KAISER PERMANENTE®

DOCUMENT NUMBER:	RL TS/DC Supplier - 003
DOCUMENT TITLE:	Regional Supplier Policy
DOCUMENT NOTES:	

QIM any issues with suppliers

LOCATION:	SCPMG-dft	**VERSION:**	7
DOC TYPE:	SCPMG PPP	**STATUS:**	Draft

EFFECTIVE DATE:	02 Nov 2020	**NEXT REVIEW DATE:**	
RELEASE DATE:		**EXPIRATION DATE:**	

AUTHOR:	G938509	**PREVIOUS NUMBER:**	KQE: 6.2-1-0101.03
OWNER:	G938509	**CHANGE NUMBER:**	SCPMG-CR-0639

Regional Supplier Policy

Purpose

To define the Southern California Regional Kaiser Permanente policies and processes for evaluating suppliers of critical materials, equipment, and services to consistently meet specified requirements. These policies and processes include qualifications, agreements, contract review, incoming receipt, inspection and testing policies.

These policies and processes are developed to ensure that suppliers used by the Transfusion Service for critical functions are qualified to supply the Southern California Kaiser Permanente facilities.

Policy

Critical supplies are continually monitored to ensure they function as expected, and criteria for receiving and testing critical supplies are maintained.
- There is a process to record critical supplies received by the transfusion service, and to inspect and/or test the supplies at that time.
- There is a method to track and trend supplier's non-compliance to contracted agreements, and adherence for federal, state, regional, and/or local regulations.
- A Quality Improvement Monitoring (QIM) report is filed by the Transfusion Service (TS) when suppliers/critical materials received do not meet expectations.

Review of suppliers of critical supplies is performed least annually.
- Review is reported to local and regional committees and/or departments.

The Southern California Kaiser Permanente Transfusion Service Work Group provides input regarding critical suppliers to the Laboratory Operations Directors and the Transfusion Medicine Committee and Quality Unit.
- The Kaiser Permanente Purchasing Group is informed of this input when selection of new contracts and/or contract modifications are negotiated.

There is cooperation between Laboratory Operations Directors and the Laboratory Operations Committee in the review of existing and potential contracts. This includes the opportunity to have input into the final contract.

Continued on next page

Regional Supplier Policy

Process

Supplier Approval/Monitoring		
Responsible Party	Activity(ies)	Evidence
Transfusion Service (TS) Manager	• Submits QIM report on suppliers not meeting expectations as needed. • Escalates serious concerns immediately to LaboratoryOperati ons Director (LOD)	Quality Improvement Monitoring (QIM) Report
KP Purchasing and Contracts Group	• Suppliers are in ONE-LINK when qualified by KP upper Management • Supplier final contract is provided to authorized KP personnel upon request • Collect information from users prior to signing contracts. • Provide copies of contracts under review to LOD/designee. • Discuss issues with LODs, Medical Directors and/or designees.	One-Link Supplier Contract Meeting Minutes

Continued on next page

Regional Supplier Policy

Supplier Approval/Monitoring		
Responsible Party	Activity(ies)	Evidence
RegionalBl ood Bank Compliance Officer (RBBCO)	• Receives monthly reports from medical center TS • Collates data • Tracks supplier non-compliance reports • InformTransfusio n Medicine Committee (TMC) as needed. • Prepares quarterly summary of Supplier QIMS reports • Submits the quarterly report to the TS Work Group and the Quality Sub-Committee (QSC). • Performf ollow-up on all problems and recommendations by Work Group and QSC	QIM Reports QIM Quarterly SummaryReport Meeting minutes
Lab Operations Directors (LOD) or other representatives	• Review proposed contracts (new and updates) for critical suppliers	Meeting minutes Contracts
Medical Director Transfusion Service or designee	• Present problems or issues to the Transfusion Medicine Committee, LaboratoryOperati ons Committee and/or Quality Sub-Committee. • Reviews issues withK P Purchasing/Contracts Group if necessary.	Meeting minutes

Continued on next page

Regional Supplier Policy

Receipt, Inspection and Testing of Incoming Supplies		
Responsible Party	Activity	Evidence
Transfusion Service Manager or designee	• Maintain a log of receipt of new criticalsupplies • Record receipt of incoming supplies • Record inspection of supplies • Record problems (breakage, leakage etc.) • Record actions taken if any	Transfusion Service CriticalReagents: Suppliers and Solutions: Receipt and Inspection Log; QIM reports
Transfusion Service Manager or designee	• Maintain a list of critical supplies and suppliers.	Receipt, Inspection and Storage ofCri tical Reagents, Supplies, and Solutions Attachment A: CriticalSupply Categories RegionalBl ood Suppliers and Contacts
Transfusion Service Manager or designee	Report non-conformances from anysupplier	QIM Report

Continued on next page

Regional Supplier Policy

Non-Controlled Documents

The following non-controlled documents support this policy.
AABB Standards, Current Edition
CAP Checklist, current edition
21CFR, Parts 200-299 US Government Printing Office, Washington DC.

Controlled Documents

The following controlled documents support this policy.

Process
Quality Program: SCPMG Transfusion Services
Quality Improvement Monitoring Process- Transfusion Services
Monitoring: Trending and Tracking

Procedure
Receipt, Inspection and Storage of Critical Reagents, Supplies, and Solutions
RegionalBl ood Suppliers and Contacts
Receipt and Inspection of Blood and Blood Components

Form
Transfusion Service Critical Reagents: Suppliers and Solutions: Receipt and Inspection Log

Authors

All SCPMG Transfusion Service Managers
RegionalTransfusi on Service Compliance Officer

Continued on next page