



## **CONDUCT IN PERIOPERATIVE & 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 through 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, a **red** 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) under your scrubs since the temperature in the operating room is a bit cool.

If you leave the department, please be sure to remove your hat, shoe covers and mask and change out of your scrubs as you depart the operating room or procedure suite. Removing hospital provided scrubs from the facility is considered theft.

### **Hair Coverings/Jewelry:**

All Vendor Representatives will be given a red bouffant/cap. The red color will allow Vendor Representatives to easily be identified. Failure to don the red hair covering may jeopardize the Vendor Representative's ability to conduct future business with HonorHealth. 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:**

Masks must be worn when entering 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.

**Personal Valuables:**

Please place your valuable items in a locker if one is assigned to you. The Department cannot be responsible for lost 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. The badge needs to be located on the left upper portion of the scrub top. It should be placed above the pocket.

**Involvement in a Procedure:**

At no time will a Vendor Representative 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 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 Vendor Representative’s company will provide documentation detailing the scope of the Vendor 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.

### **Conversation, Colds, Nausea:**

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 Representative 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.

1. Vendor Representatives in the Operating Room require approval of the specific surgeon.
2. Vendor Representatives should arrive 30 minutes prior to the anticipated case start time and check in with the Operating Room Supervisor.
3. Vendor representatives will wait outside the operating room until after the patient is anesthetized and draped, unless otherwise directed. Failure to follow this policy will result in suspension from the facility.
4. Instruments must be delivered 24 hours before the scheduled case to the CSPD in order to assure proper processing and sterilization. Copies of the **Instructions for Use**<sup>8</sup> (IFU) are required for all **loaner**<sup>4</sup>/consignment instrument sets and will be provided by the Vendor Representative. Only the Perioperative Clinical Director in conjunction with the CSPD Manager may make exceptions to the 24-hour rule.
5. Immediate use sterilization is not appropriate for processing instrumentation for scheduled cases. Appropriate numbers of instrument sets shall be available for all scheduled cases.

Emergency cases may be an exception to this rule when determined by the surgeon. In all cases, implants must be released on a biological integrator.

6. A maximum weight of 25 pounds (11.3 kg) for containerized instrument sets is allowable based on the AAMI ST79 rules. Trays in excess of this weight will be required to be separated into smaller units for sterilization.
7. Vendor Representatives will log in the instruments on the Consignment/Loaner Form (in the "Documents" section of this packet) and will provide a label with each tray which will include the date, time, surgeon, procedure and number of sets. Additionally, multiple layered trays will be separated by the vendor and tagged for processing (vendor or delivery service) through the automatic washers and to assure they are restored to the proper containers on the clean side prior to sterilization (ie: 1 of 3; 2 of 3; 3 of 3).
8. Instrumentation will be transported to the Operating Room via lifts, elevators or hallways that maintain a clean environment for the transportation of sterile items.
9. All loaner instrumentation must be picked up/removed no later than 48 hours after terminal cleaning and/or sterilization unless previous arrangement has been made with the management.
10. HonorHealth will not replace instrumentation, which is missing or broken. Notification to the appropriate CSPD on missing instruments within two (2) hours will provide the CSPD staff the ability to assist in searching for those items.
11. HonorHealth facilities will not reimburse freight charges or delivery-type fees for rentals associated with borrowed instruments, implants, surgical suite equipment and disposables.