

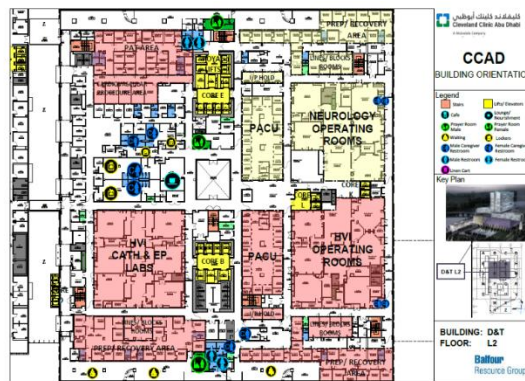
Orientation for Suppliers visiting CCAD Perioperative Area

**To be read prior to entering Perioperative area*

****Updated April 13, 2026**

Welcome to the CCAD Perioperative Department!

We are delighted to have you with us and look forward to working together to ensure the best possible outcomes for our patients. As a vendor in Peri-Op, your role is crucial to the success of each procedure, and we want to make sure you have all the information you need for a smooth and safe experience. Please carefully read through the following guidelines and policies before your first day. Your adherence to our CCAD, DOH and JCI protocols will help maintain a safe, efficient, and sterile environment for both patients and staff.



Personal Belongings and Attire

- **Leave valuables at home:** For your safety, please leave all valuables, jewelry and watches at home. All essential personal items, such as cell phones and computers, leave in the CCAD office or designated location for storage. Please note that CCAD is not responsible for lost personal items.
 - Should a vendor computer or controller be required in the OR, it must be wiped down with appropriate decontamination wipes provided at the control desk prior to entering peri op rooms for infection control protocol.
- **Bags and backpacks** are not permitting in the OR or procedure area.
 - Should you require items in the OR i.e. tools for PPM, all items must be wiped down with appropriate decontamination wipes provided at the control desk prior to entering peri op rooms for infection control protocol. For multiple items and ease of transportation into the OR space, it is recommended to place on table to enter peri op spaces
- **Dress code:**
 - a. Arrive to CCAD wearing appropriate business attire
 - b. The wearing of jewelry and watches is not permitted in the operating room (OR) due to infection control protocols.
 - c. Ensure that your CCAD badge from security is worn above the waist, and always visible.

- d. Ensure that you have covered your outside shoes with shoe covers before entering the OR/procedure areas. Remove shoe covers after you have left the OR/procedure areas

Pre-OR Requirements

- **Security Badge:** Upon arrival, collect your security badge from the security desk on P3.
 - Security will be asking you if you have read this orientation package prior to giving you a badge.
- **Scrubs:** Orange scrubs must be collected from the Textile Services on level P2. This is mandatory as the white bunny suit is not permitted inside the OR, even for short cases. Only orange scrubs are permitted.
- **Hand Hygiene:** Perform hand hygiene with Purell before entering the OR/procedure areas and at the red line. Use also when leaving the OR/procedure areas.

Entering the OR/procedure areas

1. **Masks, shoe covers and Hair covering:**
 - a. When entering the OR/procedure rooms, you must wear a surgical mask covering the mouth and nose.
 - b. When leaving the OR/procedure rooms, you must remove your mask. Surgical masks must not be worn around your neck/off your face.
 - c. A hair covering (and beard cover, if applicable) must be always worn within the OR or core areas. The nurse will assist you in choosing the correct cover.
 - c. You are required to keep your hair cover on until you leave the OR or core areas past the red line.
 - d. Outside shoes must be covered with the provided shoe covers.
 - e. Do not use any shoes found in the locker room.
2. **Sterile Field:**
 - a. **30 cm distance:** Maintain a minimum of 30 cm distance from all sterile fields (denoted by blue drapes or coverings). Any violation of this may lead to contamination.
 - b. **Sterile team introductions:** Upon entering the OR, you will be introduced to the surgical team, including the anesthetist, surgeon, anesthetic tech, and the circulating nurse.
3. **Noise Control:**
 - a. **Minimize noise:** During patient induction, surgery, and when the patient is waking up, speak quietly and limit distractions. Focus should always remain on the patient. Please wait for an appropriate moment to speak.
 - b. **Cell phones:** if phones are required, they must be in silent mode. Do not accept or make any phone calls while in OR. You also must not leave and re-enter the OR to make calls. This is for patient safety and infection control protocol as the doors must remain closed with minimal traffic in/out of the OR.
4. **OR Traffic Control:**
 - a. **Stay in place:** Once inside the OR please stay where you are directed to stand. Do not enter and exit the rooms. Once inside, you are to remain in the OR/procedure room. Avoid unnecessary movement unless asked to step out.

