



**Environment of Care  
Policies and Procedures**

<b>Policy Number:</b>	<b>2.25</b>	<b>Original Date Issued:</b>	February 12, 2001
<b>Section:</b>	Security Management	<b>Date Reviewed:</b>	November 13, 2012
<b>Title:</b>	Vendor/Contractor/Business Visitor Control	<b>Date Revised:</b>	November 13, 2012
<b>Regulatory Agency:</b>	<b>TJC; OSHA</b>		

**I. POLICY:**

Statement of Purpose: To identify vendors and provide guidelines for business visits to Children’s Healthcare of Atlanta facilities.

A vendor is defined as any individual not employed by Children’s who provides products/ services to or receives payment from Children’s. This policy applies to vendors in the following categories:

1. Healthcare Industry Representative (HCIR) – An individual who sells products or equipment to Children’s; he/she may also provide technical support and service related to sales.
2. Delivery Personnel – Individual visiting a Children’s facility solely for the purpose of delivering or picking up an item
3. Contractors providing a service to Children’s including:
  - General Service Contractor – Individual who provides day to day services on a continual basis (e.g. landscaping, equipment maintenance, document shredding/recycling)
  - Construction Contractor – Individual contracted to perform project based work related to a building, renovation and/or installation of major equipment.
4. Administrative Visitor – A business visitor on campus to meet with Senior Leaders or administrative leaders in departments (e.g. Administration, Office of the General Council, Government Affairs, Foundation).

Vendors in the following classifications may follow another process:

1. Contract Personnel – Individuals, generally placed by a staffing agency and performing staff augmentation functions will follow processes outlined by Human Resources, which includes screening against the US Department of Justice National Sex Offender Registry
2. Consultants – Individuals contracted to perform and complete project based work that is not related to a construction project or general services will follow processes outlined by Human Resources, which includes screening against the US Department of Justice National Sex Offender Registry

**II. SCOPE:**

All Children's Healthcare of Atlanta facilities, including but not limited to Egleston, Scottish Rite, The Park, and Neighborhood locations.

**III. RELATED POLICIES:**

Administrative and Operational Policy [6.25 Vendor/Supplier Guidelines](#)

Environment of Care Policy [2.10 Security Management Plan](#)

OR Department Policy

Pharmacy Department Policy

Engineering Policy

**IV. PROCEDURE:**

All vendors, as described above, are required to wear a valid Children's identification badge above the waist on the outermost layer of clothing (unless in an OR or other sterile area) at all times while on hospital property. This may be in addition to an identification badge issued by their company.

Vendors proceeding beyond the information desk or receiving dock should check in with Security Services. Security Services issues a Children's identification badge after using the Passage Point and/or a third party credentialing service to screen the vendor.

All contractor and subcontractor agencies, corporations and/or individuals performing work on Children's property are responsible for ensuring that all personnel assigned to work on any Children's property are screened against the US Department of Justice National Sex Offender Registry. No one with a record in this database may work on Children's property.

**A. Healthcare Industry Representatives -**

1. HCIR are not permitted to contact Children's personnel during working hours unless they have a documented, scheduled appointment.
2. Children's personnel should document vendor appointments by completing the [Vendor Meeting Request form](#) found on Careforce.

**B. Delivery Personnel -**

1. Delivery personnel arriving at the main entrance to a Children's facility should report to the Information Desk. A Guest Services representative will contact the Children's employee to come and receive the delivery, as appropriate. Food delivery persons may not go beyond the Information Desk.
2. Vendors delivering items to Surgical Services for a surgical case should contact Sterile Processing to arrange for a delivery time and location.
3. Anyone not wearing a Children's identification badge who reports to the loading dock must be met by Children's staff; any non-badged person

wishing to go beyond the loading dock should be directed to check in with Security Services at the main entrance, as described above.

**C. General Service Contractors -**

1. The Children's department (e.g. Engineering, Clinical Engineering) will register the contractor's name, company, date, and project area with Security Services.
2. Security Services will issue contractor badges that must be worn at all times while on Children's property, and must be returned at the end of the visit.
3. Engineering contractors must first coordinate visits to any Neighborhood location with the Engineering Department at The Park. Engineering and Security Services will coordinate work with the Neighborhood Location Site Leader.
4. Contractor visits to other areas should comply with department vendor guidelines, if applicable.

**D. Construction Contractors -**

1. Any construction or construction related work for the System will typically be coordinated through the Facility Planning and Development Department. Security Services will issue contractor identification badges at the direction of Facilities Planning and Development.
2. Facilities Planning and Development should indicate the anticipated expiration of badges for construction contractors
3. Contractor badges should be returned to Security Services at the end of the construction project engagement
4. All contractors and workers should follow the hospital guidelines established for each project. These guidelines would include safety and security issues.
5. All contractors and workers performing work on a hospital campus or The Park should check in with Security Services, Engineering and Facility Planning Departments, as appropriate, and follow the guidelines as profiled above.
6. Contractors and others performing work at a Neighborhood location should check in with the Site Leader.

**E. Administrative Visitors -**

1. Administrative departments should coordinate visits to their areas.
2. Administrative visitors should sign-in and receive a Children's identification badge.
3. An administrative representative or Security Officer will escort the administrative visitor to and from their scheduled appointment.
4. The badge should be returned when the administrative visitor departs from the hospital or The Park.