admitting Desk.

Vendors are encouraged to provide appropriate product literature, catalogs, samples, and price lists to Materials Management.

Vendors MUST:

- Exhibit professional behavior at all times.
- Be in "good health" (no fever, cough, runny nose, or other known infection.)
- Vendors will convey a clean, well-groomed, professional appearance appropriate to their work area.
- ID Badges must be worn at all times above the waist with the picture facing out so that it can easily be seen by patients, visitors, and other customers.
- Be physically oriented to the Operating Room.
- Leave the OR immediately if requested by any member of the OR team. (The OR manager or designee may waive, at their discretion, access in emergency situations.)
- Arrange that loaner instrumentation arrive at least a minimum of 48 hours prior to the scheduled procedure. A complete inventory listing with item numbers and component costs must accompany the instrumentation along with sterilization instructions.
- If you are checking out after business hours, please leave your badge in the drop box outside the Materials Management Office.

Vendors MAY NOT:

- Assist with procedures.
- Open sterile supplies.
- Sterilize instruments or equipment.
- Make any physical contact with the patient.
- Operate, control, or touch any equipment being used on a patient. At the request of the attending physician and for the sole purpose of ensuring patient safety, Vendors may troubleshoot, offer advice if equipment malfunctions, calibrate or program the equipment, and provide any other technical support needed to ensure that the equipment functions safely only on the company's equipment that they represent.
- Use departmental phones for personal calls or

for making other sales contacts.

- Bring any equipment or supplies into the OR or the hospital without a BAH "No Charge Purchase Order" and clinical engineering safety inspection.
- Product samples are not to be left with BAH personnel without prior arrangement from Materials Manager or designee.**
- Have anything from an outside source that cannot be removed when entering the OR, for example, a cast or splint.

Surgical Services (Operating Room)

The surgical and interventional areas are controlled environments. Visitation guidelines are strictly enforced to provide safety and confidentiality to patients, physicians, and hospital employees at all times. The following are the minimum guidelines for access into a surgical or interventional department.

- The Vendor's presence and purpose should be pre-scheduled and approved by the OR management and surgeon.
- The Vendor must agree to respect the privacy and confidentiality of patients, physicians, and hospital employees at all times.
- The Vendor must follow all BAH check-in procedures and display a BAH Vendor Identification Badge while in the facility.
- The Vendor must provide proof of instruction in infection prevention, asepsis, fire and safety, blood borne pathogens, and patient rights. (If a Vendor is not trained, notify the department manager for approval to enter).

Equipment Evaluation: Lease, Trial, Rental or Purchase

All requests for equipment evaluations, rentals, loaners, or purchases are to be made with Materials Management. Failure to do so will result in rejection of the equipment.

When evaluating equipment, the terms and pricing must be agreed by the Materials Manager or designee prior to the equipment is brought in for

trial/demo. A “No Charge Purchase Order” must be assigned for all equipment before entering BAH.

All equipment is to be delivered to the Receiving area. The Bio-Med Department must verify in writing that appropriate electrical safety checks have been made prior to delivery of medical equipment to the requesting department. Please arrange for this inspection prior to the scheduled delivery of the equipment. Contact Bio-Med at (541) 269-8175.

- The device must be complete, in good working condition, and have received proper calibrations and necessary preventative maintenance. If the equipment under evaluation remains at BAH longer than six months; it must be re-calibrated and/or have preventative maintenance at the Vendor’s expense. The Vendor should tag all equipment showing the date of preventative maintenance and/or calibration. The written records for the equipment should be provided to the Bio-Med Department.
- Prior to its arrival, the equipment must be approved by the FDA, United Laboratories, or OSHA.
- Operators and *Service Manuals, including *Schematics and *Parts Lists should accompany all equipment (*when purchased).
- Applications-training should be given to employees when they are unfamiliar with the equipment prior to the equipment being used.
- Vendors are to provide an educational competency checklist for staff training.

New Products

BAH uses a team approach to understand a new product’s financial impact as well as patient outcome improvement potential. **Product samples are not to be left with BAH personnel without prior arrangement from the Materials Manager or designee.** All new product evaluations must be approved by Materials Management and the appropriate clinical leadership. Products to be evaluated should be provided at the Vendor’s expense.

Pharmacy

Vendors who have a scheduled appointment with the Pharmacy must first report to Materials Management to check-in/out using RepTrax. A Vendor Identification Badge (RepTrax) must be visibly displayed at all times while at the hospital.

Vendors are not permitted in patient care areas or ancillary departments. If Vendors wish to visit another department after meeting with the Pharmacy, they must follow the registration process as detailed under the “Vendor Visitation” section of this brochure. **Pharmaceutical/OTC samples are not to be left with BAH personnel without prior arrangement with the Pharmacy Director or designee.**

Vendors will only be allowed to enter the Pharmacy by appointment. To arrange an appointment, contact the Pharmacy at (541) 269-8169.

Allied Health and Administrative Appointee Professionals MUST:

- Apply for and receive privileges by the Medical Staff Office prior to bringing any products to BAH or treating any patients.
- Check-in with Materials Management before going to any patient care areas. If Materials Management is closed, Vendor must check-in with the Patient Care Services Supervisor. (Call the hospital operator (“0”) and ask for the PCS Supervisor or go to the Admitting Desk on 3rd floor and ask for the PCS Supervisor.
- Patient care areas must have a “Physicians Order” prior to the patient being treated by the Allied Health or Administrative Appointee Professional.

Commitments made on behalf of BAH are null and void unless authorized by an agent of the hospital (Hospital Executive Management (CEO/CFO), Materials Management Manager, Pharmacy Director, or Food Service Manager).

8331-028/REV1016

Bay Area Hospital

The Medical Center for Oregon’s South Coast



VENDOR GUIDELINES

**Bay Area Hospital
Materials Management
1775 Thompson Rd
Coos Bay, OR 97420**

**Phone: (541) 269-8191
Fax: (541) 267-0819**