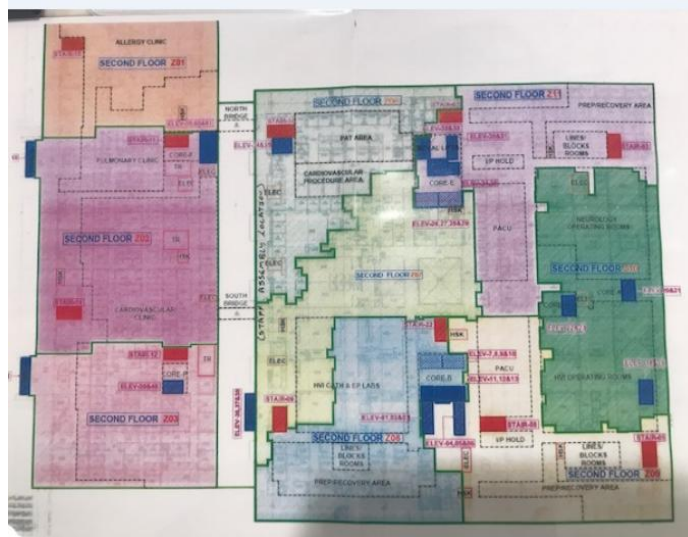
- b. **Temporary exit:** If you are asked to step outside (e.g., when the patient is going to sleep or during emergency situations), please respect this request and return when instructed.
 - c. **Stay outside of OR/procedure area** until the patient is prepped and draped or as instructed by the OR team. This is for patient confidentiality and privacy.
 - d. **Stay in your assigned location:** You are permitted only in the location that you were assigned to at the security desk, i.e. level 3 OR. If you are assigned to level 3 OR, you are not permitted to visit caregivers on level 2 OR.
5. **Vendor Restrictions:**
- a. **Do not touch the patient:** Vendors are not allowed to scrub in or touch the patient unless under special, pre-agreed circumstances (e.g., monitoring devices).
 - b. **Technical support only:** Vendors are permitted to enter the OR only when their product is being used or assembled. Laser pointers are provided for assisting with pointing to devices or equipment.
 - c. **Sterile areas:** You must not walk between sterile fields (blue areas) at any time.
 - d. **Turn your phone on silent**
 - e. **No photos for any reason – throughout peri op areas.**
 - f. **No products can enter the OR** that have not been prior approved by CCAD product evaluation committee, for:
 - use on a patient
 - Or demonstration purposes only
 - b. **Patient confidentiality:** patient confidentiality must be adhered to
 - No photos of any kind when in peri op
 - Do Not read or discuss patient confidential information
 - Do Not read snap boards or confidential information on caregivers' computer
 - Remain in your designated room unless a separate email request has been made for your presence. You are to be escorted by a CCAD caregiver to your next designated room.

Safety Protocols

1. Emergency Procedures:

Familiarize yourself with our emergency protocols, which are essential for maintaining safety in all perioperative areas.

- a. **Code Blue:** If called, please step outside the OR immediately and follow directions from the OR team.
- b. **Code Red (Fire):** Follow the directions of the Peri op staff and fire wardens. Be aware of the fire pull stations, exits, and fire extinguisher locations. For example, on level 2 OR:
 - i. **Neuro Core:** Pull station between OR 201 and 205 (Zone 10)
 - ii. **HVI Core:** Between OR 206 and 211
 - iii. **Fire Exits:** Near OR 201, OR 208, and the Royal Elevator in Prep
- c. Peri op is built with zones: Follow all instructions from fire wardens and team leads in the rooms.



d.

e. **Code Green:** Be ready to follow instructions from the OR staff in case of evacuation or other emergencies. The OR assembly location is at Elevator D on Level 2.

2. **Radiation Safety:**

- a. **Lead PPE:** If the procedure involves imaging (x-ray, C-arm, loop arm), you will be required to wear lead gowns and other PPE for radiation safety.
- b. Follow the instructions of the OR and radiology teams carefully. There may be instances where you will be asked to leave the OR during imaging.

