



NORTHLAND DISTRICT HEALTH BOARD GUIDELINES VISITING SUPPLIER REPRESENTATIVES

NEW REPS

All new Suppliers /Company representatives are required to make an appointment with a member of the Procurement Department at NDHB, Hospital Road , Whangarei ,for initial introduction purposes.

Key Procurement Department contacts are:

Procurement Officer – General hospital Consumables

Procurement Officer Theatre – Theatre consumable items

Procurement Officer – Capital – Capital equipment

PURPOSE

The purpose of these guidelines is to provide stringent regulations regarding access to Northland District Health Board premises in order to:

- 1) Mitigate the potential risk of adverse incidents related to the use of new products and equipment.
- 2) Comply with Health and Safety regulations
- 3) Manage access to staff and clinical departments, minimizing interruption to patient care

MAKE AN APPOINTMENT

Suppliers / Company representatives are able to call on a ward or department if:

- a) They have existing product used in the clinical area and have made an appointment to see a clinician.
- b) The visit is for existing products in-service purposes and must be at the end users request.

UNSOLICITED VISITS ARE NOT ACCEPTABLE

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SIGN IN PROCEDURE

All Supplier Representatives must sign in and sign out when visiting NDHB property and shall affix a 'Hospital Visitor' identification badge, which shall be worn visibly during their visit. Please ensure that sign-in and sign-out occurs at the same place.

Requests for after hour access should be raised with the procurement department, as a rule no after hour access is available.

Facility	08.00 – 16.30	16.30 – 08.00
Whangarei Hospital	Central Stores reception Main entrance, enquiries counter Surgical Admission reception	No after hours access available
Dairy House	Dairy House reception (Ground Floor)	No after hours access available
Dargaville Hospital	Admissions office	No after hours access available
Bay of Islands Hospital (Kawakawa)	Front office reception	No after hours access available
Kaitia Hospital	Administration	No after hours access available

NEW PRODUCTS

Company representatives wishing to promote a product which is not currently used within NDHB (i.e. new products), or is a variation to an existing item, must make an appointment with the relevant Procurement Officer to obtain permission to discuss the product.

IT IS IMPERATIVE THAT PERMISSION IS GRANTED BY THE PROCURMENT OFFICER PRIOR TO ENTERING DHB PREMISES TO PROMOTE NEW PRODUCTS.

LOAN AND EVALUATION EQUIPMENT

All equipment for loan or evaluation must be presented at the Procurement Department with a NDHB Equipment Loan Evaluation form and service manual before commencing evaluation as per NDHB Policy "Equipment loan from Suppliers".

At completion of evaluation the vendor is responsible for uplifting equipment and signing appropriate forms. Any supplies for evaluation are to be coordinated by the Project Sponsor

PEHNZ and WAND INFORMATION

All new products and equipment must have the appropriate Certification, WAND Notification and PEHNZ forms completed. Evidence is required that the device has been entered on the Ministry of Health WAND database

WAND Notification of Medical devices is a Ministry of Health directive and is a mandatory requirement prior to use within NDHB. These are to be forwarded to the Procurement Department.

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CONTRACTS	Any contracts relating to service or supply of product or equipment to the Organisation must involve the Procurement Department from the outset.
PURCHASE ORDER	No official purchase order, no payment. NDHB takes no responsibility for accepting unauthorised requests for service or product provisions.
PRODUCT RECALLS	Suppliers may enter the DHB premises in the event of a product recall after consultation with the Procurement Department

**Northland District Health Board reserves the right to exclude suppliers / representatives from its premises who do not fully comply with these guidelines.
Failure to follow these guidelines will result in total exclusion of the representative from all NDHB premises**

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