

Orientation for Vendors visiting “Perioperative Areas”

*****It is Mandatory to read this orientation document prior to entering Perioperative areas*****

Greetings from CCAD Perioperative Services Team!

We are thankful for your support and hope you have a good experience during your visit to our area.

Prior to your visit and to ensure a smooth experience, you are expected to read this mandatory **Orientation Document** and comply with the requirements and guidelines stated herein:

1. In order to be permitted entry in Perioperative Areas, you must have a scheduled appointment, coordinated by Supply Chain or with Supply Chain oversight, and a visitor badge issued by the P3 Security Desk. The visitor badge must be visibly displayed at all times, above the waist, facing forward. Please do not keep it in your pocket.
2. Please refrain from bringing valuables, jewelry, and watches.
CCAD Policy does not permit jewelry/watches inside Perioperative, for infection control reasons.
3. Please leave your personal belongings/bags/backpacks in your car or wherever possible.
Unfortunately, we do not have available lockers to secure belongings.
4. Once you have collected your visitor badge, proceed to level P2 Textile Services, to collect your orange scrubs. You will then proceed to the appropriate control desk and inform the Shift Lead/Area Manager, that you have been requested to attend an appointment.
 - The white bunny suits are not to be worn in OR during any procedures and even short cases. Orange scrubs are the only option.
5. Perform hand hygiene with foam alcohol, prior to entering past the red line and when entering the Operating Room (OR)/procedure locations from all points of entry.
6. You are instructed not to visit CCAD Perioperative and other Clinical areas if you are feeling ill; and keep all concerned informed of your condition, with prior notice.
7. Under no circumstances are you permitted to take photographs or videos within any Perioperative setting. If you require images of equipment, you may contact and request CEOR for the same.
8. For patient safety, you are not permitted to take calls once you are inside the Perioperative setting, hence please either switch off your mobile phone or keep on silent mode.

➤ **Policy points to be aware of when in the Perioperative setting**

1. To ensure infection control and patient safety, we minimize traffic in OR/procedure rooms, for both visitors and caregivers.
2. When entering Perioperative, you are required to change your regular face mask to a surgical mask before entering the OR. When entering any OR, you must put on a surgical mask (note: procedure loop masks are not permitted in ORs). When entering procedure areas, you must change your outside procedure mask to a new procedure mask.

3. You are required to cover your hair (and beard) entering the core/OR. Shift leads are available to help you choose the most appropriate method of coverage. Your hair coverings must stay on, until you leave the OR/core areas past the red line.
4. Cover your clean outdoor shoes with CCAD shoe covers provided.
5. Just before entering OR/procedure rooms, you must perform hand hygiene with foam alcohol wash.
6. Ensure proper use of PPE: mask, gown, gloves, etc., as instructed.
7. Once in the OR/procedure room, you will be introduced to the team, nurses, anesthetic technician, anesthesiologist and surgeon/proceduralist. Your name will be posted on the white board as 'vendor'.
8. You will be oriented to the key areas within the OR/procedure room. Generally, anything covered by blue is considered sterile and you must maintain at least 30cms distance between yourself and these areas to avoid contamination.
9. In the OR/procedure rooms, it is important to keep noise to a minimum, as full attention must be devoted to the patient. Do not speak during critical moments of the surgery, unless the surgeon asks you a question.
10. Once you are inside the OR/procedure rooms, please adhere to the guidance provided by the OR/procedure team and remain in the designated area.
11. In rare instances of critical events, for patient safety, you may be requested to exit the OR/procedure room. It is essential to follow the instructions provided by the OR/procedure team during such occurrences.
12. For the most part, vendors are not permitted inside the OR/procedure room while the patient is awake or before the patient is completely draped. Once these steps have been completed, you will be invited into the OR/procedure room.
13. Vendors are restricted from scrubbing or touching the patient, unless there are special pre-agreed circumstances i.e., monitoring of implant devices etc. This is for the comfort and confidentiality of our patients.
14. You must ensure safe disposal of waste and sharps in the designated bins.

➤ **Know our CCAD Perioperative environment:**

- A. When you are in our Perioperative Area, you must be aware of our **Emergency Procedures**.

In the event of:

1. **Code Blue or Emergency Situation:** you will be asked step outside the OR/procedure room.
2. **Code Red:** Guidance will be provided by the OR/procedure room staff, shift leads, fire wardens, and/or civil defense. It is crucial to familiarize yourself with our established procedures and diligently follow the given instructions. Take note of the following locations for:
 - 2 fire pull stations
 - 2 emergency exits
 - 2 fire extinguisher cupboards

OR Fire Zones: Fire/smoke zones. Take note of signage on the wall and door in each zone i.e., ORs are in Zone 10; and Control Desk is Zone 11.

3. **Code Green:** you will be directed by the OR team, fire wardens and shift lead.

Note: the OR assembly location is by elevator D on Level 2, and then directions will follow from fire wardens and civil defense.

