



## Vendor Expectations

(Please read the following expectations, print off 2 copies. One copy should be turned into Ann McShane and the other copy should be retained for your review)

The following are standard care and performance expectations that each vendor will be held accountable for:

### ***Uniform and Badge***

- You will present yourself in a professional manner in dress and in communication.
- Your uniform will be professional in appearance (business casual or scrubs that are clean and free from wrinkles)
- Your shoes will be neat and free from debris.
- You will wear your company's identification as well as a vendor badge provided to you.
- You will keep all belongings with you at all times.
- If you must use your cell phone, please do so in a private location.

### ***Environment***

- You will not have access to our computer system to retrieve information or to access the internet, you will need to communicate with the individual you are here to see to obtain information.
- You are to treat ALL members of Galichia Heart Hospital with a professional tone and behavior.
- At NO time will a vendor be allowed to manipulate, discriminate, or defame another.

### ***Policies***

- If you have questions about a hospital policy you may ask a staff member to assist you by reviewing them on our intranet with a staff member present.
- You are to follow all policies on infection control, health and confidentiality.
- You must sanitize your hands prior to entering any patient room or care area, as well as upon exiting the location.

### ***Unit Atmosphere***

- Remember to use professional respect for one another to include all staff you come in contact with.
- In-services for staff will be coordinated through the Department of Education by calling 316-858-2626.

I understand and acknowledge the above expectations and agree to adhere to these expectations as outlined. If I have questions, cares, or concerns, I will address them with my instructor in a timely manner.

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Printed Name

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Signature

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Date