

Effective August 2004

RE: Sales Representative Protocol for Cardiopulmonary Services

Dear Sales Representative:

Wyoming Medical Center's mission is to provide high quality, cost-effective patient care. We recognize that Sales Representatives can play an important role in achieving this goal. Wyoming Medical Center has established the attached policies and protocols to promote a productive and beneficial working relationship with all vendors. This protocol applies to all Cardiopulmonary Departments including Cath Lab, Stress Lab, Echo, and Respiratory. It is imperative that the policies and protocols for supply and equipment acquisition be adhered to.

Attached is a list of protocols that are now in effect. Non-compliance with any of these vendor policies will result in Wyoming Medical Center assuming no responsibility for payment of products used, lost, damaged, and may lead to vendor restrictions at all sites. **If you currently have access privileges to Wyoming Medical Center, you will need to reapply before the Sept 1, 2004 deadline.**

If you should have questions regarding vendor procedures pertaining to other Wyoming Medical Center departments, please contact the Materials Management Department.

Thank you for your support of Wyoming Medical Center's mission to high quality, cost-effective patient care.

Sincerely,

The WMC Cardiopulmonary Management Team.

Vendor Contacts for Cardiopulmonary
2004-2005

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Sales Representative Protocol for Cardiopulmonary Services
Departments of Cath Lab, Stress Lab, Echo, and Respiratory
Wyoming Medical Center

Non-compliance with any vendor policies or protocols will result in Wyoming Medical Center assuming NO responsibility for payment of products used, lost, or damaged and may lead to vendor restrictions.

Educational Requirements:

Annually, each sales representative must complete the Non-Employee Application process prior to gaining access to any WMC department. In addition, department specific education must be completed. If a vendor is accompanied by their supervisor, nurse educator, or other company representatives, they must also complete the Non-Employee Application process. Physicians representing Health Care Industry companies will need to complete the appropriate protocols in the Medical Staff Service Office prior to arrival in the Cardiopulmonary Departments.

Cardiopulmonary Department Specific Education includes these Self-Learning Modules:

1. Infection Control: Standard Precautions, Handwashing, Aseptic technique
2. Safety: Fire, Disaster, Electrical, Radiation Safety

Proof of Clinical Competency regarding your Product Line is mandatory.

You will need to return all completed materials to the Cardiopulmonary Receptionist including a signed copy of this policy for your Education Profile. Your education profile will be evaluated annually to grant access privileges.

Upon arrival at Wyoming Medical Center:

01. You must have a scheduled appointment to gain access to any Cardiopulmonary Department. You may pre-schedule your appointments by contacting the appropriate person by phone or e-mail.
02. All sales representatives must present identification and sign in at the Security desk at the 2nd Street/ER entrance to the hospital. **No exceptions.** If a representative fails to check in they will be asked to leave the department and return to the Security desk to check in. Failure to comply will result in loss of privileges for access to WMC. The representative will also sign out at the Security desk and return their badge when leaving the premises.
03. Proceed to the Cardiopulmonary Department and ask for the Manager, Clinical Coordinator or appointed designee.
04. You must wear your ID Badge at all times during your visit in all hospital departments.
05. If necessary, a specialty coordinator will be paged and will escort you to and from the

Cardiopulmonary Department or procedure areas.

Approval Process for Product Evaluation/ New Item Acquisition

Introduction of all new products will be coordinated with the Cardiopulmonary Manager, Clinical Coordinator, or other designee.

Surgeon Requests for Supplies, Instrumentation, or Equipment

Appropriate staff orientation to new equipment, instrumentation or surgical instruments will be coordinated through the Clinical Coordinator or the Cardiopulmonary Manager. All physician and staff proctoring will be done prior to procedure and can be done in the Physician Viewing Room. Representatives with in lab privileges may proctor during procedure at the bed side.

Sales Visits

All sales visits to the Cardiopulmonary Departments will be scheduled. Sales Representatives are encouraged to conduct business in the Physicians Viewing Room unless product is being used at that time. Representatives are responsible for maintaining a professional, non-sales focused relationship in clinical areas.

The physician and charge nurse will determine the necessity for a Sales Representative to be present in the lab area.

NON COMPLIANCE WITH ANY VENDOR POLICY OR PROTOCOL WILL RESULT IN WYOMING MEDICAL CENTER ASSUMING NO RESPONSIBILITY FOR PAYMENT OF PRODUCTS USED, LOST, OR DAMAGED, AND MAY LEAD TO VENDOR RESTRICTIONS.

I have reviewed this Cardiopulmonary Sales Representative Policy and agree to abide by the requirements in the policy.

Sales Representative Signature

Date

Company ***Attach Business Card**

Cardiopulmonary Representative.

Date.