

# Vendors Accessing TOH Operating Areas

## Procedure Document

### Overview

Vendors provide The Ottawa Hospital (TOH) with vital expertise in new technologies, opportunities to upgrade products, as well as educate our staff in the proper usage of products. TOH's procedure for vendors requiring access to operating room areas aims to improve organizational efficiencies and protect patient/staff boundaries.

### Procedure

All vendors will require an ID badge to gain access to the Operating Room Areas. ID badges will only be granted once the OR Vendor Access Form is complete:

#### OR Access Form

- All vendors can obtain their customized ID badge at the security office
- Each individual will need to fill out a form and attest to TOH policies before an ID badge is granted.
- Once an ID badge has been authorized, access to the Operating Room Areas will be granted during working hours (Monday to Friday from 630 am to 8 pm).
- Outside normal business hours vendors should go to the security desk to get an emergency pass where a OR delegate will grant access through the security desk.
- Vendors will need to use their ID badge to physically swipe into the Operating Room Areas.
- Vendors may only access the Operating Room Areas when direct patient/staff support is required and they are invited by a TOH supervising party.
  - Vendor traffic within the operating areas will be tracked and can be audited by The Ottawa Hospital.
  - Access from ID badges does not allow you to bypass any other TOH screening protocols outside the Operating Room Areas.

### Costs

- \$0 per person for initial vendor ID badge
- \$25 to replace an ID badge
- After 2 lost cards access may be reviewed

### Scrubs

IDs can be set-up to provide access to scrubs should they be required by the vendor

- Once enabled, vendors will be able to swipe their cards to gain access to scrubs
- If scrubs are not returned the card will be unable to obtain additional scrubs the next time it is swiped
- Vendors will be entitled to one set of scrubs per ID badge

Should you have any questions you may reach out to [photoidbuildingaccess@toh.ca](mailto:photoidbuildingaccess@toh.ca)