



## Vendor Certification Program

NCH's new vendor access program kicks in as of January 1, 2009, which will mean big changes at our facilities. The program was designed to help keep staff and patients safer, work areas more controlled, and help NCH meet internal and national regulations. To make that happen, however, we'll need everyone's help.

A key part of the success of the new vendor access program is education: Each person, regardless of their job and title, is an important part of this process. We ask that everyone familiarize themselves with the process and responsibilities and help us make this key change in how vendors interact with us.

Here's a quick review of the new program:

NCH has contacted vendors selling products and/or services related to patient care, alerting them to the new program. Now the vendors have 45 days to complete their orientation

While there, they're informed that all vendors must complete registration, have an appointment, sign in and receive a badge in order to access our facilities. The badge will be printed on-site at the designated vendor sign-in kiosk, which will be located within each front lobby. Vendor meetings must be held in approved areas (away from patient rooms and treatment areas).

While the new program will assist the supply chain organization in managing vendors, the primary benefit is obtaining greater compliance to regulations and protecting the rights of patients, visitors, and employees.

Here's what you can do to support the program:

If you see a vendor without a badge, please direct him/her to your facility's vendor check-in point. The same goes for a vendor whose badge is expired (the badge will display a red "STOP" sign).



The badge:

- Has the vendor's picture, name of company, name of vendor, and date
- Is good for 12 hours – after 12 hours, the "STOP" sign bleeds through
- Has a place for an appointment time and with whom
- If the term "Clinical" is printed on the picture, they're allowed in the O.R. areas

For more information, contact Supply Chain Services at 552-8925 or your Site Manager – DNH = 436-5421 ; NNH = 552-7773.