XI. Gratuities

Vendors may not give monetary gifts to students, residents, or Loyola employees. Entertainment of a Loyola employee at a vendor's invitation and expense is discouraged. In any event, such entertainment should be kept to a minimum and include a discussion of corporate business. 

Vendor sponsored on-site staff meals, regardless of purpose, are prohibited.

Financial assistance for scholarships, other educational funds and/or practice related items in certain instances may be accepted but should be coordinated with the Office of Health Care Development.

XII. Loitering

Loitering is forbidden in the hallways, lounges, cafeterias or the library.

XIII. Compliance

All vendor representatives are required to comply with this policy. Violators of the above policy will be notified as follows:

- First violation: A written warning to the representative and his or her supervisor at the sponsoring company by the Associate Vice President, Procurement Services.

- Second violation: A written notice to the representative and his or her supervisor at the sponsoring company by the Associate Vice President, Procurement Services, stating that the privilege of hospital calls by the representative have been suspended. The Department Director involved will also receive a copy of any written notification.

Staff may report noncompliance to Purchasing at extension 6-9017. The Purchasing Department will report and contact each company deemed non compliant.

XIV. Responsible Party

Any questions or concerns regarding this policy should be directed to the Associate Vice President, Procurement Services and the Director of Clinical Engineering and Safety and Security.

Purchasing Department
Mulcahy Center
Second Floor, Rm 2684

Office Hours:
Monday - Friday 8:30 - 5:00
Vendor walk in
Tues + Thursday 9:00 - 4:00
Other Times by Appt.

Phone: (708) 216-9017
Fax: (708) 216-6180

LOYOLA UNIVERSITY HEALTH SYSTEM
Loyola University Chicago

VENDOR'S GUIDE
to conducting business at
Loyola University
Medical Center
I. Welcome: We welcome you to Loyola University Medical Center. Please use this as your guide to access and service Loyola departments.

II. Registration: All vendor representatives for products, equipment and pharmaceuticals must be registered with the Purchasing Department prior to conducting business at Loyola University Medical Center.

At the time of registration, all vendor representatives will be provided with a copy of the “vendors guide” to conducting business at the Medical Center and SSOM. The vendor representative shall acknowledge in writing he has read and will comply with the Medical Center Vendor Policy. This registration must be renewed each year.

Register in the Purchasing Department located on the second floor of the Mulcahy Center, 2160 South 1st Ave., Maywood, Illinois 60153. Registration hours are 9:00 a.m. - 4:00 p.m. Tuesday and Thursday. Other times by appointment. For additional information please visit the Loyola University Health System (LUHS) website at www.luhs.org

III. Appointments

All vendor representative access to Medical Center personnel shall be by appointment only. Appointments may be made with senior management, attending physicians, administrative directors and/or managers. Vendor representatives are specifically prohibited from making appointments with nursing personnel, resident physicians or medical students.

IV. Security Check-in

All vendor representatives are required to pass through security checkpoints. Vendor representatives will be required to sign the appropriate log to identify their access to campus. All vendor representatives are required to return to the original patient information desk and sign out using the same logbook.

Designated security checkpoints include:
- Mulcahy Center - Information desk
- Cardinal Bernardin Cancer Center - Patient Information desk, Main Entrance
- Emergency Medical Services Building - Hospital Main Entrance Patient Information desk
- Loyola Outpatient Center - Patient Information desk
- Loyola University Chicago Stritch School of Medicine - Patient Information desk, Parking garage (1st floor Elev./Corridor)
- Loyola University Hospital
  - North Entrance - Information desk
  - Mcgaw Entrance - Main Entrance, Patient Information desk
  - Russo Entrance - Patient Information desk
  - Maguire Center - Russo Entrance - Patient Information desk
  - Ronald McDonald® Children’s Hospital of Loyola University Medical Center - Main Entrance, Patient Information desk

Vendor representatives are required to wear the Loyola issued identification badge at all times while on campus.

V. Permit

One day permit - One day permits are issued at the designated information desk to each building.

VI. Access

Vendor representatives will customarily be expected to meet with Medical Center personnel in the appropriate administrative or faculty office.

Vendor representatives are expressly prohibited from in-patient nursing units or patient care areas of ambulatory sites.

Access to selected patient care areas, including, but not limited to the following shall be governed by an appropriate supplemental vendor policy specific to the patient care area:
- Operating room
- Radiology
- Cardiac Catheterization Laboratory
- Cardiac Electrophysiology Laboratory

VII. Product Demonstration/Sponsored Educational Events

Vendor representatives are allowed to attend sponsored educational events but are prohibited from making formal product presentations or demonstrations at educational events.

Vendor representatives may in-service or install products or equipment that have been approved for use at the Medical Center. Equipment shall not be left by vendor representatives for any unapproved product trials. Vendor representatives must contact the Associate Vice President for Procurement Services or his designate to verify product acceptance prior to any educational or product presentations.

Funding for vendor sponsored educational events must be preapproved and disclosed in writing in an existing agreement or through the Office of Healthcare Development.

VIII. Pharmaceutical Samples

Pharmaceutical samples are not allowed in the inpatient areas. All other uses of pharmaceutical samples is governed by the Pharmacy Sample Drug Policy.

IX. Research

Vendor representatives must report all activity related to sponsored research projects prior to initiation to the Associate Dean for Research, Bldg. 105, Room 3944, 708-216-8433.

X. Administrative Director, Pharmacy Services

Pharmacy displays must be approved by the Director of Pharmacy.