



## Corporate Perioperative Program Policies and Procedures

### Sales Representatives in the Operating Room

No.: 01031

(Formerly NSG-Civic II-O-30, General 56-II-33, Riverside O-05)

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**ISSUED BY:** Perioperative  
Program

**DATE OF APPROVAL:** October 2017

**APPROVED BY:**

John Trickett – Senior Clinical Director  
Sudhir Sundaresan – Chief of Surgery  
Corporate Perioperative Committee

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2017

**CATEGORY:**

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**POLICY STATEMENT:**

Patient care provided by staff of The Ottawa Hospital (TOH) Operating Rooms is respectful of the patient's right to privacy, dignity and confidentiality, while maintaining the commitment to academic excellence and the patient experience.

Sales representatives in the operating rooms are restricted to those who have an expertise required by the perioperative team. Sales representatives shall comply with all legislation and administrative policies and procedures of TOH.

The purpose of this policy is:

- To protect patient confidentiality and minimize infection and contamination risks
- To establish guidelines for the presence of a sales representative to be present in the perioperative environment and Medical Device Reprocessing Department sterile supply environment for education, training, introduction of procedures, techniques, technology and equipment to practicing health care professionals.

**General Principles:**

- It is the responsibility of all Health Care Professionals to ensure that sales representatives do not interfere with the well-being, safety, comfort, and

privacy of patients and families. This includes the patient's right to confidentiality (Policy No.: 00175).

- The number of sales representatives in a patient occupied OR suite should not exceed two, without the explicit permission of the Manager or delegate.
- All sales representatives must wear proper identification at all times while on the premises of TOH, including the perioperative environment.
- All sales representatives shall strictly adhere to the perioperative standards and dress code.
- All sales representatives shall request approval and submit all relevant documentation in advance of any visitation day.
- Sales representatives must obtain permission from the Operating Room Clinical Manager/delegate prior to entering the surgical suites.
- Sales representatives must obtain a visitor pass for the Operating Room from security.
- All sales representatives must sign the sales representative log book indicating date, time and reason for the visit. The log book is located at the Main Desk at all TOH Operating Room suites.
- All sales representatives shall conduct themselves according to TOH Code of Conduct (Policy No.: 00362).
- Sales representatives shall not have access to patient's medical records or provide any direct patient care duties.
- Vendor representatives may not introduce or promote new products in the Operating Room suites unless participating in an approved trial process.
- All vendors shall provide TOH, a list of all approved representatives who are authorized to access and service the Operating Room suites. The vendor is responsible for updates to this list. Vendors must be compliant with Category III of the Healthcare Supply Chain Network (HSCN) National Standard for vendor credentialing and the company will need to attest to it annually.
- It is recommended that all sales representatives whose essential expertise is required in the surgical suite be immunized for Influenza, Hepatitis B and complete annual TB testing.
- Sales representatives will not scrub and will provide the health care team with their expertise and technical advice.
- Sales representatives may not enter the surgical suite until the patient is positioned and draped.

#### **RELATED POLICIES / LEGISLATION: N/A**

#### **REFERENCES:**

HSCN website: <http://www.hscn.org/vendor-credentialing-1.aspx>

The ORNAC Standards for Perioperative Registered Nursing Practice, 12<sup>th</sup> Edition May 2015.

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