

# HARRIS HEALTH SYSTEM

## POLICY AND REGULATIONS MANUAL

Policy No: 3.24.01  
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Effective Date: 08/23/2019  
Board Motion No. N/A  
Last Review Date: 10/13/2020  
Due for Review: 10/13/2023

**TITLE: PERIOPERATIVE VENDOR POLICY**

**PURPOSE:** Harris Health System is committed to the maintenance of patient privacy, the protection of sterile technique, and reducing the potential of infectious conditions during surgical procedures.

### **POLICY STATEMENT:**

Vendors must adhere to the following procedures when visiting Harris Health System (Harris Health) Restricted Areas such as the operating room (OR) suite or procedural areas (GI Lab, Vascular Lab), regardless of the time of day or reason for the visit. Failure to follow these procedures can result in the loss of the Vendor visitation privileges.

### **ELABORATION:**

#### **I. DEFINITIONS:**

- A. **VENDOR VERIFICATION SOFTWARE:** A Vendor tracking and management system.
- B. **VENDOR:** A company/manufacturer/firm/individual providing a product, equipment, or service that would bring them into contact with patient care areas.

#### **II. GENERAL PROVISIONS:**

- A. Restricted Area:
  - 1. For the purposes of this policy, refers to designated space contained within the semi-restricted area that includes the operating room and all other rooms in which surgical or other invasive procedures are performed.
  - 2. Only authorized personnel and patients accompanied by authorized personnel may be admitted to a restricted areas.
- B. Vendors must sign in to the Vendor Verification Software program;
- C. Vendors must obtain a Vendor Verification Software-issued badge;

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- D. Vendors must write the number of the OR suite/procedure room the Vendor will be visiting on the Vendor badge (Vendor must conspicuously display their badge at all times);
- E. Vendors must wait in the the facility's designated area until the Vendor has been contacted to proceed to the OR suite/procedure room the Vendor will be visiting;
- F. Vendor must sign out of the Vendor Verification Software upon completion of business;
- G. Vendors will wear a red bouffant at all times when in the surgical suites, procedure areas or sterile processing. Vendors must be freshly shaven or for those Vendors having facial hair (e.g., side burns or a beard), a red bouffant as well as a hood or beard cover must be worn at all times;
- H. Vendors visiting the operating room, cath lab or other scrubbed areas are required to don a disposable jumpsuit prior to entering a procedure area;
- I. Vendors must comply with the all other dress code requirements as outlined in Harris Health Policy and Procedures 3.24.02 Perioperative Services and Central Sterile Processing Attire;
- J. Vendors will not perform any duties related to patient care or patient handling, including, but not limited to, opening sterile supplies, unless an exception is specifically approved by the applicable hospital Operating Room Committee(s) and Harris Health's Office of Corporate Compliance. In the event that an exception is granted under this section, each applicable vendor's representative must be deemed competent by Harris Health's perioperative staff to perform sterile technique and other processes as applicable.
- K. Vendors will not enter the OR suite/procedure room or areas adjacent to the OR suite/procedure room until the patient has been completely draped; and

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### L. Participation in Patient Care Prohibited:

1. Vendors will not be permitted to perform any duties related to patient care or patient handling, including, but not limited to, opening sterile supplies, unless an exception is specifically approved by the applicable hospital Operating Room Committee(s) and Harris Health’s Office of Corporate Compliance.
2. In the event that an exception is granted under this section, each applicable Vendor’s representative must be deemed competent by Harris Health’s perioperative staff to perform sterile technique and other processes as applicable.

### REFERENCES/BIBLIOGRAPHY:

Harris Health Policy and Procedures 3.24 Vendor Management and Supervision Policy

Harris Health Policy and Procedures 3.23 Outside Medical Services Vendor Contracting, Validation, and Monitoring

### DEPARTMENT OF PRIMARY RESPONSIBILITY:

Harris Health System Operative and Procedural Department

### REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review or Revision Date (Indicate Reviewed or Revised)	Reviewed or Approved by: (Directors, Committees, Managers, and Stakeholders etc.)
08/23/2019	1.0	New Policy via Rapid Cycle	Expedited Executive Approval By The Rapid Cycle Team
		Required Post-Approval Rapid Cycle Review Complete 08/11/2020	Structure and Organizational Standards Committee
		Revised / Approved 10/13/2020	Structure and Organizational Standards Committee