



**Flagstaff Medical Center**  
Northern Arizona Healthcare

**HOSPITAL**  
**GUIDELINES OF PRACTICE**

**NUMBER:** HP 800-04  
Page 1 of 1

**EFFECTIVE DATE:**

June 4, 1992

**TITLE:**

**EMPLOYEES SERVING AS SALES REPRESENTATIVES  
FOR NON-FMC VENDORS/ORGANIZATIONS**

PURPOSE

All employees wishing to serve as a representative for a non-FMC organization or vendor whose purpose is to promote or support services, supplies, or equipment of that organization or vendor used at FMC must do so in accordance with existing FMC policy and procedures.

DEFINITION      N/A

PROCEDURE

1. Prior to accepting such a position, the employee must notify their director of their interest in doing so.
2. The employee must complete a Conflict of Interest Statement (Human Resources policy #HR 5-3 "Ethics and Conflicts of Interest") at the Human Resources Department.
3. The employee/vendor representative must register with the Purchasing Department (Corporate Policy #CP 708 "Vendor Representatives") and follow all department policies and procedures.
4. All equipment brought into the hospital must be safety inspected by the Biomedical Engineering Department prior to being used on patients (Safety Management Manual).
5. When acting as a representative of an outside vendor, the employee cannot be on the clock for FMC (See Human Resources Policy #HR 10-1 "Solicitation and Distribution").
6. The employee must wear appropriate identification of the vendor and in accordance with Corporate policy "Vendor Representatives".
7. While working a scheduled shift for FMC, the employee may not promote the product of an outside vendor (Human Resources Policy "Solicitation and Distribution").
8. If an employee is working a scheduled shift for FMC and is requested to assist with their represented product, it will be considered as a job skill and/or knowledge, and the employee may not accept outside compensation.

ATTACHMENTS      N/A

REFERENCES      N/A

**APPROVED BY/TITLE:**

*William T. Buel*

**DATE REVIEWED:**

11/14/06

**DATE REVISED:**