

**CODE OF PRACTICE FOR COMPANY REPRESENTATIVES AND TAMESIDE AND
GLOSSOP INTEGRATED CARE NHS FOUNDATION TRUST STAFF**

1. OBJECTIVE

- Further improve Patient safety, clinical outcomes and ensure value for money for the Trust
- To establish the activities of Company Representatives within the operational and managerial framework of Tameside & Glossop Integrated Care NHS Foundation Trust.
- The code is to be used as a reference guide for all staff and Company Representatives.

2. THE CODE

- All Company Representatives whether visiting the Trust or e-mailing must go via Procurement. **No cold calls will be permitted.** They will be given a copy of the 'Code of Practice' and information about relevant Trust policies and procedures to comply with.

Contact Number: 0161 922 5699 or supplies@tgh.nhs.uk

- Company Representatives visiting the Trust must at all times wear a signed and dated visitors badge issued by Procurement.
- Company Representatives must not enter Wards or other clinical areas of the Hospital without the permission and prior invitation of a senior member of medical / nursing staff after approval of proposed activities from the Procurement department.
- Representatives invited into all clinical areas must comply with the relevant Trust policies and procedures. **Specifically bare below elbow, no ties and hand hygiene.**
- Samples must only be left with the Procurement Department and not medical, nursing or any other member of staff.
- The promotion of non contracted / non standardised products is not permitted unless authorised by the Procurement department.
- Company Representatives not complying with Trust policy may be removed or barred from the Trust site and / or reported to the Company and commercial / professional organisations.
- Staff aware of any Company Representatives not complying with Trust policy, are to raise an incident report and refer the representative to the Procurement department.