

**Sioux Falls Vendor Representative O.R. ORIENTATION**

Vendor name/Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Surgery Reviewing Representative: \_\_\_\_\_

<b>CRITICAL ELEMENTS: O.R. Specific Orientation</b>	<b>MET</b>	<b>NOT MET</b>
1. Tour of surgery department is completed in order to familiarize the VR with the layout of the department, the exits, the location of fire pulls and extinguishers. a. Need to call: Instrument Specialist: 605-328-5072		
2. Maintain 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 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 minimum in order to decrease potential for contamination e. Whenever possible the inside core doors should be used for entry into the surgery suite f. The number of individuals inside the surgery suite should be limited to necessary personnel only 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.		
3. Hand Hygiene is reviewed, understood and performed properly a. Soap and water or waterless antiseptic must be used each time the operating room suite is entered and each time upon leaving the surgical suite		
4. Proper 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		

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<p>5. Principles of Aseptic Technique are reviewed and understood</p> <ul style="list-style-type: none"> <li>a. Only sterile items are used within a sterile field</li> <li>b. Packages that are dropped on the floor should not be put back into sterile storage</li> <li>c. A sterile barrier must be considered contaminated after it has been penetrated by puncture of liquid strike through</li> <li>d. Sterile items are stored in clean, dry areas and handled by clean, dry hands with a minimum of pressure applied</li> <li>e. If a hole occurs in both layers of material a sterile item is wrapped in, it is considered contaminated</li> <li>f. If the wrapper the sterile items are in becomes wet or damp, it is considered contaminated</li> <li>g. The edges of a sterile package or container are considered contaminated after it is opened</li> <li>h. Only the horizontal surface is considered sterile</li> <li>i. Sterile drapes are used to create a sterile field</li> <li>j. Anything extending over the table edge is considered non-sterile</li> <li>k. A safe distance for the non-sterile person to maintain from a sterile field is at least 12 inches</li> <li>l. Reaching over or moving between two sterile fields is not acceptable</li> <li>m. Sterile persons and items touch only sterile areas</li> <li>n. Non-sterile persons or items touch only non-sterile areas</li> <li>o. Movement within or around sterile field must not contaminate that field</li> <li>p. Non-sterile persons face and observe a sterile area when passing it to be sure it is not touched</li> <li>q. Movement of the air should also be controlled, as air is not considered sterile</li> <li>r. Talking and movement is kept to a minimum</li> <li>s. All items and areas of doubtful sterility must be considered contaminated</li> </ul>		
<p>6. Role of the Vendor Representative in the O.R. is reviewed.</p> <ul style="list-style-type: none"> <li>a. The role of the VR is to provide technical support, as opposed to direct patient care, the representative should never function as a member of the surgical team</li> <li>b. The VR with specialized training and facility approval may perform calibrations to adjust devices to the surgeon's specification</li> </ul>		

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<p>7. HIPPA regulations are reviewed and understood</p> <ul style="list-style-type: none"> <li>a. Identity of any patient will not be deliberately obtained</li> <li>b. Information about the patient’s medical treatment or condition will be limited to pertinent information critical to execution of job requirements</li> <li>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</li> <li>d. Patient will not be interacted with, interviews performed, photographs taken, audio or video recordings done without permission</li> <li>e. The privacy of individually identifiable health information is respected</li> <li>f. Appropriate decorum and full cooperation with requests or directions by physicians or staff to assure minimal disruption of normal operations</li> <li>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</li> <li>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.</li> </ul>		
8. Introduction to inventory office staff.		
a. Review of implant purchase form		
b. Purpose and location of vendor room on 2000		
c. How to bring product in for cases (need for PO, if it is a tissue product, etc.		
d. Where to pick up items sent to Sanford without PO		
9. No Instruments brought to the OR at time of case/all to go to C.P. first.		
10. If Central Processing orientation needed, please contact:		
Gail Doyle: 605-328-9802		
a. If CP orientation not needed, need to sign waiver.		