

March 8, 2023

Dear Valued Vendor,

Please be advised that The Ottawa Hospital will be implementing a new Operating Room (OR) procedure for Vendors seeking access to the controlled OR areas.

Starting March 13th all vendors requiring access to the ORs will need to have read the attached one page procedure document and fill out the [OR Vendor Access Form](#)

Once the form is completed by each vendor representative, Photo ID requires 24 business hours to review and process requests to grant swipe access. Access provisioned will be to the OR areas during regular business hours (0630-2000). After the 24-business hour period, the representative will be required to drop by the Protective Services office, take a photo, and pick up their photo ID badge at their preferred campus.

- General Campus – 2nd floor (near elevators), Protective Services Office M2407, Mon-Fri (7:00-11:00)
- Civic Campus – Old Services Building (hallway near/same side as second cup), M05, Mon-Fri (7:00-12:00, 13:00-14:30)

If access is required outside of regular hours, an emergency pass will be required from the following Protective Services offices:

- General Campus - Office M2407, 613-737-8899 ext.72003
- Civic Campus - Office DM182, 613-737-8899 ext.14888
- Riverside Campus - Office E239, 613-737889 ext.82999

Vendors may only access the OR areas when direct patient/staff support is required, and they are invited by a TOH supervising party.

The Ottawa Hospital recognizes that vendors provide critical expertise in new technologies and education for our staff in the proper use of products. Our new procedures aim to improve organizational efficiencies and ensure safe and secure OR areas for both patients and staff.

Should you have any questions please free to reach out to Jon Dale at jdale@toh.ca

Thank you,



Tracey Dennis
Executive Director, Supply Chain
and Chief Procurement Officer



Susan Leach
Executive Director, Clinical Operations