

Bemidji Vendor Representative O.R. ORIENTATION

Vendor name/Company:	 _Date:
Surgery Reviewing Representative:	 -

	ELEMENTS:	MET	NOT
	c Orientation		MET
1. Tour o	of surgery department is completed in order to familiarize		
the VI	R with the layout of the department, the exits, the location		
of fire	pulls and extinguishers.		
a. Nee	d to call: Medical Center: 218-333-5717 (Janna)		
	Same Day Surgery Clinic: 218-333-4550 (Bev)		
2. Maint	ain clean air environment		
a.	Mask worn in restricted area when sterile items are		
	opened		
b.	Proper attire required when crossing the red line into		
	semi restricted and restricted areas		
C.	Bags, brief cases and totes brought in from the outside		
0.	are NOT allowed past the red line into the semi-restricted		
	area		
d	Traffic in and out of the O.R. should be kept to a		
u.	minimum in order to decrease potential for contamination		
Α.	Whenever possible the inside substerile doors should be		
C.	used for entry into the surgery suite		
f.	The number of individuals inside the surgery suite should		
1.	be limited to necessary personnel only		
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g.	Individuals with draining lesions or infections should not be in the O.R. until infection has been ruled out or		
	individual has received adequate therapy and infection is		
	resolved.		
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	lygiene is reviewed, understood and performed properly		
	ap and water or waterless antiseptic must be used each		
	ne the operating room suite is entered and each time upon		
lea	iving the surgical suite		

CRITICA	L ELEMENTS:	MET	NOT
O.R. Spec	cific Orientation		MET
4. Prop	per Room etiquette is reviewed and understood		
a.	Upon entering O.R. suite introduction of self is made		
b.	Supply O.R. nurse circulator with the proper spelling of		
	name and company for accurate documentation into the		
	medical record		
c.	Keep necessary conversation to a minimum and remain quiet		
	and attentive during the "time out" process		
d.	Respect the sterile field by keeping adequate distance from		
	the sterile area		
e.	Supply the circulating R.N. with the proper product		
	information for documentation		

CRITICA	L ELEMENTS:	MET	NOT
O.R. Specific Orientation			MET
5. Prin	ciples of Aseptic Technique are reviewed and understood		
a.	Only sterile items are used within a sterile field		
b.	Packages that are dropped on the floor should not be put		
	back into sterile storage		
c.	A sterile barrier must be considered contaminated after it has		
	been penetrated by puncture of liquid strike through		
d.	Sterile items are stored in clean, dry areas and handled by		
	clean, dry hands with a minimum of pressure applied		
e.	If a hole occurs in both layers of material a sterile item is		
	wrapped in, it is considered contaminated		
f.	If the wrapper the sterile items are in becomes wet or damp,		
	it is considered contaminated		
g.	The edges of a sterile package or container are considered		
	contaminated after it is opened		
h.	Only the horizontal surface is considered sterile		
i.	Sterile drapes are used to create a sterile field		
j.	Anything extending over the table edge is considered non-		
	sterile		
k.	A safe distance for the non-sterile person of maintain from a		
	sterile field is at least 12 inches		
1.	Reaching over or moving between two sterile fields is not		
	acceptable		
	Sterile persons and items touch only sterile areas		
	Non-sterile persons or items touch only non-sterile areas		
0.	Movement within or around sterile field must not		
	contaminate that field		
p.	Non-sterile persons face and observe a sterile area when		
	passing it to be sure it is not touched		
q.	Movement of the air should also be controlled, as air is not		
	considered sterile		
r.	Talking and movement is kept to a minimum		
S.	All items and areas of doubtful sterility must be considered		
(D.	contaminated		
	le of the Vendor Representative in the O.R. is reviewed.		
a.	The role of the VR is to provide technical support, as		
	opposed to direct patient care, the representative should		
h	never function as a member of the surgical team The VP with specialized training and facility approval may		
b.			
	perform calibrations to adjust devices to the surgeon's specification		
	specification		

CRITICAL ELEMENTS:		MET	NOT
	cific Orientation		MET
	PA regulations are reviewed and understood		
	Identity of any patient will not be deliberately obtained		
b.	Information about the patient's medical treatment or		
	condition will be limited to pertinent information critical to		
	execution of job requirements		
c.	Individually identifiable health information in any form		
	acquired during time spent in the operating room will not be		
	removed from the premises or discussed		
d.	Patient will not be interacted with, interviews performed,		
	photographs taken, audio or video recordings done without permission		
e.	The privacy of individually identifiable health information is		
C.	respected		
f.	Appropriate decorum and full cooperation with requests or		
	directions by physicians or staff to assure minimal disruption		
	of normal operations		
g.	Refrain from viewing grease boards or schedules posted in		
	the department. Conformation of cases and times should be		
	obtained from the surgery main desk		
h.	Health care industry reps should refrain from entering the		
	O.R. suite until the patient is draped for the procedure. An		
	option would be for the vendor to enter the OR suite prior to		
	the patient arrival, and then exit the OR suite while the		
	patient is draped for the procedure.		
8. Intr	roduction to inventory office staff.		
a. F	Review of implant purchase form		
b. I	How to bring product in for cases (need for PO, if it is a tissue		
produ	ct, etc.		
	Where to pick up items sent to Sanford without PO		
	Instruments brought to the OR at time of case/all to go to C.P.		
first.			
10. If (Central Processing orientation needed, please contact:		
	a. Medical Center: 218-333-5717 (Janna)		
	b. Same Day Surgery Clinic: 218-333-4550 (Bev)		