

**OBSERVERS IN THE OR/WSC - OR
POLICY & PROCEDURE**

- I. **PURPOSE:** To establish guidelines for observers at: Surgery Departments.
- II. **GUIDELINES:**
- A. Refer to Administrative Policy ADMN002 Educational Affiliation Programs
 - B. Observers must register at the OR control desk.
 - C. Observers must wear the OR nametag received at the control desk.
 - D. Observers must have prior approval of the Director of Surgical Services/designee.
 - E. Observers attendance must be documented in the medical record.
 - F. Observers will be attired according to departmental policy.
- III. **POLICY:**
- A. Visiting Physician
 - 1. Courtesy visiting is extended to any physician. Visiting physicians must be accompanied by a member of the medical staff.
 - a. Visiting physicians that plan to observe must meet criteria established by the Medical Staff Services office.
 - b. Visiting physicians that plan to scrub and/or do hands-on patient care must meet medical staff credentialing requirements.
 - B. Student Observation
 - 1. High school students may not observe surgical cases.
 - 2. The college student observer must meet appropriate requirements as outlined in Administrative Policy ADMN002 Educational Affiliation programs.
 - 3. Instructors will schedule observation 24 hours in advance with the Surgery Educator/or designee.
 - 4. Instructors will schedule orientation with the Surgery Educator/or designee.
 - C. Friends and Family
 - 1. Family members or friends of patients will not be allowed to observe surgery. (Parents may accompany children to the OR for induction with the approval of the anesthesiologist performing induction.)
 - 2. Family members or friends of physicians or staff will not be allowed to observe surgery.
 - D. Other Observers
 - 1. Other observers must meet appropriate requirements as outlined in Administrative Policy ADMN002 Educational Affiliation Programs.
 - 2. The Surgery Department experience must be related to the professional education of the surgical patient.
 - E. Medical Sales Representatives
 - 1. Medical Sales Representatives are allowed to be present during a surgical procedure under the following conditions:
 - a. Sales representatives must:
 - 1) Be free from infectious disease. All individuals bear the responsibility of assuring good health and hold validation that they possess: a negative tubercular skin test or negative chest x-ray, proof of rubella vaccination or immunity, evidence of chicken pox history, and evidence of Hepatitis B immunization or declination of such.
 - 2) Provide release of hospital liability for sales representative signed by administration/legal personnel at the representative company and by the individual sales representative.
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- 3) Complete the Minimal Response to Emergency Condition & Infection Control Program.
- 4) Complete the Vendor/Sales Representative Statement of Agreement.
- 5) The Statement of Agreement will be signed prior to entering the OR for the first time.
- 6) ~~The Statement of Agreement will be kept up on an annual basis thereafter. These will be kept at the OR/WSC OR Control Desk.~~
 - b. When their product is being used in the intra-operative phase of the peri-operative process. All other sales representatives will not be allowed in the operating rooms.
 - c. The Medical Sales Representative may act as a resource regarding their product only and may not scrub in or participate in patient care.
 - d. Representatives may not handle sterile supplies nor visit the sterile supply area without a staff member present.
 - e. Sales representatives may not have access to the surgical schedule. Times to arrive for cases must be obtained from the control desk.
 - f. All equipment must be checked by the BioMedical Department when appropriate.
 - g. All equipment brought into the department must be wiped with a disinfectant **before** entering surgery.
 - h. Sales representatives may not have access to the surgeon's/staff's lounge unless prior arrangements have been made.
 - i. Attempts to circumvent a department's contact person/director are unacceptable. Sales representatives can be denied access to the surgical suites or procedure rooms if they exhibit such behavior.

F. Observers will immediately leave the room when requested to do so by any member of the surgical team.

References:

- 1) ECRI, Surgery and Anesthesia, "HRC," January 1999: Sales Representatives and other Outsiders in the OR.
- 2) OR Manager, January 1999, "Policy Curbs Observers in the OR," pp. 10-11.

Developed: 7/99

Reviewed/Revised: 2/01, 4/01, 5/01, 6/01

Department Responsible: OR

Resources:

Final Approval:

Distribution/Cross Ref:

JCAHO Ref:

Key Word Search: Observers, OR, Guidelines

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**VENDOR/SALES REPRESENTATIVE
STATEMENT OF AGREEMENT**

1. I agree and acknowledge that I will be under the supervision and direction of the surgeon at all times when I am in the operating room. I will abide by and comply with all directives given me by such surgeon.
2. I have read and agree to comply with _____ Medical Center's policy "Observers in the OR/WSC-OR."
3. I agree and acknowledge that I am in the operating room at my own risk, and release Medical Center from any liability or claims related to my presence in the operating room. I further agree to indemnify _____ from any and all liability, loss, or damage may suffer as a result of any claims, demands, or costs which may be asserted against _____ Medical Center arising from my presence in the operating room.
4. I understand that I am to consider all information regarding patient care and welfare, including the presence of the patient in the hospital, as privileged and confidential information.
5. I commit to protecting the privacy of the patients of the _____ Medical Center and I will not divulge, release or share information which is confidential with any other individuals or entities.
6. I attest to the following health status requirements: Negative tubercular skin test or negative chest x-ray; Rubella vaccination or immunity; Evidence of chicken pox history. Evidence of Hepatitis B immunization or refusal of such. This information can be validated through my company's personnel files. By signing and executing this Agreement, I hereby authorize the _____ Medical Center to contact my company and obtain a release of any and all information from my personnel file held by my company relating to the statements in this paragraph.
7. At the time of executing this Agreement, I declare that I am free from any infectious diseases and have no symptoms or concerns which could be of an infectious nature. I understand that when entering the operating rooms at _____ I must be free of any infectious diseases and I agree that I will not enter any operating room if I have any symptoms or concerns which may or could be of an infectious nature.
8. I have completed and understand the _____ Medical Center's "Minimum Responses to Emergency Condition and Infection Control Program."

Vendor/Sales Representative

Date

Company Representative

Date

Title

* The Administrative Education Affiliation policy that is referenced, basically outlines the need for students and their observers to have liability insurance, health insurance, sign an agreement to follow our P&P's, confidentiality, and the same health history as in E1a.1) of the Observers in the OR policy. The Administrative Policy is used facility wide and is a separate 4 page policy.

* The "minimum responses to Emergency Condition and Infection Control Program" that is referenced is a separate 10 page document covering Emergency and Infection Control specific to the institution that the Vendor must read and sign. It is then kept with the Statement of Agreement that is signed by the vendor and the vendor's company.