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PURPOSE: To provide additional guidelines on and clarification of the Hospital of the University of Pennsylvania’s policy on Vendor Visitation/Management for those seeking use of or presently utilizing Center for Human Phenomic Science services.

SCOPE: CHPS personnel, Principal Investigators (PI), Clinical Study Teams (CST) and all vendors/sponsors/organizations/businesses providing services, equipment or supplies to CHPS.

RESOURCES:

1. Hospital of the University of Pennsylvania and Clinical Practices of the University of Pennsylvania Vendor Visitation/Management Policy #1-12-42

PROCEDURE:

1. The Vendor Visitation/Management Policy listed above states that vendor access/activities to all areas of the Hospital of the University of Pennsylvania (HUP) shall be controlled.
2. Anyone not employed by the University of Pennsylvania Health System (UPHS) is considered a “vendor” with respect to this policy. This includes, but is not limited to, pharmaceutical companies, clinical research organizations, sponsors, National Institute of Health (NIH) vendors/employees, or any type of company intending to provide services (i.e. monitor), equipment and/or supplies for research-related activity.
3. Persons not employed by UPHS wanting access to our unit, must register in our vendor credentialing and compliance monitoring system to access our facilities. Every representative from a vendor who interacts with UPHS is required to create a profile. Registering and creating a representative profile is done through <https://pennhealth.vendormate.com>.
4. All representatives must sign in and out when visiting a UPHS facility.
5. Non-Penn employees are not permitted in a patient care area without VendorMate registration.
6. Non-Penn faculty or staff may provide training and education to the CHPS Staff as a visitor, they must have their badge from their home institution visible for the duration of their visit. Education provided should happen outside of the patient care areas when possible. Non-Penn faculty must be accompanied by the CHPS Nurse Manager or a delegate for the duration of the visit.

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7. A virtual tour of the CHPS unit can be accessed by visiting our website at: [CHPS Virtual Tour](#). In-person tours of the CHPS unit are no longer permitted since the start of the COVID19 pandemic. CHPS leadership can answer questions outside of the unit if necessary if VendorMate Registration is not obtained.

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