

Guidelines for health care industry representatives in the operating room

Policy

Only knowledgeable health care industry representatives will be permitted access to the operating room at Southwest General Health Center (SWGHC) for the purpose of providing technical support during a surgical intervention.

The presence of any health care industry representative in the OR must be justified by his or her contribution to positive patient outcome and is subject to approval by the resource coordinator, associate administrator, or administrator of the Surgical Care Center.

Requisites

1. All health care industry representatives must present written verification of their successful completion of an approved course inclusive of OR protocol, bloodborne pathogens, and HIPAA requirements. (Note: SWGHC has approved the on-line course: OR Protocol™, Bloodborne Pathogens Vol I: “Exposure to Bloodborne Pathogens in the Surgical Environment,” and Bloodborne Pathogens Vol II: “Infectious Diseases.” These courses can be accessed at www.healthstream.com/training)
2. All health care industry representatives must present written proof of current TB testing and hepatitis vaccination.
3. All approved healthcare industry representatives must obtain a Southwest General Health Center photo ID
 - a. Photo ID will be kept at SWGHC and will be given to the health care industry representative at time of sign-in.
 - b. Photo ID will be visible at all times.
 - c. Photo ID will be returned to the control desk associate when leaving.
 - d. Failure to return ID will require health care industry representative to apply for a duplicate photo ID.

Practice

4. An approved list of vendors for each respective OR schedule will be located in our health care industry representative log.
5. Upon arrival, the health care industry representative will check in at the control desk and sign in the vendor log book.
6. The health care industry representative will respect all SWGHC protocols created to protect patient confidentiality. The health care industry representative:
 - a. Will not be given access to the surgical schedule.
 - b. Will not be given access to patient scheduling.
 - c. Will not procure information from the patient’s chart.
7. All items taken by the health care industry representative into the OR will be documented. The health care industry representative will provide a written list to include all products, product ID numbers, and quantities.
8. All electrical equipment must be here at least 60 minutes before the posted time of the procedure to allow adequate time for the needed biomedical testing.
9. All equipment must be wiped down with an environmental disinfectant before being taken into the respective OR.
10. Any reusable instruments/items must be here the evening before the scheduled procedure unless another time has been previously approved by the resource coordinator or administrator.
 - a. The health care industry representative must provide a written inventory list for all components of the tray(s).
 - b. The health care industry representative must check in with a CS associate and complete all necessary CS paperwork.
11. The health care industry representative is under the direct supervision of the RN assigned to the respective operating room at all times.
12. The RN scheduled for the respective room will be responsible for the health care industry representative. He/she will:
 - a. Document the presence of the vendor on the OR record.

- b. Ensure the vendor does not perform any task delegated to the surgical team (eg, scrub in, open sterile items).
- c. Ensure the vendor does not go into the core or to CS.
- d. Verify the appropriate opening and use of all chargeable items.
- e. Report any violation of conduct.

Source: Southwest General Health Center, Middleburg Heights, Ohio.

Vendor Agreement

I have received, read and agree with all key points as they are stated in the Guidelines for Health Care Industry Representatives in the Operating Room. I acknowledge that I will only be in the OR for technical assistance as requested by the specific surgeon and will only provide the items specifically requested by the resource coordinator at SWGHC. I will never open supplies, scrub-in, or perform any medical or surgical procedure.

I agree to maintain patient confidentiality at all times. Any infraction of patient confidentiality will result in immediate and permanent removal from the OR.

I will never use this opportunity for the introduction or discussion of any other product. I will never offer the surgeon a device or component of a system that has not been previously approved by the resource coordinator or administrator of the Surgical Care Center. My company will only be reimbursed for approved items.

I will provide an itemized invoice within 24 hours after use for all authorized items to include item name, product number, cost, patient name, surgeon, and procedure.

Date: _____

Healthcare Industry Representative:

(Printed Name)

(Signature)