

 <p>Winnipeg Regional Health Authority Office régional de santé de Winnipeg Caring for Health À l'écoute de nos patients</p> <p>POLICY</p>	<p>REGIONAL PROGRAM</p> <p>Applicable to all sites and facilities where the WRHA Programs / Services are delivered</p>		<p>Level:</p> <p style="font-size: 24pt;">1A</p>
	<p>Policy Name:</p> <p style="text-align: center;">Visitors and Control of Traffic - Operating Room (including Obstetrical Operating Room)</p>	<p>Policy Number:</p> <p style="text-align: center;">110.220.050</p>	<p>Page</p> <p style="text-align: center;">1 of 6</p>
	<p>Approval Signature:</p> <p style="text-align: center;"><i>Original signed by A. Wilgosh</i></p>	<p>Section:</p> <p style="text-align: center;">CLINICAL / PROGRAM SERVICES</p>	
	<p>Date:</p> <p style="text-align: center;">OCTOBER 2014</p>	<p>Supersedes:</p> <p style="text-align: center;">February 2008 (Reviewed September 2010)</p>	

1.0 **PURPOSE:**

- 1.1 To maintain the patient's right to privacy and confidentiality.
- 1.2 To promote patient safety.
- 1.3 To minimize the number of viable airborne microorganisms by limiting the number of individuals in the Operating Room ("OR").

2.0 **DEFINITIONS:**

- 2.1 Industry Representatives: Vendors of equipment, instrumentation or supplies used in the OR.
- 2.2 Judicial Order: A legal order (document) such as a Recognizance, Undertaking, Non-Communication Order, Peace Bond, Protection Order or Injunction issued by a court that may impose specific restrictions on certain persons preventing them from visiting, communicating or interacting with one or more other persons or places.
- 2.3 Maintenance and Clinical Engineering Staff: Persons with the responsibility to provide maintenance services on a specific piece of equipment in the OR.
- 2.4 Restrictions: Rules that exist to protect the safety and privacy of a patient including, but not limited to:
 - a) Visitor restrictions;
 - b) Restrictions on the disclosure of information about the patient; or
 - c) A restriction on the delivery of mail, parcels, and flowers.
- 2.5 Staff: All persons employed by the WRHA facilities and WRHA funded facilities as well as members of the Medical Staff (as the term is defined in the WRHA Medical Staff By-Laws), volunteers, board members and students, and others associated through contracts with the WRHA facilities and WRHA funded facilities.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair's office.

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- 2.6 Substitute Decision-Maker: A third party identified to participate in decision-making on behalf of a patient who lacks decision-making capacity. The following, in order of priority, may act as Substitute Decision-Maker(s):
- (a) Proxy named in a health care directive;
 - (b) A Committee of both property and personal care appointed either by the court under section 75(2) of *The Mental Health Act* (Manitoba) or by an order under section 61(1) of *The Mental Health Act* (Manitoba), or a Substitute Decision-Maker for Personal Care appointed under *The Vulnerable Persons Living with a Mental Disability Act* (Manitoba). A Committee or a Substitute Decision-Maker for Personal Care may be an individual(s) or the Public Trustee;
 - (c) "Others", which term shall include family and/or friends. This category of "Others" does not have binding legal authority to make decisions; however in the absence of a third party with binding legal authority, these "Others" may provide guidance. A Substitute Decision-Maker from this "Other" category must have the support of all interested and available parties also in the "Other" category. Such a person will usually, but not necessarily, be a close relative, who speaks for all. The listing contained in *The Mental Health Act* (Manitoba) is guidance, although not legally binding in these circumstances.
- 2.7 Surgical Team: Includes, but not limited to, the surgeon, anesthesiologist, and nurse who participate in the surgical care of the patient.
- 2.8 Visitor: A person visiting the Operating Room including:
- (a) Health care facility staff or clinical placement students from a different department;
 - (b) Healthcare personnel from a different health care facility;
 - (c) Interpreters;
 - (d) Maintenance and Clinical Engineering Staff;
 - (e) Security or law enforcement personnel, assigned to guard a patient, when there is risk to Staff or patient;
 - (f) Industry Representatives;
 - (g) Students who are observing, participating in Job Shadowing or Take Your Kid To Work Day;
 - (h) Researchers or observers assigned for training and/or education purposes;
 - (i) Media;
 - (j) Family and friends;

The term Visitor excludes patients undergoing surgical procedures in the OR, the OR Staff, clinical placement students and physicians involved in performing or participating in the surgical procedure in the Operating Room.

