


Name of Policy: Supplier Visitation to Operating Rooms and other Procedural Areas Policy Number: 3364-100-53-02 Approving Officer: Chief Executive Officer, Chief of Staff Responsible Agent: Director Surgical Services Scope: University of Toledo Medical Center		 Effective date: Original effective date: 1/13/2000	
Key words: Visitor Guidelines, Procedural Area, Vendor, Manufacturer, Personnel			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

Visitors to the operating rooms (“OR”) and other procedural areas 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 all procedural areas.

(C) Procedure

Supplier contacts and negotiations are the primary responsibility of the Supply Chain Department. Supplier visitations to the procedural areas must be for specific purposes that are requested by authorized persons (see “A” below) and are in line with the needs of the department and its mission of patient care. Suppliers must sign this policy statement in advance of their first visit and return it to the Nursing Manager or designee to signify their understanding and compliance with this policy. Suppliers who fail to comply with this policy will be given no more than one written warning by the Procurement Manager and will then be subject to exclusion from visiting the department in the future.

1. 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 the required documents, must be completed prior to sales representative visit to UTMC.
2. Suppliers shall visit the procedural area only at the request of the attending physician or management (“designee”) for a specific purpose in line with the needs of the department and good patient care.
3. Suppliers shall sign into the supplier credentialing system at the front (control) desk of the 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. The requirement can be waived by management for vendors who have been requested to be present on a regular or serial basis by an attending physician.
4. 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.
5. Suppliers will be expected to notify the attending physician(s) and the circulator of their presence.
6. Suppliers are not to touch the patient.
7. Suppliers will restrict themselves to the specific case where their presence was requested. They are not to have access to printed 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.

<p>Approved by:</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <hr/> <p>Date</p> <hr/> <p>Puneet Sindhvani, MD Chief of Staff</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Hospital Administration, Operating Room, Materials Management</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>N/A</i> <p>Initial effective date: 1/13/2000</p> <p>Review/Revision Date:</p> <p>9/10/03 3/14/2007 3/26/2008 2/23/2011 2/1/2014 7/1/2017 7/1/2020</p> <p>Next review date:</p>
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