- B. **Radiation Safety:** protocol requires the mandatory wearing of Personal Protective Equipment (PPE), that includes a CCAD lead gown and CCAD lead thyroid protector for all cases involving c-arm, IR, O-arm and loop arm. Additionally, there are lead shields available in OR/procedure rooms. It is crucial to adhere to the guidance provided by the OR/procedure and radiology teams. Please be aware that there may be instances when it is necessary for you to leave the OR. In such cases kindly follow the instructions given by the OR/procedure room team, radiation teams and/or shift leads.

C. **Infection Control Precautions – Isolation and Barrier precautions:**

1. In addition to standard surgical attire mentioned above, there are circumstances where OR/Procedure teams are required to take additional measures. Patients, with suspected or infected with epidemiologically significant pathogens, are placed in designated isolation rooms equipped with relevant facilities, for isolation with additional precautions. Signs indicating isolation are posted on the doors of OR/procedure rooms, and it is imperative to adhere to the instructions provided by the OR Team, to ensure infection control for the safety of both patients and staff.
2. Contact precautions: follow guidance of OR/Procedure team
3. Droplet precautions: follow guidance of OR/Procedure team
4. Airborne precautions: follow guidance of OR/Procedure team
5. Hands should be cleaned as per 5 moment indications for performing hand hygiene:
 - i. Moment 1 - Before touching a patient
 - ii. Moment 2 - Before a procedure
 - iii. Moment 3 - After a procedure or body fluid exposure risk
 - iv. Moment 4 - After touching a patient
 - v. Moment 5 - After touching a patient's surroundings
6. Environmental cleaning and disinfection: prior to removing any equipment on loan or demonstration during surgery, all items must be cleaned by the OR team/and/or EVS team. When appropriate, Ultraviolet light (UV) treatments will be carried out before any equipment is taken out of the OR procedure room.

D. **Lounge and rest rooms:**

Restrooms are available in the changing rooms and along the hallways throughout Perioperative. If you have already changed into your scrubs, staff lounges near the central atrium are designated

for waiting until your scheduled surgery or appointment time. Once in scrubs, it is important to wear a lab coat if you are required to leave the perioperative space. For those who have not changed into scrubs, it is best to use the waiting areas and coffee shops located on the ground floor of CCAD.

➤ **Roles of Staff in OR/Procedure Rooms**

- A. **Nurses (Scrub/Circulate)** - Perioperative registered nurses provide surgical patient care by assessing, planning, and implementing the nursing care patients received before, during and after surgery. They will assume any of the following responsibilities:
 - **Scrub Nurses** – work directly with the surgeon/proceduralist. Have high level knowledge of surgical instrumentation and its intended use. Maintain strict sterile technique and anticipate surgeon’s use of instrumentation and additional supplies required during the procedure.
 - **Circulating Nurses** – work outside the sterile field. Responsible for managing the nursing care within the OR/procedure setting up of required equipment, assisting the scrub nurse to set up prior to procedure and observe the surgical team from a broad perspective, to assist the team in creating and maintaining a safe and comfortable environment.
- B. **RN First Assistants (RNFA)**– directly assist the surgeon by controlling bleeding and by providing wound exposure and suturing during the actual procedure.
- C. **Anesthetist** - In OR, the anesthetist administers the anesthetic, monitors and treats as necessary, the effects of the anesthetic and the surgery. This may involve simple monitoring of the heart, blood pressure and oxygen levels, right through to provision of advanced organ support in complex cases and also plan and implement the pain relief strategy, to ensure that patients are comfortable immediately following the operation.
- D. **Anesthetic Technician** - is an allied healthcare worker who assists with the administration and monitoring of anesthesia and has extensive knowledge of anesthesia techniques, instruments, supplies and technology.
- E. **Surgeon/Proceduralist** – performing procedure
- F. **IOM** – intra-operating neuro monitoring is done for: many spine – cervical in-particular and crania and posterior fossa cases.
- G. **Radiology Technicians** - X-ray, IR and Cath Lab Technicians are present throughout Perioperative. They are one of the main resources for radiation safety. We must always follow the directions of our radiology technician for our own and our patient’s safety.
- H. **Medical students** - There are medical students throughout Perioperative who go through rotations in many of our specialty services.

➤ **Universal Protocol:**

Comprises of 3 checklists (refer below) conducted to ensure comprehensive coverage of all essential safety requirements for procedures, and to establish alignment among all involved teams and specialties regarding the patient, procedure details, plan, equipment and postoperative care. If you find yourself present during these processes, it is essential to maintain silence and stand still.

The three checklists include:

1. Sign In - before induction
2. Time Out - before skin incision
3. Sign Out - at the time of dressing application

If you have any further questions or need for clarifications, please feel free to contact the relevant Shift-Lead, ANM or OR Manager at the Control Desk.

Thank you for your kind cooperation and support.

CCAD Perioperative Team

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By CCAD Perioperative Services