

## **SUMMARY OF PRODUCT REPRESENTATIVE VISITATION PROTOCOL FOR THE OPERATING ROOM**

- A. Product Representatives may gain access to the surgical suites only upon formal request by an Attending Surgeon, Anesthesiologist Director of Surgical Services or Surgical Team Leader.
- B. For a Product Representative to gain access to the Operating Room the Surgeon's Office must notify the appropriate Surgical Team Leader or Director of Surgical Services a minimum of 24 hours in advance of the intended visit.
- C. Notification must include the Representative's name, company, the date and time of the intended visit, requesting sponsor, a description of the product and the reason for the visit.
- D. Upon arrival to the hospital, Product Representatives are required to register in the Purchasing Department, obtain a Hospital Visitor's badge and identify the person with whom he/she is to meet.
- E. Product Representatives intending to enter the surgical suites must first stop at the OR Control Desk to complete the OR Visitors Log and obtain an OR Visitors Badge.
- F. Product Representatives intending to enter the surgical suites must wear fresh scrub attire provided by MMC.
- G. The OR Visitors badge must be prominently displayed on the scrubs. At the completion of the OR visit Product Representatives should return scrubs to laundry basket, return to the OR Materials Office to sign out and return the OR Visitors Badge.
- H. All vendors entering the surgical suites for the first time must pick up a "Surgical Services Information and Protocol" packet.
- I. Prior to first admission to the operative suites, all Product Representatives will be required to complete the top section of the Vendor Profile and the Confidentiality Agreement.

- J. Product Representatives may not enter the intended operating room until patient preparation and draping is completed.
- K. When a surgeon requests to trial a **new/unapproved product**, an advance notice of **one (1) month** is required in order to provide the Medical Center with sufficient time to meet with the associated Product Representative to discuss clinical, financial, and administrative specifics.
- L. Invoices submitted for new products or services without prior approval of the Director of Surgical Services will not be honored.
- M. Product Representatives are invited guests and as such non-compliance with the policies of Mercy Medical Center and the Operating Room may result in immediate removal from the operative suite and termination of sales and marketing privileges.