

## Vendormate Matrix

Requirement Name		Applies To Group	Requirement Type	Requirement Level
W-9		All Representatives	Document	Company Level
Badge Photo		Onsite Representatives	Document	Rep Level
Product/Service Competency		Onsite Representatives	Document	Rep Level
HIPAA Training		Patient Care Area	Document	Rep Level
Tuberculosis (TB) Test		Patient Care Area	Document	Rep Level
MMR		Patient Care Area	Document	Rep Level
Hep B		Patient Care Area	Document	Rep Level
Varicella (Chicken Pox)		Patient Care Area	Document	Rep Level
Criminal Background Check-attestation		Onsite Representatives	Document	Rep Level
Insurance – No Certificate Holder Identified		All Representatives	Document	Company Level
American Association of Tissue Banks (AATB) Accreditation		Tissue Vendors	Document	Company Level
FDA Registration and Listing for Cellular and Tissue-Based Products (Form 3356)		Tissue Vendors	Document	Company Level
*Flu vaccine during flu season- MASK REQUIRED printed on badges when a rep uploads a declination form			Document	Rep Level
Are the vendors ISO Certified?		Question to add for All Vendors	Document	Company Level
ISO Process vs Compliance vs Certification		Question to add to vendor profile	Document	Company Level
Required Policy Acknowledgements		Applies to Group	Requirement Type	Requirement level
Policy: Vendor Representatives Access and Interactions		All Representatives	Acknowledgement	Rep Level

Procedure: Vendor Representatives Access and Interactions		All Representatives	Acknowledgement	Rep Level
Vendor Code of Conduct		All Representatives	Acknowledgement	Rep Level
Sentara Orientation and Training for Non Sentara Staff		All Representatives	Acknowledgement	Rep Level
Sentara Annual Training Basic Safety		All Representatives	Acknowledgement	Rep Level
Sentara Hospital Accident Prevention		Hospitals	Acknowledgement	Rep Level
Sentara Annual Bloodborne Pathogens		All Representatives	Acknowledgement	Rep Level
Sentara Medical Response Team		Hospitals	Acknowledgement	Rep Level
Sentara Preventing Workplace Violence		All Representatives	Acknowledgement	Rep Level
Sentara Special Communications Services		All Clinical Areas	Acknowledgement	Rep Level
Sentara Radiation Safety		Nuclear Med, Radiology, Oncology	Acknowledgement	Rep Level
Universal Pause in Sentara ORs		OR/Surgery	Acknowledgement	Rep Level

Procedural Universal Pause		Cardiology, CathLab, Endoscopy, Nuclear Med, Radiology	Acknowledgement	Rep Level
MedApproved Letter		All Representatives	Acknowledgement	Rep Level
Hospital Operator Action		Hospitals	Acknowledgement	Rep Level
Plain Language Emergency Alerts		Hospitals	Acknowledgement	Rep Level
Surgical Implants/Supplies for Outside Facility		Cardiology, CathLab, Endoscopy, Nuclear Med, OR/Surgery, Radiology, SPD	Acknowledgement	Rep Level
Verification of Implants		Cardiology, CathLab, Endoscopy, Nuclear Med, OR/Surgery, Radiology, SPD	Acknowledgement	Rep Level
Central Sterile Processing Vendor Trays		Cardiology, CathLab, Endoscopy, Nuclear Med, OR/Surgery, Radiology, SPD	Acknowledgement	Rep Level
Procedure Medication Samples		Hospital Pharmacy, SMG	Acknowledgement	Rep Level