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3.0 **POLICY:**

General:

- 3.1 A Visitor's presence in the OR requires prior approval from the OR surgeon, anesthesiologist, charge nurse, and/or manager. Approval shall be based on the Visitor having a specific purpose for visiting the OR and considering the number of individuals that will be present in the OR at one time. Notification of the visit shall be made to the site's Privacy Officer or delegate. The Privacy Officer shall be notified prior to the visit or as soon as practicable where other circumstances and/or considerations exist. Approval of the visit may be revoked at any time, if:

 - (a) the number of individuals in the OR is contraindicated related to infection control;
 - (b) Visitor's presence impacts patient safety;
 - (c) Visitor's presence impacts patient privacy; or
 - (d) there is a Judicial Order.
- 3.2 Subject to 3.3, the patient's/Substitute Decision Maker's verbal consent shall be obtained by a member of the Surgical Team in order to permit a Visitor in the OR. The Surgical Team member obtaining the consent shall document the date, time, consent, the name of the Visitor, and the purpose of the visit in the patient's health record.
- 3.3 Should urgent or emergent circumstances exist that require a Visitor's presence in the OR, including without limitation:

 - (a) assistance with equipment, instrumentation, or supplies intraoperatively to ensure satisfactory surgical outcome for the patient;
 - (b) security or law enforcement personnel presence required, until the patient is sedated, to ensure the safety of the Surgical Team or patient;

the patient's/Substitute Decision-Maker's consent shall not be required. The reasons the consent was not required/obtained and the name of the Visitor shall be documented in the patient's health record. As well, the patient shall be told of the Visitor's presence.
- 3.4 Prior to their OR visit all Visitors shall be educated in accordance with *The Personal Health Information Act* (PHIA) and shall complete a Personal Health Information Pledge of Confidentiality, and a PHIA information form; Information and Agreement for Visitors on Business or an "Undertaking" (see WRHA Policies 10.40.020 Confidentiality – Personal Health Information; 10.40.160 Job Shadowing and 10.40.150 "Kids-at-Work" Program). Visitor's attending the OR under the circumstances listed in section 3.3 shall complete the above documents as soon as possible following the visit.
- 3.5 All Visitors shall wear an ID card, as more specifically set out in the WRHA Policy 6540.010 - Photo Identification (ID). The OR is considered a Controlled or Restricted Area pursuant to that policy.

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Industry Representatives:

- 3.6 An Industry Representative visiting the OR shall:
- (a) enter the OR only if authorization has been provided;
 - (b) remain in the area where the Industry Representative's service is required and only as long as the service is required;
 - (c) not enter sterile core or central supply without purpose;
 - (d) not market their products while in the OR;
 - (e) not render direct patient care or touch the patient at any time (this includes Industry Representatives with prior healthcare training such as Registered Nurses, Respiratory Therapists, and Healthcare Aides);
 - (f) not scrub or become part of the Surgical Team;
 - (g) not operate equipment associated with the surgical procedure. The Industry Representative shall provide verbal guidance only.

Exception to 3.6(d): during the orientation phase when educating about new procedures or the implementation of new equipment. Whenever possible education to new procedures, equipment, or supplies shall occur prior to use in the perioperative setting.

