

## **Supplement C**

### **Vendor Representatives Presence in the Perioperative Division (MOR/ASC)**

The following procedure is in place to ensure that only authorized company representatives access the perioperative patient care areas, patients' confidentiality is maintained, and to provide accurate, timely communication between surgeons, perioperative nursing, and the company representatives.

Vendor Representatives must have a clinical need to be present in procedure areas. The following process must be followed in order to obtain approval:

- A. Surgeon must document the clinical need on the Patient Information Card (PIC) or within the supply chain management system.
- B. Representatives will receive and agree to the Statement of Vendor Policy.
- C. Representatives will sign in and obtain authorization to be present in the hospital at the location indicated in the table below prior to coming to the procedure care areas. UI Health Care personnel will verify the following:
  - 1. Received approval to be present
  - 2. All required forms are complete
  - 3. Vaccinations are complete
  - 4. Registered in the vendor management system registration
  - 5. Provided UI Health Care-provided scrubs, and shoe covers, if needed
  - 6. Provided UI Health Care Vendor identification
  - 7. Representatives must validate that a clinical need is indicated within the supply chain management system.
- D. Representative access to surgery schedules will be limited to procedures they have been specifically invited to attend by UI Health Care staff. Necessary information (e.g. OR room #) is available from the Front Desk. Access to other procedure schedules in an attempt to increase business is prohibited.
- E. Representatives will sign/check in with the Control Desk Supervisor at the MCU and MCNL, and with the OR Desk Supervisor at MCD, before entering the patient care area. Multiple representatives from the same company must each sign/check in separately. The badges are one time use only and must be properly disposed of daily.
- F. Representatives may be present only in the operating room or area for which approval has been granted.
- G. No more than two vendors will be allowed in an operating room at one time.
  - a. Special exceptions must be communicated to nursing leadership for that service and approved by the Medical Director.

- b. Representatives may not manipulate or operate equipment other than that which they are detailing.
  - c. Representatives may not sterilize instruments, remove items from a sterilizer, or open sterile supplies.
  - d. Representatives may not scrub in for surgery.
  - e. Representatives may detail only the product(s) for which a clinical need has been identified.
  - f. Representatives may not use cell phones, take pictures and or images in the Operating Room suite.
- H. Emergent Cases. In the event of an emergent case the nurse manager will obtain information from the surgeon regarding a need for a representative and indicate the need, if there is one, on the PIC or in the supply chain management system.
- I. Trials of equipment, instruments, and supplies requiring presence of a representative follow established procedure. The discipline needing the support (i.e., nursing or surgeons) will indicate the need on the PIC, or in the supply chain management system following established procedure. Communication of the need for a representative should occur between the surgeons and nursing.
- J. Representatives are not allowed to engage in Image and/or Audio Capture of other patients, visitors, staff members, or trainees without the individual's permission.

## **PROCESS FOR VENDOR REPRESENTATIVE PRESENCE:**

### **Surgeon**

- A. Prior to the day of surgery, indicate on the Patient Identification Card (PIC) if the presence of a representative is a clinical need, and if so, the name of the company. If the vendor/company is not listed, access will be denied unless approved by the Nurse Manager or Assistant Nurse Manager
- B. At MCU and MCNL, the letter "V" will appear on the surgery schedule after the surgical team, to indicate that a representative (vendor) will be present during the procedure.
- C. At the MCD, staff will chart the representative as a guest in the room.

### **Vendor Representative**

- A. Check in with Procurement Services Department for both MCU and MCNL locations, or with the OR Desk Supervisor at MCD, to obtain a badge and designated UI Health Care issued scrubs.
- B. Additional information and restrictions for representatives detailing products within UI Health Care are available from the Statement of Vendor Policy.
- C. After changing into surgical attire, sign/check in with the charge nurse.
- D. Introduce yourself to the charge nurse and identify the surgeon with whom you will be working.

### **Control Desk Supervisor/Charge Nurse**

- A. Verify that the clinical need for the representative is indicated on the surgery schedule. If there is no indication that a vendor representative will attend in the chart, PIC card, or supply chain management system, the representative is not permitted in the perioperative area. Notify the nurse manager or designee.
- B. If clinical need is indicated, tell the representative the number of the assigned operating room.

### **Vendor Representative**

- A. Go to the assigned operating room.
- B. Identify yourself to the circulating nurse.

### **Circulating Nurse**

- A. Verify that the representative is wearing the appropriate badge and that the either surgery schedule has "V" indicated for the procedure or a representative is charted as a guest in the patient's medical record.

### **Vendor Representative**

- A. Sign out with the charge nurse upon completion of authorized work, properly dispose of vendor badge.
- B. Change into street clothes.
- C. Failure to leave the area at the end of the case will be a violation of the Vendor Policy.

## Check-In Location and Hours

Location	Department Name	Normal Business Hours	After-Hours Procedure
<b>University of Iowa Health Care Medical Center (MCU)</b>	MCU Main Entrance Checkpoint - #3	Monday – Friday 6:30 AM- 4:00 PM	Obtain a badge via the After-Hours Vendor Check-In Kiosk located to the left of the Information Desk at the Main Entrance.
<b>University of Iowa Health Care North Liberty (MCNL)</b>	MNL Safety and Security ED Entrance	Monday – Friday 6:30 AM- 4:00 PM	
<b>University of Iowa Health Care Iowa River Landing (IRL)</b>	MCU Main Entrance Checkpoint - #3	Monday – Friday 6:30 AM- 4:00 PM	
<b>University of Iowa Health Care – North Dodge Clinic</b>	MCU Main Entrance Checkpoint - #3	Monday – Friday 6:30 AM- 4:00 PM	
<b>University of Iowa Health Care Medical Center Downtown (MCD)</b>	MCD Materials Management Department 1 <sup>st</sup> Floor Office	Monday – Friday 7:30 AM – 4:00 PM	Contact Security.