

VISITORS POLICY

- To provide guidelines for those seeking to sponsor Operating Room (OR) visitors
- To ensure that all visitors to the OR who are aware of their responsibilities while in the OR

Policy Statement

- Observational experiences in the operating room are a worthwhile and valid endeavor for many to improve their understanding of patient care. As guiding principles, the care and the privacy of the patient must never be compromised in permitting this activity to occur. Therefore it is essential that a policy be in place to assure that these principles are followed.
- In all cases, when an individual is allowed in the OR, they must follow the dress code policy, be accompanied, not interfere with or impede staff/patient interaction and be supervised to ensure that patient confidentiality is maintained.

Policy Scope

- This policy applies to all physicians and staff sponsoring visitors to any Operating Room/ Procedure Room within Providence Health Care

Procedure

- All visitors must wear an identification badge

Physician observers

- Physician observers must be credentialed through Medical Affairs
- The sponsoring physician will notify the Patient Care Manager (PCM) and the Clinical Nurse Leader of the intended presence of observers
- The sponsoring surgeon must obtain verbal consent from the patient for the observers to be present
- The identity of the observers will be recorded in the operative record

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- A reasonable number of physician observers will be admitted into the OR (the maximum number should not exceed three). This should be discussed with the Clinical Nurse
- These physicians may not impede the work-flow or compromise the sterility of the operative field in the operating room
- Observers are not permitted to be “scrubbed in” and there can be no direct patient care or contact
- Concerns about observers (e.g. the number or conduct) can be brought to the Physician Program Leader for resolution

Health Care Observers who are not Physicians

- Only healthcare staff who have a clinical role in patient care will be permitted in the operating room
- This can include and may not be limited to:
 - Nursing staff, physiotherapists, occupational therapists, PHC/UBC-affiliated medical students, other health care-related students (Such as nursing students), PHC/UBC-affiliated researchers who require specific access to the operating room and others deemed to be a part of patient care
- PHC clerical staff and individuals not affiliated with PHC (such as high school and university students) are not permitted to be observers in the operating room
- The Physician, the PCM and the Clinical Nurse Leader (CNL) will be notified of the intended presence of these observers and their verbal agreement obtained
- Verbal consent from the patient must be obtained
- The identity of observers will be recorded in the operative record
- A reasonable number of observers will be admitted into the OR (the maximum number should not exceed three). This should be discussed with the CNL beforehand

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Vendors

- All vendor representatives who have obtained prior permission from authorized individuals (Manager OR Equipment and Supply or PCM) are permitted in the OR. Specific vendor only guidelines are as follows:
 - Attendance must be at the request of the surgeon and for technical assistance for **new** equipment or supplies only
 - Sponsor (Surgeon or CNL/CNE) must meet rep at OR reception and accompany to OR
 - No sales calls are permitted while in the OR
 - All vendors must register at OR reception
 - All vendors must remain in the OR
 - Vendors will have no contact with patients
 - Vendors may not have access to the OR lounge when in OR as a visitor

Media

- Media, radio or TV crews must be authorized by Communications and escorted by a Communications representative.
- Media personnel may not speak or film patients without prior consent of the patient. (see Media Policy CPD-0200).
- All media and Communications personnel must be under strict supervision when in the restricted OR area

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Friends and Relatives

- Friends and relatives of patients are not allowed in the OR unless requested by the mother during a C-section and this circumstance is limited to one person
- One responsible caregiver may accompany a patient with disabilities to the OR for support prior for induction only.
- One relative of a patient may accompany patients to the OR in the DT Procedure Rooms for translation and/or comfort measures during procedural sedation procedures if requested by the patient and deemed necessary by the surgeon.

Donors

- Foundation Donors may visit the OR but must be supervised by an OR staff member.
- Donors may only tour the hallway and unoccupied rooms

Government Officials

- Government officials or other individuals from outside agencies must be cleared with the Senior Leadership Team.

Exceptions

There are NO exceptions to this policy