

GUIDE

Common Credentialing Hospital Requirements for Vendor Representatives

» Hospitals establish credentialing standards for healthcare industry representatives (HCIRs) in accordance with guidelines and requirements from regulatory, accreditation, and industry organizations, some of which are summarized herein.

Based on our relationship with more than 9,300 healthcare facilities, GHX has identified common credentialing requirements frequently adopted by healthcare providers to meet these guidelines.



Guidelines for HCIRS



The Joint Commission (TJC)¹

- From the Joint Commission: “In order to maintain patient safety, accredited health care organizations need to be aware of who is entering the organization and their purpose at the organization”
- Examples of additional requirements for HCIRs that have a direct impact on patient care include informed consent in accordance with organizational policy and implementation of infection control precautions and the patient safety program



The CDC's Advisory Committee on Immunization Practices (ACIP)²

- ACIP houses their recommendation for HCIRs under the term healthcare personnel (HCPs) in their documentation
- Current immunization guidelines for HCPs include vaccination for hepatitis B, influenza, COVID-19 (if mandated), measles, mumps, rubella, pertussis and varicella, with others recommended in certain circumstances



American College of Surgeons (ACS)^{3,4}

A facility's designated authority for approving the presence of an HCIR in the operating room (OR) should:

- Supply a time-limited approval and appropriate identification (to be worn at all times)
- Ensure orientation to the facility is provided
- Verify the documentation of education and training in HIPAA compliance, that vaccinations of the HCIR is comparable to that of other personnel in contact with patients, appropriate conduct and attire in the OR, aseptic principles and sterile techniques, infectious disease and blood borne pathogens, occupational safety and operation-applicable practices for the HCIR



Association of periOperative Registered Nurses (AORN)⁵

When allowed access to the OR, an HCIR should abide by the following measures:

- Provide technical support in accordance with the health care organization (HCO) policies and procedures and local, state and federal regulations
- Comply with a defined, restricted role
- Comply with the HCO's policies and procedures, related to vendor sign-in/check in; appointment requirements; and wearing proper identification, preferably a photo identification badge
- Provide documentation of vaccinations as required by the HCO's policies and procedures and infection prevention personnel
- Comply with the HCO's policies and procedures for orientation and requirements for ongoing education on the devices, equipment, or supplies specific to the procedure in which he or she will be involved

¹ Joint Commission Standards FAQ Details; Non-licensed, Non-Employee Individuals; Revised April 19, 2022 (<https://www.jointcommission.org/standards/standard-faqs/hospital-and-hospital-clinics/human-resources-hr/000001398/>)

² Immunization of Health-care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP), November 25, 2011 / 60(RR07);1-45 (www.cdc.gov/mmwr/preview/mmwrhtml/rr6007a1.htm)

³ Statement on Healthcare Industry Representatives in the Operating Room, online May 1, 2000 (www.facs.org/about-ac/s/statements/33-industry-reps-in-or)

⁴ Revised Statement on Health Care Industry Representatives in the Operating Room, October 1, 2016 (<https://www.facs.org/about-ac/s/statements/health-care-industry-representatives-in-the-operating-room/>)

⁵ AORN Position Statement on the Role of the Health Care Industry Representative in Perioperative Settings May 2020 (<https://aornjournal.onlinelibrary.wiley.com/doi/full/10.1002/aorn.13065>)

Credentials

BACKGROUND	Offsite only	Non-Clinical Areas	Clinical Areas
Annual Criminal Background Check ¹	X	X	X
National Sex Offender Registry	X	X	X
General Liability Insurance	X	X	X
W-9	X	X	X

¹Criminal background check requirements and how they are met are determined by each facility.

TRAINING (PRODUCT COMPETENCY)	Offsite only	Non-Clinical Areas	Clinical Areas
Annual HIPAA	X	X	X
Annual Bloodborne Pathogens			X
Annual OR Protocol / Infection Control			X (if relevant)
Product/Service Competency	X	X	X

Credentials

IMMUNIZATIONS	Offsite only	Non-Clinical Areas	Clinical Areas
COVID-19		X (if mandated)	X (if mandated)
Tuberculosis (TB), No Expiration ¹			X
Influenza (seasonal)		X	X
Hepatitis B			X
Measles, Mumps, Rubella (MMR)			X
Varicella (immunity or immunization)			X
Pertussis			X

¹TB Screening and Testing of Health Care Personnel <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

POLICIES (HOSPITAL)	Offsite only	Non-Clinical Areas	Clinical Areas
Vendor Access		X	X
Safety & Security	X	X	X
Code of Conduct / Ethics	X	X	X
Photograph for badge photo or profile	X	X	X

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