

**MORSANI COLLEGE OF MEDICINE  
USF PHYSICIANS GROUP**

Policy and Procedures Administrative Manual		File Code Number: PG 041
Approvals: HSC Privacy Officer 11/5/03 Medical Directors 10/04 Executive Management Committee 10/11/04 Chief Executive Officer 6/11/13  NEW 10/2003	Section: Physicians Group  <b>Pharmaceutical Representatives/Vendors Visiting the USF Health Centers for Advanced HealthCare</b>	
Reviewed/Revised: <b>4/2004, 9/2004, 2/2012, 6/2013</b>		

**POLICY:** To improve the security of our patients, staff and property of the Centers for Advanced Healthcare, Pharmaceutical Representatives and Vendors who conduct business at these Centers will be required to adhere to the following procedure.

**PROCEDURE:**

**All USF Health Practice Sites**

1. All Representatives and Vendors are required to sign in and obtain a visitor identification badge. The badge must be displayed / worn during the visit and returned to the point of entry at the completion of the visit.
2. No Representatives or Vendors are permitted to come in contact with patients or patient's PHI, except in cases that the representative is authorized to do so, for involvement in patient care with appropriate patient consent or under an IRB approved research protocol.
3. All Representatives and Vendors will have a scheduled appointment with a provider. Should they arrive without an appointment they will be asked to schedule an appointment with that Department and return at that time.
4. All Representatives and Vendors may wait in an area with no patient contact, or access to PHI, should a signature be required from a Provider and the Provider is unavailable.
5. No Representatives or Vendors are permitted to place educational materials, products, or product information in exam rooms or in the patient waiting areas. This information should be given directly to the Provider or nursing staff.
6. All Representatives or Vendors presenting educational sessions will hold these sessions in a conference room away from patient care areas.
7. No Representatives or Vendors are permitted to cater meals for Providers or Staff per University Regulation USF9.019 "Limiting Conflicts of Interest in Interactions with the Pharmaceutical, Medical Device, and Biotechnology Industries".
8. Notification of the revised policy will be available at the check in locations for all Representatives or Vendors.

## South Tampa Center

1. Upon entering the South Tampa Center, Pharmaceutical Representatives and Vendors are required to check in at the Guest Services Reception Desk, located in the Main Lobby, and receive a "visitor" identification badge.
2. All Representatives and Vendors are required to sign the Visitor Log sheet, prior to entering any clinical area. The log sheet will be located in the Main Lobby.
  - a. A Department designee will be contacted by Guest Services when a Representative or Vendor states he/she has a scheduled appointment with an individual in that Department. The designee must confirm the appointment.
  - b. The designee will then come to the Guest Services desk and escort the Pharmaceutical Representative or Vendor to the appropriate location.
3. All visitor badges must be returned to the Guest Services Reception Desk where the badge was obtained. All Pharmaceutical Representatives and Vendors must sign out on the visitor log sheet, prior to leaving the South Tampa Center.

### **KEYWORDS:**

Pharmaceutical Representatives

Vendors

Visitors

**REVISED:** Per University Regulation USF9.019 - 12/2011

### **POLICY OWNER:**

This policy was developed by the Department of Clinical Operations. Any questions regarding this policy should be directed as such by calling (813) 974-2252.



**VISITOR PASS**

PHARMACEUTICAL REP / VENDOR

PASS #0001

**PASS MUST BE RETURNED TO DESIGNATED AREA  
PRIOR TO LEAVING CLINIC**