

Sanford Cardiac Cath Lab - Vendor Policy - Fargo

The Sanford Cardiac Cath Lab recognizes the contributions device companies and other vendors provide for physicians, nurses, and patients. The following procedure details the steps that must be followed in order to provide an environment that is most effective for vendors to present information while providing fewest interruptions for patients and physicians.

- I. Vendors must make appointments to see members of the Cardiac Cath Lab by calling the Cath Lab secretary at 701-234-5193. Vendors may schedule appointments to visit once per month. Appointments are for two (2) hour increments, times being from 11am to 1pm. Vendors will be asked to spend their time in the employee lounge. Vendors are not allowed to spend their time in the physician's reading room.
- II. Vendors are not allowed in the Cardiac Cath Lab control rooms or procedure rooms unless a request is specifically made by a physician or for an educational inservice. Any variances to this need to be discussed with the Cardiac Cath Lab Manager.
- III. Vendor representatives may not provide meals to staff.
- IV. If a vendor has new technology or products to present, they must make an appointment with the Cardiac Cath Lab manager by calling him directly at 701-234-5057.
- V. All pharmaceutical samples will be delivered to the Pharmacy Coordinator or the pharmacist in charge if the Pharmacy Coordinator is not available. They can also be mailed directly to the Pharmacy. They will then be delivered to the appropriate area, inventoried, and placed in a locked storage area.
- VI. The medical representatives must complete the appropriate forms identifying the samples and the physician signature will be obtained by the Pharmacy Coordinator or the pharmacist in charge if the Pharmacy Coordinator is unavailable.
- VII. Financial support from outside vendors will follow the Heart Services Aggregate's policy for requesting funds from pharmaceutical / equipment companies for Cardiac Cath Lab staff continuing education and needs to be directed to the Sanford Foundation.
- VIII. Adherence to the policies is important if a positive relationship is to be maintained by vendor representatives and the Heart Services Aggregate. Failure to adhere to the policies could result in suspension.
- IX. Consistent with Sanford Health Code of Ethics and release of patient information policy, access to conferences or other meetings where patient information is discussed will be limited to Sanford Health associates and authorized students. Exceptions must be approved in advance by the Heart Services Executive Partners.
- X. Requests by vendors to observe patient care in clinical areas will not be approved.

Cardiac Cath Lab - Visitor Policy

Policy

Observation of surgical procedures in the Cardiac Cath Lab shall be for the purpose of further education and understanding. All persons asking to observe in Cardiac Cath Lab should be screened by both the physician and Manager to insure patient privacy and traffic control. All visitors will need to belong to a formal educational institution that does have a standing agreement with Sanford Health. This includes students signing a confidentiality agreement and the educational institution having liability insurance in place. These arrangements can be made through the Sanford Health education department. All visitors will be required to be logged into the Cardiac Cath Lab data log.

PURPOSE

1. To insure the patient's right to privacy.
2. To be able to control the number of observers and visitors.
3. To help control traffic and decrease potential infection by limiting the number of people in the Cardiac Cath Lab.

PROCEDURE

1. ALL observers/visitors must have direct approval of the Manager and the Medical Director prior to the observer's presence in the Cardiac Cath Lab at least 24 hours in advance. It is the Cardiac Cath Lab policy for vendors to not be present in the Cardiac Cath lab control room on a routine basis. Only time this policy is waived is for product proctoring for staff/provider education.
2. All observers/visitors must identify themselves and be logged into the procedural log.
3. The circulating RN must be informed of the name and purpose of the observers/visitors.
4. All observers must be attired in the proper surgical attire.
5. Visitors will need to belong to a formal education institution that has an educational agreement with Sanford Health. The institution will need to have a liability policy in place.