



Ascension

Vendor In-Service/Education/Training Request and Approval Process

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

Training Request Form

All requests, regardless of requestor, will be initiated through vendor completion of the Training Request Form, located on The Resource Group website:

TheResourceGroup.com/Suppliers/Current-Suppliers

All requests should be submitted 30 days in advance of required training date | Providing false information on the form constitutes a Vendor Access Policy violation

Process

1. Vendor submits [form](#); includes documentation from requesting clinician, product information, and applicable training materials
2. National Training Coordinators review submission and validate with appropriate parties to determine approval or denial typically within 10 business days
3. **Denial:** Training Coordinators provide denial and explanation to requestor
Approval: Training Coordinators provide Training ID number and additional instructions
4. Once scheduled through local team, Critical Products Manager will provide clear instructions for facility access, timing, and groups approved for training
5. On day of training, vendor enters approved Training ID number during sympr sign-in and provides the scheduled training

Questions about the Ascension Vendor Access Policy?

The Ascension Vendor Access Policy is located within symplr and posted online at:

TheResourceGroup.com/Suppliers/Current-Suppliers

The Resource Group Customer Care Team

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