



THE UNIVERSITY OF IOWA HOSPITALS AND CLINICS
POLICY AND PROCEDURE MANUAL

SUBJECT: Medical/Surgical Company Representatives, Approval of Presence in the Perioperative Division		POLICY NUMBER: VIII.J.
SOURCE (DEVELOPED BY): Perioperative Nursing Division/ Surgical Services Subcommittee		Number of Pages 2
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		_____ DATE

PURPOSE:

- To ensure that only authorized company representatives access the perioperative patient care areas;
- To maintain confidentiality of patients’ protected health information;
- To provide accurate, timely communication between surgeons, perioperative nursing, and the company representatives.

POLICY:

1. Approval for presence in perioperative patient care areas may be granted, if the following required criteria are met:
 - a) The representative’s employer company has a current, signed business associate agreement in the Joint Office of Compliance, AND
 - b) There is documentation of a clinical need provided by the surgeon on the Patient Information Card (PIC), OR
 - c) If there is documentation on the PIC described in (b) above but there is no signed business associate agreement, the surgeon must obtain written patient consent for the representative to be present during the procedure.
2. Representatives shall receive and agree to the “Guidelines for Medical/Surgical Company Representatives”.
3. Representatives shall sign in and obtain authorization to be present in UIHC at the UIHC Procurement Services Department office prior to coming to the perioperative care areas.
 - a) Check the Operating Room schedule to validate that a clinical need is indicted on the PIC.
 - b) UIHC Procurement Services Department personnel will verify that the company has a current business associate agreement, and provide a dated badge and white scrubs for the representative.
 - c) If the representative will need access before 8:00 am, he/she must obtain a badge the day before surgery.
4. Representatives shall not have access to surgery schedules.
 - a) Necessary information (e.g. OR #) is available from the charge nurse.
5. Representatives shall sign in with the charge nurse before entering the patient care area. Multiple representatives from the same company must each sign in separately. Representatives shall sign out with the charge nurse and UIHC Procurement Services Department upon completion of authorized work. If after 4:30 pm, the Representative will sign out with charge nurse and drop off their badge in the UIHC Procurement Services Department drop box.

6. Representatives may be present only in the operating room or area for which approval has been granted.
 - a. Representatives may not scrub in for surgery or open sterile supplies.
 - b. Representatives may detail only the products for which a clinical need has been identified.
 - c. Sterile products must be shipped directly from the manufacturer or distributor, and are not brought in by the representative.
7. Emergent Cases. In the event of an emergent case the nurse manager will obtain information from the surgeon regarding a need for a representative and indicate the need, if there is one, on the PIC.
8. Trials of equipment, instruments, and supplies requiring presence of a representative follow established procedure. The discipline needing the support (i.e. nursing or surgeons) will indicate the need on the PIC following established procedure. Communication of the need for a representative should occur between the surgeons and nursing.

PROCEDURE:

(Surgeon)

1. Prior to the day of surgery, indicate on the Patient Identification Card (PIC) if the presence of a representative is a clinical need, and if so, the name of the company.
 - a. The letter "V" will appear on the surgery schedule after the surgical team to indicate that a representative (vendor) will be present during the procedure.

(Representative)

1. Check in with UIHC Procurement Services Department and obtain a badge and white scrubs.
2. After changing into surgical attire, sign in with the charge nurse.
3. Introduce yourself to the charge nurse and identify the surgeon with whom you will be working.

(Charge Nurse)

1. Verify that the clinical need for the representative is indicated on the surgery schedule.
 - a. If there is no "V" indicated on the surgery schedule or Patient Information Card (PIC), the representative is not permitted in the perioperative area. Notify the nurse manager or designee.
2. Tell the representative the number of the assigned operating room.
3. Weekly, give the representative sign in sheet(s) to the Administrative Assistant.

(Representative)

1. Go to the assigned operating room.
2. Identify yourself to the circulating nurse.

(Circulating Nurse)

1. Verify that the representative is wearing the appropriate badge and that the surgery schedule has "V" indicated for the procedure.

(Representative)

1. Sign out with the charge nurse upon completion of authorized work.
2. Change into street clothes.
3. Sign out and leave badge in UIHC Procurement Services Department.