

ORGANIZATIONAL POLICY

TITLE: VENDOR SITE ACCESS POLICY – OPERATING ROOM

POLICY STATEMENT AND PURPOSE: It is the mission of HSS to provide the highest quality patient care, improve mobility and enhance the quality of life for all, and to advance the science of orthopedic surgery, rheumatology and their related disciplines through research and education. In order to fulfill this mission, Vendors may need to be present in HSS Operating Rooms.

This Policy:

- Establishes and defines Vendor requirements for entering HSS ORs
- Ensures identification of Vendors while on HSS premises
- Minimizes interruptions to patient care and HSS staff through the management of Vendor-related access
- Further supports HSS's commitment to securing our facilities and protecting our patients (including patient privacy), staff, visitors and Vendors

All capitalized terms are defined in the Glossary at the end of this Policy.

APPLICABILITY: This Policy applies to Vendors who seek to access HSS ORs, and to the products, equipment, implants and any materials those Vendors seek to sell, demonstrate, facilitate or otherwise make available to HSS and/or its staff.

PROCEDURE:

A. General Access to HSS Facilities and Staff. All Vendors must meet and maintain all credentialing requirements established by HSS, from time to time, including health screening and education regarding HSS policies, all of which are managed and administered through the HSS Vendor Credentialing System.

Vendors must obtain an identification (ID) badge through the HSS Vendor Credentialing System, which must be worn while onsite at any HSS facility, at all times. Failure to comply with Vendor access requirements may be considered unauthorized access, resulting in disciplinary action, up to and including suspension or termination of access privileges to HSS facilities and staff.

B. Access Logistics.

1. Arrival & Check-in. If visiting the HSS Main Hospital, Pavilion or Belaire buildings, Vendors must enter through the designated Vendor Entrance and check-in by scanning their Vendor Credentialing System ID badge. If visiting HSS regional facilities, Vendors must consult the HSS Vendor Management website (www.HSS.edu/Vendors) for site-specific access instructions.

2. During Visit. Vendors must prominently display the ID badge issued through the Vendor Credentialing System and designated color bouffant (if applicable) during the entire visit at any HSS facility. Additionally, the following conduct is expressly prohibited:

- Solicitation of products, services or equipment in patient care or peripheral support areas;
- Entry into the sterile field;
- Presence of more than one Vendor in any operating room unless authorized by the surgeon or the circulating nurse;
- Direct participation in any surgical procedure (i.e. no patient contact);
- Training and/or usage of unapproved products, services or equipment;

- Use of HSS equipment including computers and any other electronic devices; and
- Access to HSS electronic systems and protected health information, unless otherwise approved by the Vendor Management Office.

Vendors **CANNOT** access areas reserved for HSS staff only, including but not limited to, HSS staff only lounges, locker rooms and surgeon dictation rooms.

Vendors accessing the Main Campus may **temporarily** store personal items at the designated area located on the 3rd floor near the West Service Elevator. Use of other areas for storage space is prohibited unless otherwise approved by Perioperative leadership and/or the Vendor Management Office.

Vendors **CANNOT** store any non-HSS approved equipment and/or devices anywhere on HSS premises.

3. **Exit & Check-out.** Vendors must check out through the Vendor Credentialing System at the end of their visit.

C. Levels of Access. (Note, free & unlimited access to HSS facilities and staff is not allowed)

1. **Access to Specific ORs.** Allowed only as specified by the consenting physician(s) or other designated HSS staff, and is limited only to the approved parameters of that particular visit. Critical need must be communicated to the OR circulator prior to entering the operating room.
2. **Access to Patient Care Areas.** Allowed only to the extent practicable and necessary to provide in-service training on devices/equipment, the use of pharmaceuticals and biologics or for evaluation of the effectiveness or appropriate use of such products. This access is limited only to the approved parameters of that particular visit.
3. **Access to Non-Patient Care Areas.** Allowed only to the extent practicable and necessary to provide in-service training on devices/equipment, the use of pharmaceutical and biologics or evaluation of the effectiveness or appropriate use of such products. This access is limited only to the approved parameters of that particular visit. **Under no circumstances will a Vendor be permitted to wait in common or public areas of HSS to solicit or carry on business activities other than on a specific, time-limited appointment basis.**

D. Vendor Devices & Equipment in HSS ORs. Any new product(s) or equipment introduced to HSS for clinical use must be evaluated and approved by the OR Strategic Sourcing team prior to its usage at HSS. Vendors introducing products or equipment for evaluation must ensure all necessary documentation is received by the OR Strategic Sourcing team, and approval for use is granted, prior to in-service training and use, as outlined in the Organizational Policy, *Vendor Product/Equipment Evaluation Policy*. Failure to comply with evaluation processes may result in disciplinary action, up to and including suspension or termination of access privileges to HSS facilities and staff.

E. Enforcement. Violations of this policy must be reported to the HSS Department of Corporate Compliance and Internal Audit and/or the HSS Office of Vendor Management, and may result in disciplinary action, up to and including suspension or termination of access privileges to HSS facilities and staff.