

**Addendum 1 to BWPC Suppliers Code of Conduct for Access to
the Brunel Building at NBT (Bristol).**

1. At least 1 week prior, but a minimum of 48 hours before case; the company representative sends email to procurement contact: Malcolm.Bowen@UH Bristol.nhs.uk stating the date of case they are required to attend and the name of the respective surgeon they are supporting. Their email should copy in the surgeon who has required case support.
2. Procurement carries out necessary checks to confirm valid request (with named surgeon/ PRM etc.)
3. Assuming valid request; a letter confirming access is returned by email to company representative **or** they are notified by email if they are being refused access and the reason for this.
4. Upon arrival, company representative should report to Brunel Building reception, present their letter and company photographic ID. **No letter, no access policy.**
5. Reception provide company representative with a Trust visitors badge.
6. Company representative makes way to relevant theatre and uses intercom system to gain entry.
7. Company representative presents letter to theatre reception to confirm arrival

Malcolm Bowen RGN

Clinical Purchasing Specialist

May 8th 2014.