

**University of Kansas Medical Center  
Vendor Relations Oversight Committee (VROC)**

**COMMITTEE CHARTER**

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## Overview

On May 6, 2008, the Executive Vice Chancellor (EVC) and the Research Institute President implemented the KUMC Vendor Relations Policy. The policy establishes guidelines for interactions with industry representatives for KUMC personnel and safeguards education, research and patient care against market-driven conflicts of interest. The policy requires the establishment of a committee to address issues and questions about the policy.

### I. Scope and Purpose

- A. VROC Mission. The VROC will provide continued, real-time input into the KUMC Vendor Relations Policy. VROC representation will be elected by the Faculty Assembly Steering Committee, composed of members of the various schools, and members appointed by the EVC. This committee will address issues and questions raised by individual faculty, staff and students regarding the policy, as well as future regulatory or legislative changes that may impact this policy.
- B. VROC Scope and Authority. The VROC has the authority to provide vendor relations oversight to the University community at KUMC, including addressing issues or questions about the Vendor Relations Policy and reviewing and managing violations of the policy.

### II. Membership and Responsibilities

- A. Identification and Selection of VROC members. The VROC shall be composed of 12 voting members representing the 3 KUMC schools, Pharmacy and the Wichita campus and 2 non-voting ex-officio members. Non-voting ex-officio members will be comprised of staff from the Office of Compliance and the Research Institute. Voting and non-voting members are identified by election by the Faculty Assembly Steering Committee and by appointment by the EVC. Five members shall be elected by the Faculty Assembly Steering Committee. 7 members shall be appointed by the EVC.

Prospective members must be recognized as individuals able to review, respond to, manage and/or monitor questions or violations of the Vendor Relations Policy without personal bias; able to observe the strict confidentiality associated with the committee deliberations; and who understand the need to recuse themselves from deliberations in which they may have a conflict of interest.

- B. VROC Chair and Vice-Chair. The EVC shall, from the VROC voting membership, appoint a committee chair and a committee vice-chair. The chair and vice-chair shall serve three-year terms.

Before each meeting, the chair meets with the Office of Compliance (OC) staff to develop the meeting agenda. The issues being reviewed are identified, and

materials for committee members' reviews are compiled. Committee meeting materials will be distributed to committee members at least one week in advance of the meeting.

The chair facilitates each meeting and guides discussion to formalize action on each issue that is reviewed. The chair, with the assistance of OC staff, ensures that actions and/or feedback are provided to the concerned parties within one week of committee action.

- C. VROC Membership. The VROC has a minimum of 11 voting members. Voting members will serve three-year terms. If mutually agreeable, a member may be reappointed for an additional three-year term for a maximum of 2 consecutive three-year terms. Responsibilities include attending all VROC meetings, maintaining confidentiality, making known any potential conflicts of interest with issues under review by the VROC, and enforcing, as appropriate, the actions of the VROC.

Among voting members, the committee will have the following representation:

- University of Kansas School of Medicine, Kansas City Campus
- University of Kansas School of Medicine, Wichita Campus
- University of Kansas School of Nursing
- University of Kansas School of Allied Health
- University of Kansas School of Pharmacy

- D. Non-Voting Members and Guests. KUMC OC staff will attend meetings to provide administrative support and will keep the VROC apprised of federal and state regulations governing vendor relations issues. Individuals may be invited to Open Sessions of meetings to bring forth questions to the committee or to provide information about issues under review by the committee. Individuals, who are not on the committee, are not present during closed sessions of meetings. OC staff are not allowed to vote.

- E. Conflict of Interest. It is recognized that an institutional review system must utilize its own faculty and staff members to enable the system to function. Inherent in this system is the potential for a conflict of interest to exist. However, no one with a direct or indirect relationship to an issue being reviewed will be allowed to participate in the review and/or management of that issue. An example of such a relationship would be having an investment in a vendor company that is the subject of a question or issue under review by the committee.

### **III. VROC Review Process**

- A. Notification to VROC. Vendor relations questions or issues may be brought forth for committee consideration through a variety of communications, including but not limited to the following. An individual may contact a member of the committee or a member of the OC staff with a question or issue. An individual

may submit, via email, a question or issue to the VROC. An individual may leave a confidential message on the Compliance Help Line. A member of the committee or OC staff may identify issues and bring them to the committee for consideration.

- B. Review Process. The chair, with support from the OC staff, will receive questions and issues for review; prepare a meeting agenda; and provide supporting documentation, as appropriate, for agenda items. The committee will discuss agenda items at the meeting and provide answers to questions raised about the Vendor Relations Policy and recommend management plans for issues reviewed by the committee. Interested parties will be informed of committee actions by letter and/or email communication.
- C. Committee Action and Management Plan. For each agenda item, the VROC shall determine whether or not an action, such as a response to a question, or a management plan is necessary for the question or issue being reviewed.

As deemed necessary by the committee, issues associated with the Vendor Relations Policy and reviewed by the committee may require management in order to prevent or correct violations of the policy. The VROC has the authority to develop such plans and require their implementation and an individual's or group's compliance with the plan.

Management plans may include, but are not limited to, education about the policy, return of or reimbursement for gifts, or barring a vendor from University facilities.

A simple majority of the quorum members present is required for an action or management plan to be approved. *A quorum is a simple majority of all current voting members.*

- D. Monitoring. To ensure compliance with committee actions, such as management plans, the VROC may require that compliance be monitored. Such monitoring may include, but is not limited to, periodic scheduled or unscheduled inspections by committee members and/or OC staff, or reporting by the individual(s) involved in the violation of the Vendor Relations Policy.

#### IV. VROC Meetings

- A. Meeting Schedule. The VROC shall have meetings scheduled on the third Wednesday of each month, and meetings will be convened on those days as needed. Ad hoc meetings may be scheduled at the discretion of the chair. Meeting times will be determined at the convenience of the VROC members. This schedule will permit adequate time for summary reports and recommendations to

be prepared and circulated for VROC meetings. Materials for VROC review will be distributed one week prior to the meeting.

- B. Meeting Structure. Meetings will follow the agenda established and distributed to the committee with other packet materials in advance of the meeting date. Meetings may include an Open Session to allow individuals to present information relevant to the committee's review of a question or issue. A Closed Session of the VROC will follow that includes only committee members and OC staff.
- C. Confidentiality. Deliberations of the VROC are confidential and will not be disclosed to outside individuals, except as required by state law. Each VROC member must submit an annual confidentiality agreement and complete the annual Conflict of Interest reporting, as required by the state and the institution. Discussions from the Closed Session will not be revealed to interested parties, except as authorized by the VROC.
- D. Administrative Coordination. OC staff provides administrative support to the VROC. This includes database management, report generation, meeting coordination, and minutes preparation. Minutes reflect members present, substantive issues discussed, members abstaining due to conflict of interest and voting results. OC staff is also responsible for ensuring that follow-up activities occur in a timely manner. All records of VROC activities are maintained in the OC by OC staff. In addition to OC staff.

**V. Vendor Relations Annual Compliance Report**

- A. The VROC will conduct an annual self-review to evaluate activities, workload, policies and procedures, efficiencies and inefficiencies, membership and overall contribution to compliance with the KUMC Vendor Relations Policy. Quality improvement measures will be implemented as needed. This review will be outlined in an annual report.
- B. The VROC will submit the annual report to the EVC on December 31<sup>st</sup> each year.



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