

San Diego Shoulder Institute
Laboratory Expectations of Company Representatives

1. San Diego Shoulder Institute (SDSI) adheres to all standards set forth by our organization, the Accreditation Council for Continuing Medical Education, the American Medical Association, the FDA, the AdvaMed Code of Ethics, PhRMA Code on Interactions with Healthcare Professionals, legal, and State and Regulatory mandates and standards. In addition, the cadaver laboratory sessions are being held on the University of California San Diego (UCSD) School of Medicine campus. To this end, SDSI adheres to all UCSD policy as it relates to vendor conduct at continuing medical education activities and UCSD laboratory rules and regulations.
2. To ensure all course operations run efficiently and safely, please make sure all laboratories and exhibits are set up prior to start time. Specific set-up times are detailed in the "Program at a Glance" document and on each lab description page. The UCSD lab must be completely set up and assigned representatives on hand for a mandatory safety equipment check Thursday June 24, 2010 at 10:00 a.m.
3. To participate in the laboratory, all representatives must sign and submit this "Laboratory Expectations of Company Representatives" and the SDSI/UCSD Disclaimer and Waiver Forms to SDSI **no later than June 1, 2010**
4. All company representatives are required to check in at the company representative dressing area outside the laboratory.
5. Due to space limitations, we ask that you adhere to the assigned number of company representatives at all times and remain in your assigned area. All company representatives **MUST** wear a designated SDSI nametag. Please submit a list of authorized representative names to SDSI by June 1, 2010.
6. **Appropriate attire and personal protective equipment must be worn by all persons at all times in the UCSD lab.** This includes gown, gloves, foot covering, **closed toed shoes**, and eye protection. **Open toed shoes and shorts are not allowed in the lab.** One surgery gown will be ready for each representative.
7. Each company representative **MUST** wear a designated SDSI nametag **or they will not be admitted into lab facilities.**
8. All participants **must follow universal and safety precautions.** Large red sharp containers are provided throughout the lab. Do not place sharp objects in the trash.
9. Clean-up assignments will be made for each company participating in the UCSD lab. Wash/ rinse containers, detergent, Cidex, brushes, and paper towels will be provided.
10. Please refer to our standards of commercial support for further information regarding our standards and expectations. We appreciate you remembering that the purpose of the lab is for our faculty to provide an educational experience to promote physician competency. The lab is not for sales promotion. Company representatives are responsible to provide equipment and supplies to faculty and to answer questions as indicated.
11. Company Representatives are responsible for cleaning and return shipment of all equipment and supplies following laboratory completion. GES is on-site for assistance. The UCSD lab staff is not able to assist with your shipping needs, nor are they able to store your equipment for later pick-up/shipment. Please plan in advance to have your shipment picked up following the conclusion of the course.
12. Failure to comply with laboratory expectations may result in the removal of the company and its representatives, in which case no refund of exhibitor/vendor fees will be issued.

I have read all information detailing expectations of vendors for the course and laboratory and certify my compliance:

Print Name

Print Company (if applicable)

Signature

Date

A signed form MUST be received by SDSI by June 1, 2010 and on file prior to lab set-up

Please sign and return completed form to:

San Diego Shoulder Institute, 3905 Waring Road Oceanside, CA 92056

Fax: 760-940-6110

Email: eblunck@aol.com