

## **VENDOR REQUIREMENTS FOR CONDUCT IN THE OPERATING ROOM AND INVASIVE PROCEDURE SUITES**

In accepting an invitation to support our physicians, operating room personnel and procedure suites staff, you assume many responsibilities. Of vital importance to the patient is the maintenance of aseptic technique to prevent infection in the surgical wound as well as confidentiality of patient information. Each individual present in the operating room and procedure suites shares in the maintenance of asepsis by proper conduct. The following restrictions apply when you are in the room.

### **Hand Hygiene:**

The easiest and most effective way of reducing the spread of infection is proper hand hygiene. Please adhere to appropriate hand washing protocols (**CDC recommendations for hand hygiene can be found at [www.cdc.gov](http://www.cdc.gov)**) during your visit within our institution.

### **Surgical Attire:**

When suitable, you will be directed to the appropriate locker room to don scrubs. A scrub top, scrub pants, hat that covers all the hair, shoe covers (optional) and mask must be worn before entering the operating room when a patient is present or when sterile supplies are opened. It is acceptable to wear an undershirt (crew neck or V-neck, short sleeves). If you leave the department, please be sure to remove your hat, shoe covers and mask as you depart the operating room or procedure suite.

### **Hair Coverings:**

In the operating room and in some procedure suites a cap will be provided. Hoods are the preferred head covering for persons with beards or facial hair. Be sure to cover your hair completely when donning the cap. Stud earrings are the only type allowed in the operating room. Confine necklaces inside your scrubs.

### **Mask:**

Mask must be worn when entering and the operating room. For some procedure suites masks are not necessary. Ask any member of the patient care team and they will direct you in the expectations for the area you are working. Surgical masks are tied so that the nose and mouth are completely covered. Universal precautions are necessary for all involved. Please ask the Operating Room Educator or any patient care team member if you have any questions about universal precautions.

### **Additional Clothing:**

You may wear an undershirt (short sleeves, crew or v-neck only) since the temperature in the operating room is a bit cool.

### **Personal Valuables:**

Please place your valuable items in a locker if one is assigned to you. The DMC cannot be responsible for loss or stolen items while you are in a procedure.

### **Badge:**

All persons must be identified on the surgical record, which is a legal document; therefore, your badge must be visible. Upon entering the operating room or procedure suite, please introduce yourself to the circulator or appropriate health care professional.

### **Vendor Representatives Involvement in a Procedure**

At no time will a vendor in an operating room or in an invasive procedure suite be allowed to “scrub in” on a case, touch a patient, manipulate a device while on a patient, operate any equipment during a procedure, or open sterile packages in the sterile field. However, a vendor’s representative who must be present intra-procedurally in order to adjust, program, or test a medical device, that is on a patient may do so only when the manufacturer’s product instructions specifically state that such services must be performed by a trained representative of the manufacturer. The representative’s company will provide documentation detailing the scope of the representative’s capabilities and training to provide specific services during a procedure.

**The Sterile Field:**

To maintain sterile technique, nothing in a sterile field can be touched by those who are not scrubbed, gowned and gloved. The sterile area usually includes the draped patient, all gowned and gloved personnel, a mayo stand, back table, basins, all of which will be covered by sterile drapes. Please ask if you have any questions.

**Where to stand:**

If you are in the operating room or a procedure suite during the “set up’ of the case, the best position to select is one near the wall, away from the cabinets, out of the way of the traffic flow of the room. There is much preparation necessary before an operation; the staff is busy, so it is wise to stay back from those who are setting up at this particular time.

**Conduct, Conversation and Colds:**

Engage in minimum conversation in the operating room or procedure suite. Do not go into the operating room or procedure suite when you have a cold or any infectious disease because the patient must be protected from unnecessary exposure to bacteria. If you should begin to feel faint or nauseated during the procedure, sit down immediately away from the sterile field on a stool or even on the floor, until you regain your composure. This should not be an embarrassment for you, in fact it happens often. To help eliminate this possibility we suggest you eat breakfast or lunch prior to entering an operating room or procedure suite, especially foods with high protein content.

**Emergency Situation**

Should any type of emergency situation arise, take your direction from the patient care staff in your room. Emergency codes are posted in the department for your perusal.

Your responsibility as a Vendor in any procedure over and above your support of the physician and the staff with your equipment includes maintaining aseptic conditions, not touching the sterile areas and keeping conversation to a minimum. You facilitate the work of our health care personnel by taking an observational position, which does not interfere with the flow of traffic in the room. By following these directions it is hoped that your time in the hospital will be valuable for all parties.

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Signature

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Company Name

\_\_\_\_\_  
Print Name

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Date