

Trust Guidance for Suppliers/Sales Representatives onsite visits

- Supplier Representatives must not visit the Trust without a pre-arranged, Trust approved appointment.
- All appointments must be registered via Medical Industry Accredited (MIA) website, www.miaweb.co.uk , at least 48hrs prior to the appointment.
- The Trust reserve the right to reject requests for appointments and will not permit visits without a pre-approved appointment.
- Supplier Representatives must check into the pre- determined location on arrival into the Trust, this will be advised on approval of site visit and may be via security or a QR code.
- Supplier Representatives must only visit the areas that they have appointments with, and leave the hospital site as soon as possible after their appointment, checking out at the relevant location.
- All Supplier Representatives must always prominently display photographic company ID whilst on site.
- Supplier Representatives should not visit the Trust if they have experienced a high temperature or any Covid, or Flu symptoms, in the previous 10 days. Similarly, representatives who have been suffering from diarrhoea and vomiting should not enter the hospital environment until they have been free of symptoms for at least 48 hours.
- On entering any clinical area, Supplier Representatives should remove outdoor coats or jackets and wash their hands again thoroughly. PPE guidelines should be followed as displayed in each clinical area.
- Whilst on Trust premises, supplier representatives must conduct themselves in a responsible and business-like manner. Failure to comply will result in supplier being asked to leave the premises and may result in future appointments being rejected.
- Trust staff have the right to refuse access to suppliers if any of the guidance is not adhered to.