


<b>Name of Policy:</b> <u>Supplier Visitation to the OR</u> <b>Policy Number:</b> 3364-100-53-02 <b>Department:</b> Hospital Administration Medical Staff <b>Approving Officer:</b> Chief Executive Officer- UTMC Chief of Staff <b>Responsible Agent:</b> Administrator, Surgical Services <b>Scope:</b> The University of Toledo Medical Center and its Medical Staff	  <b>Effective Date:</b> July 1, 2020 <b>Initial Effective Date:</b> January 13, 2000
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

Visitors to the operating rooms (“OR”) at The University of Toledo Medical Center (“UTMC”) by suppliers, sales representatives or any other vendor or manufacturer personnel will adhere to visitor guidelines outlined below.

**(B) Purpose of Policy**

To govern and control supplier visitations to the Operating Room.

**(C) Procedure**

Supplier contacts and negotiations are the primary responsibility of the Supply Chain Department. Supplier visitations to the Operating Room must be for specific purposes that are requested by authorized persons the Director of Purchasing and will then be subject to exclusion from visiting the Operating Room in the future.

- A. Supplier sales representatives are required to register online via UTMC’s supplier credentialing software system. A listing of policies and procedures to be read, along with the ability to upload required documents must be completed prior to sales representative visit to UTMC.
- B. Suppliers shall visit the Operating Room only at the request of the attending physician or Surgical Services management (“designee”) for a specific purpose in line with the needs of the Operating Room and good patient care.
- C. Suppliers shall sign into the supplier credentialing system at the front (control) desk of the Operating Room or at any of the designated sign in kiosks located throughout the hospital. This record shall state their name, company and date/time of visit. This requirement can be waived by Surgical Services management for vendors who have been requested to be present on a regular or serial basis by an attending physician.
- D. Each supplier will wear a badge at all times identifying his or her name and company. If using the supplier credentialing/badging system, the date and time of visit are also recorded on the badge at time of printing.
- E. Suppliers will be expected to notify the attending physician(s) and the circulator of their presence.
- F. Suppliers are not to touch the patient.
- G. Suppliers will restrict themselves to the specific case where their presence was requested. They are not to have access to the printed Operating Room schedules. They may use the locker room and lounge areas in keeping with the purpose of their visits. They must adhere to all UTMC policies with strict attention to the patient confidentiality policy.