Family and Friends:

- 3.7 Subject to sections 3.8, 3.9, and 3.11 family and friends shall not be allowed in the OR.
- 3.8 Women's Health: one support person, as chosen by the patient, may be allowed in the OR if the patient is undergoing spinal or epidural anesthesia for cesarean section, if approved by the Surgical Team. If a patient is undergoing a general anesthetic, no support person shall be allowed in the OR.
- 3.9 Child Health:
- a) A parent or legal guardian may be present for induction of general anesthesia when this confers benefit to a child with a medical or behavioral condition, if approved by the Surgical Team. The parent or legal guardian shall leave the OR when the child is anesthetized.
 - b) A parent or legal guardian may be present for the duration of a procedure when done awake or with conscious sedation, if approved by the Surgical Team.

Interpreters:

- 3.10 WRHA authorized interpreters shall be allowed in the OR to act until the patient is sedated, comfortable, and no longer deemed as necessary by the Surgical Team.
- 3.11 One family member or friend may be allowed in the OR to act as an interpreter when there is no WRHA authorized interpreter available and the Surgical Team deems that it is in the best interest of the patient. The family member or friend shall leave the OR when the patient is sedated and comfortable.

4.0 **PROCEDURE:**

- 4.1 A Visitor's log should be maintained at the OR desk that includes but is not limited to:
- a) Name of Visitor;
 - b) Designation of Visitor;
 - c) Purpose of visit;
 - d) Time arrived in OR;
 - e) Time leaving OR;
 - f) Date of visit;
 - g) Name of person authorizing visit.
- 4.2 All Visitors shall be required to wear appropriate surgical attire, provided by the OR, to meet OR dress code restrictions.
- 4.3 All Visitors shall follow hand hygiene and other appropriate IP&C practices, as directed by the Surgical Team. (See WRHA Hospital IP&C Manual http://home.wrha.mb.ca/prog/ipc/manual_hospital.php)
- 4.4 Subject to sections 3.10 and 3.11 Visitors should not enter the OR theatre until the patient is anesthetized, positioned, prepped and appropriately draped or covered.
- 4.5 Visitors shall be introduced, and the purpose of the Visitor's presence shall be indicated, to all members of the Surgical Team.
- 4.6 A member of the Surgical Team shall supervise visitors while in the OR and ensure they do not interfere with the well-being, comfort, privacy, or confidentiality of the patient. Visitors shall comply with all directions of the Surgical Team.
- 4.7 Visitors shall leave the OR immediately once their purpose is completed or if requested to leave by a Surgical Team member.

5.0 **REFERENCES:**

- 5.1 American College of Surgeons. (2005). *Statement on health care industry representatives in the operating room*. Chicago: American College of Surgeons. Retrieved September 7, 2006 from World Wide Web: http://www.facs.org/fellows_info/statements/st-33.html
- 5.2 AORN (2014). *Perioperative standards and recommended practices for inpatient and ambulatory settings*, Denver: AORN.
- 5.3 AORN (2014). AORN position statement on the role of the health care industry representative in perioperative and invasive procedure settings. In *AORN Journal* 99 (2), 219 – 223.

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- 5.4 Australian Society of Anaesthetists. (2004). *ASA position statement: Guidelines for visitors to the operating environment*. Australian Society of Anesthetists. Retrieved September 7, 2006 from World Wide Web: <http://www.asa.org.au/>
- 5.5 ORNAC (2013). *The ORNAC Standards for perioperative registered nursing practice*. ORNAC.
- 5.6 Phillips, N. (2013). *Berry and Kohn's operating room technique* (12th ed). Elsevier
- 5.7 St. Boniface General Hospital OR – Control of Traffic and Visitors Policy
- 5.8 WRHA “Audio, Video, and Photographic Recordings” Policy 10.40.280
- 5.9 WRHA “confidentiality – Personal Health Information” Policy 10.40.020
- 5.10 WRHA “Job Shadowing” Policy 10.40.160
- 5.11 WRHA “Kids-at-Work” Program Policy 10.40.150.
- 5.12 WRHA “Media Relations” Policy 10.30.020
- 5.13 WRHA “Photo Identification (ID)” 65.40.010

WRHA Policies can be found on INSITE -
<http://home.wrha.mb.ca/corp/policy/policy.php>

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