# **VENDORS AND MANUFACTURER REPRESENTATIVES IN SURGERY**

Clinical Procedure	
Approved: March 2010	Next Review: March 2013
Clinical Area: Surgery & Anesthesia So	ervices
Population Covered: Any company/s	ales representative or vendor entering the operating room

### **Purpose**

To describe the duties and limitations of vendor, manufacturer or sales representatives in the Surgery & Anesthesia Services department.

# **Policy Statement**

None.

# LIP Order Requirement

None.

# **Responsible Persons**

Physician, circulating nurse, scrub person, Surgery & Anesthesia Services administration.

# **Prerequisite Information**

None.

PROCEDURE	
Responsible Person	Steps
Vendor, manufacturer or sales representatives	Prior to being granted permission to enter the operating room, the vendor/sales representative must have completed Vendor Orientation through the SMC Purchasing department and present any appropriate licensure or certification. (See administrative policy, <i>Purchasing: Vendor Representatives.</i> )  → Presence of the representative needs to be requested by the surgeon at the time of scheduling the case.  → Permission to attend the case is granted by Surgery & Anesthesia Services or their designee.

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Vendor, manufacturer or sales representatives Sales/company representatives:

- 1. Must have any equipment or instruments requiring sterilization delivered to the Sterile Processing department a minimum of 24 hours prior to the scheduled case time.
  - → Because of the complexity, size, and volume of implant systems used at SMC, the manufacturer representative must assure that the instrument sets are complete when the sets arrive and again when the sets leave SMC.
  - → No instruments will be replaced or reimbursed unless notification has been made to SMC prior to the set leaving SMC.
  - → If more than one case is scheduled, the manufacturer will provide adequate numbers of instrument sets and all supplies to accommodate all cases.
  - All new products must be introduced through the use of a Service/Product Evaluation Worksheet submitted through a SMC Value Analysis Team (VAT) process in order for products to be approved for use (including no charge products) at any SMC facility. No surgical cases/procedures may be scheduled prior to this communication.
- 2. Must wear a name badge with their name, title, and company name clearly visible.
  - → It is the responsibility of every staff member to question any unknown person entering the operating room setting.
  - → The name and purpose of every individual in the operating room is documented by the circulating nurse in the *Intraoperative Record*. The sales representatives will be included in the Surgical Checklist at the beginning of surgery.
- 3. Remain outside the operating room during induction and enter after the patient has been prepped and draped for surgery, unless they are in the process of instructing the scrub personnel.
  - → The representative needs to consult with the circulating nurse as to the placement of supplies and equipment so that the circulating nurse has clear patient access and traffic patterns.
- 4. Are not allowed to enter any room other than the one for which permission has been granted.
- 5. Are not to solicit potential customers in the surgical area or scrub sinks including, but not limited to, surgeon, anesthesia, specialty charge nurse and staff.
- 6. Are not permitted to provide direct or indirect patient care.
- 7. Are not allowed to scrub, gown, or glove for the case.
- 8. Are not permitted to dispense sterile items to the surgical field.
- 9. Are not allowed to use, adjust, or activate any equipment (e.g., ESU, autoclave) other than that which they have brought for the case.
- 10. Are not allowed to remove anything from the operating room other than the supplies and instruments that they have provided. Contaminated supplies/instruments must be processed according to SMC policy.

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11. Any photographs or video recording taken by vendors with a personal electronic device is strictly forbidden.

Persons not following the above policies will be asked to leave the department, with future consequences discussed at the discretion of the department management team.

### **Definitions**

*Vendor/manufacturer/sales representative*: Any personnel designated as an expert by the manufacturer or equipment provider.

# **Supplemental Information**

Many different companies provide equipment, instrumentation and implantable devices for use by the surgeons at Swedish Medical center.

With rapid changes in technology and complexity of instrumentation and procedures, it is sometimes necessary to have the expertise of company representatives to provide the best possible outcome for the patient.

### **Regulatory Requirement**

None.

#### References

AORN. 2010. Perioperative standards and recommended practices.

#### Addenda

Keeping Track of the Vendors in the Room

### **STAKEHOLDERS**

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