

Vendor In-Service/Education and Training

Request and Approval Process

Ascension's Vendor Access Policy requires that all vendor provided in-servicing and education be coordinated by The Resource Group and Clinical Professional Development through a standard process

Vendor Requests

- Vendor training requests will be initiated through completion of the Training Request Form, located on The Resource Group website:
TheResourceGroup.com/Suppliers/Current-Suppliers
- System Office Training Coordinators will review submission and validate with appropriate parties to determine approval or denial
 - Approved vendor training requests will be coordinated by the System Office Training Coordinators who work with the vendor and Critical Products Managers/Clinical Professional Development to schedule training with health ministry associates
- Once scheduled, vendors will be provided with clear instructions for facility access, timing, and groups approved for training

Fill out the **Training Request Form** at
TheResourceGroup.com/Suppliers/Current-Suppliers

All requests should be submitted **30 days**
in advance of required completion date

For more information:

Contact your local Resource Group
team or national Customer Care

(844).753.4778

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