

Section: Division of Nursing

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**PROTOCOL**

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Approval: \_\_\_\_\_

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HACKETTSTOWN REGIONAL MEDICAL CENTER

Originator: Marsha Rowe RN

Revised by:

**OR**  
(Scope)

TITLE: Vendors in the Operating Room

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- PURPOSE:
1. To provide the private of the patient undergoing surgical intervention.
  2. To decrease the risk of infection by limiting the number of people entering the operating room.
  3. To inform the vendor of the conditions by which s/he is admitted to the Operating Room suite and of the policies and procedures with which s/he must comply.

LEVEL:   x   Dependent           Independent           Interdependent

SUPPORTIVE DATA: A vendor is any person providing contractual services to the facility and/or physician or any person representing a manufacturer of products.

- CONTENT:
1. The vendor's presence and purpose should be prescheduled and approved by the OR management and surgeon.
  2. A system is in place to document the vendor has completed, at a minimum, instruction in asepsis, fire and safety, infection prevention, blood borne pathogens and patient's rights.
  3. The vendor must agree to respect the privacy and confidentiality of patients, physicians, and facility employees at all times.
  4. The vendor must wear identification at all times while in the facility.
  5. The Biomedical Department must check all electrical equipment brought in by the vendor before use.
  6. Vendors may not operate, control or touch any equipment being used on a patient. At the request of the attending physician and for the sole purpose of ensuring patient safety, they may troubleshoot, offer advice if equipment malfunctions, calibrate or program equipment and provide any other technical support needed to ensure that equipment functions safety.
  7. The vendor with specialized training may perform remote calibration (e.g. pacemakers, laser).
  8. Vendors may NOT
    - a. scrub on procedures
    - b. open sterile supplies
    - c. sterilize instruments or equipment
  9. The presence of the vendor will be documented in the intraoperative nurse's notes
  10. The patient should be informed that the vendor will be in the OR
  11. The vendor
    - a. should prohibit professional behavior at all times
    - b. should be "in good health" (e.g. no fever, cough or runny nose)
    - c. should be physically oriented to the OR
    - d. Should sign in and out of the facility for safety and security purposes
    - e. Is limited to the operating room and cause for which they have been requested
    - f. May contact only those personnel for which authorization has been granted
    - g. Must not solicit business in the OR suite
    - h. May not use department telephones for making personal phone calls or other sales contacts
    - i. Should not bring outside baggage into the OR. Carts and unsterile equipment must be wiped with a disinfectant before entering the OR.
  12. The number of vendors in any one OR may be restricted.
  13. Any member of the OR team may direct the vendor to leave the OR at any time.

REFERENCE(S): Association of preoperative Registered Nurses of Alameda County, California