



## DIVISION SCOPE OF SERVICE

**Division:** All HCA Divisions

**Classification:** SUPPLIER REPRESENTATIVE- Transcatheter Heart Valve (THV) Procedures

**Applicant Name:**

### **Supplier Representative- THV Procedures:**

The Supplier Representative- THV Procedures must have equivalent qualifications, competence, and function in the same role as employed individuals performing the same or similar services at the facility.

### **Definition of Care or Service:**

The Supplier Representative- THV Procedures are sales and marketing representatives who provide technical support or training on the product. **They are not permitted to provide hands-on care to any patients.**

Scope of service may include:

- Able to unpack supplies onto the sterile field or sterile back table
- Prepare product for implantation
- Open THV Procedure-specific supplies in the interventional or surgical areas
- Operates equipment within the manufacturer's specifications and guidelines.
- Assist the facility team with guidance, instruction, in-service, labor, technical advice and expertise, as the facility deems necessary
- Technically advise in the Operating Room
- Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.

### **VENDOR POLICY**

Vendors attempting to gain access to HCA facilities must attest to the following requirements.

- Any new products must be pre-authorized by the Clinical Resource Director or Supply Chain Director prior to use. Failure to receive pre-approval may result in non-payment.
- All vendor bill only surgical sheets must be turned in on the day of service, failure to comply may result in denial of access privileges at the facility.
- Requests for PO number by vendor representatives to local Supply Chain staff is not allowed. Inquiries should be made to vendor customer service.
- All vendors must have an appointment in order to access the hospital.

### **Setting(s):**

- Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices

### **Supervision:**

- Direct supervision by nurse, procedural technologist, department director, site manager or designee

**Evaluator:** Department director, site manager or designee

**Tier Level:** 2

### **eSAF Access Required:**

### **Qualifications:**

- High School Diploma/GED or higher
- Training on device design features and device handling and preparation (can be found on the Skills Checklist)
- Training in Complication management (can be found on the Skills Checklist)

**NOTE:** Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.

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<b>State Requirements:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Experience:</b>
<b>Competencies:</b> The Supplier Representative- THV Procedures will demonstrate: <ul style="list-style-type: none"> <li>Understand and practice proper use of all equipment</li> <li>Infection Prevention <ul style="list-style-type: none"> <li>Practices consistent hand hygiene</li> <li>Uses personal protective equipment (PPE) when required</li> <li>Required immunizations per Division requirements</li> <li>Complies with Isolation precautions</li> <li>Maintains sterile field</li> </ul> </li> </ul>
<b>References:</b>
<b>Document Control:</b>

**Your signature confirms you will be able to comply with the Vendor Policy, Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

<b>Applicant Printed Name:</b> _____
<b>Signature:</b> _____
<b>Date:</b> _____