

Purpose: To provide guidance for all NHS Lanarkshire (NHSL) staff and external suppliers, companies or service providers on professional expectations and code of conduct.

Requirements for ANY representative visiting NHSL sites:

- Must have pre-agreed appointment
- Must comply with relative site health and safety requirements
- Meetings should not be entirely promotional
- Promotional material may only be distributed or displayed if agreed with relevant General Manager
- Medical equipment samples MUST be CE marked and have written permission from relevant General Manager and/or Medical Physics prior to delivery
- Medicine samples MUST be received ONLY by appropriate site pharmacy, where there has been prior agreement with the Head Pharmacist on the relevant site

Product Trials / Evaluations:

Any new product should only be used or evaluated following appropriate authorisation by Director of Finance, relevant General Manager or Ethics Committee in line with NHSL Standing Financial Instructions and Scheme of Delegation (accessible [here](#) or main NHSL website for reference).

Products for use within NHSL theatres MUST have prior approval from Theatres Consumables Group. Process for theatres can be found [NHSL New, Trial or Alternative Products - Theatre Process](#)

Any products not approved will be returned at the supplier's expense.

Access to clinical areas – Theatres and Radiology

NHSL require all representative visiting clinical areas to register with the rep credential and tracking system Intellicentrics UK.

To register and gain access please visit <https://intellcentrics.co.uk/>.

Access to restricted or patient sensitive areas will ONLY be approved when

- (1) the relevant NHSL policies detailed have been accepted and
- (2) the required credentials have been submitted and approved.

Required credentials include:

- Completed immunisation programme
- Training – Theatre access, infection prevention and control, hand hygiene
- Certification and Insurance – Disclosure, proof of employer's liability insurance and product/service competency

One time use photo ID will be printed by theatre reception staff upon arrival.

If there is requirement to scrub, informed patient consent must be obtained, authorising representative to be present during operating procedures.

Those providing training or services within theatres will be only be granted access if pre-approved by Theatre Educators or Theatre Manager respectively.

The number of visitors at any given time can be limited at the discretion of the Theatre Manager.

Purchase Orders

Commitment to purchase or accept donation of goods or services is only entered into by raising an official NHSL purchase order which has been signed and approved by the relevant level of authority as set within NHSL Scheme of Delegation – Section 7 : Orders, Invoices, Quotations and Tenders (accessible [here](#) or on main NHSL website).

Any goods delivered without official purchase order will be accepted on the basis of “Free Goods” with any subsequent invoice being returned for full credit.

Financial Assistance, Gifts, Hospitality and Declarations of Interest

NHSL is committed to promoting and maintaining strict ethical standards in the conduct of business and have detailed policies to act as a guide and expectation for staff to adhere to. This relates to, but not inclusive of, bribery, conflicts of interest, hospitality and gifts.

All details are included with the NHSL Standing Financial Instructions, Section 17 (accessible [here](#) or on main NHSL website).

Suppliers and representatives should be aware what is expected, thus ensuring:

- Interest of patients remains paramount at all times;
- NHSL employees are, at all times, impartial and honest in the conduct of their business;
- Public funds are used to the best advantage of the service, always ensuring value for money.

Key Contacts:

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General Manager - Procurement	Assistant General Manager – Procurement	Clinical Procurement Manager
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Medical Physics Department	
Hairmyres	01355 585271
Monklands	01236 712328
Monklands (Renal only)	01236 712646
Wishaw	01698 366642
Head Pharmacist	
Hairmyres	01355 584885
Monklands	01236 712560
Wishaw	01698 366192