

TDHB Access to Theatre Suite by Visiting Company Representatives

Standard

Access to operating theatres and perioperative areas are restricted to maintain sterility, patient confidentiality and maintain best clinical practice in this environment. Disruptions to this service can lead to breaches of sterility, can affect the ability of staff to work effectively within a limited space and also prevent staff from responding appropriately or within critical time frames, when a clinical emergency arises.

This procedure is to ensure that Visiting Company Representatives may only access these areas in the context of education or acute support, as and when invited by Medical / Anaesthetic staff or Clinical Nurse Managers, with the prior knowledge of the Clinical Procurement Co-ordinator.

Criteria

This procedure is to be followed by all TDHB staff, contractors and sub-contractors to TDHB and Visiting Company Representatives.

Procedure

- During regular working hours, the visiting company representative is to report to reception at the Base Hospital main entrance and complete the sign in with the receptionist as per the Base Hospital On-site Visitors Procedure.
- The visitor may then proceed to PACU 2 reception where reception staff will then contact the person inviting the visitor (or sponsor) to come and receive the visitor and escort them to the Theatre Managers office. If the sponsor is unavailable at the time of the arrival, the visiting company representative will wait in PACU 2 reception until such time as they can be received by the sponsoring staff member.
- Once in Theatres, the visiting company representative will be given an internal access pass to use during their visit. This will be returned to the Theatre Managers office prior to departure.
- The sponsor will be responsible for the visitor and their conduct, until such time as they sign out from both Theatre and main reception prior to departing TDHB premises.

Measure

The procedure being adhered to allows for the control of unauthorised personnel gaining access to restricted areas. The procedure records the entry and exit from the theatre suite and the Base hospital, allowing staff to ascertain if the visitor is present or has left the premises in the case of an emergency.

Supporting Information

Legislation

- Health and Safety at Work Act 2015

Department: Clinical Management		Responsibility: Service Manager - Projects	
Date Published: August 2017	Review By Date: August 2019	Authorised By: Executive Management Team	
Caveat: The electronic version is the Master copy and in the case of conflict, the electronic version prevails over any printed version.			

Taranaki DHB Related Documents

Base On-site Visitors Procedure, October 2016

TDHB Visiting Company Representatives Policy, October 2016

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