Breaks and Facilities

- **Restrooms:** Restrooms are available in the changing room and along the hallways through perioperative areas.
- **Lounge:** For your comfort, you may use the lounge during breaks.
- **Change rooms:** vendor must only use these locations to change
 - Female locker room: H 02 281
 - Male locker room: H 02 280
- **Red line:** full surgical attire is required beyond all red lines in OR
 - Red lines on OR doors at entry points:



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- Door signage to look out for at our OR entry points:



Roles of the Surgical Team

The perioperative team works together to ensure the safety and well-being of the patient. Here's a breakdown of the roles you may encounter:

- **Scrub Nurse:** Works directly within the sterile field, handling instruments and assisting the surgeon.
- **Circulating Nurse:** Manages the OR from outside the sterile field, ensuring all equipment is in place and the environment remains sterile.
- **RN First Assistant (RNFA):** Assists the surgeon directly with tasks such as controlling bleeding, wound exposure, and suturing.
- **Anesthetist and Anesthesia Tech:** Administers anesthesia and monitors the patient's status throughout surgery.
- **Surgeon:** The lead medical professional performing the surgery.
- **Radiology Tech:** Operates imaging equipment such as C-arms, managing radiation safety.
- **IOM (Intra-Operative Neuro Monitoring):** For specific procedures such as spine or cranial surgeries, IOM ensures the safety of the nervous system during surgery.

Sign-In, Time-Out, and Sign-Out Procedures

Our commitment to patient safety includes strict adherence to **sign-in, time-out, and sign-out procedures**.

- **Sign-In:** Before anesthesia induction, the entire team performs a checklist to confirm the patient, procedure, and equipment. During this process, all individuals, including visitors and vendors, must remain **silent and still** unless clarification about products are required for the entire team for patient safety. There must be no 'side' conversations.
- **Time-Out:** Right before the surgery starts, the team performs another verification

process to ensure the right procedure is performed on the correct patient. All team members must be actively involved, and no one should move during this process.

- **Sign-Out:** After the procedure, a final checklist is completed to ensure post-operative care needs are addressed. Vendors are expected to stay quiet until this process is complete.

**Universal Protocol Safety Checklist
for All Surgeries and Procedures**

ALL BEDSIDE, OFFICE BASED, PROCEDURAL AREAS & OPERATING ROOMS PERFORM

<p>1 SIGN IN Interactive team discussion prior to procedure</p> <p>Verify Patient</p> <p><input type="checkbox"/> Name, Date of Birth, Medical Record Number (MRN)</p> <p><input type="checkbox"/> Allergies</p> <p>Verify Procedure</p> <p><input type="checkbox"/> Informed Consent</p> <p><input type="checkbox"/> Surgical/procedural</p> <p><input type="checkbox"/> Anesthesia <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Confirm by patient or surrogate decision maker</p> <p><input type="checkbox"/> Procedure matches informed consent</p> <p><input type="checkbox"/> Site marked correctly <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Verify special equipment & requirements <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Verify implants required? <input type="checkbox"/> N/A</p>	<p>2 TIME OUT Entire procedural team verbally agrees prior to the start of the procedure.</p> <p style="text-align: center;">All team members STOP activity for TIME OUT</p> <p><input type="checkbox"/> Correct Patient</p> <p><input type="checkbox"/> Correct Procedure</p> <p><input type="checkbox"/> Correct Site & Side</p> <p><input type="checkbox"/> Fire Risk Discussed**</p> <p><input type="checkbox"/> All issues discussed and resolved</p> <p><input type="checkbox"/> Team affirmation of Time Out</p>	<p>3 SIGN OUT Verbal confirmation prior to team leaving room</p> <p><input type="checkbox"/> Correct procedures are documented</p> <p><input type="checkbox"/> Confirm specimens correctly labeled and handled</p> <p><input type="checkbox"/> Surgical count completed and reconciled prior to skin closure i.e. before last suture or staple</p> <p><input type="checkbox"/> Entire procedural team review key concerns for recovery and management of the patient</p>
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PROCEDURAL AREAS & OPERATING ROOMS MUST ALSO PERFORM CHECKS BELOW

<p><input type="checkbox"/> H & P</p> <p><input type="checkbox"/> Imaging & diagnostic tests available <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Existing implants/devices <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Pre-oxidation/anesthesia assessment <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Antibiotic administration <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Potential for blood products discussed <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Thrombocytopenia discussed <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Anesthesia safety concerns, equipment, supplies <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Anesthesia machine & medication check complete <input type="checkbox"/> N/A</p>	<p>Time Out Affirmation</p> <p>If Primary Surgeon/Proceduralist is not present for initial time out, repeat affirmation</p> <p><input type="checkbox"/> All elements of time out included in affirmation</p>
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* Implant Verification:
• Two-person verbal and visual verification of implant.
• Completed prior to opening term to the field

** Fire Risk Assessment Score:
1 - Low Risk: No energy source AND No Alcohol/Volatile prep is used
2 - Low Risk: Either energy source OR Alcohol/Volatile prep is used
3 - High Risk: Both energy source AND Alcohol/Volatile prep is used

Version 7

Vendor Documentation and Compliance

Before your visit, ensure the following documents have been submitted to the CCAD category manager:

- Proof of employment with the contracted company.
- Competency and training documentation for your specific product or service line.
- Tuberculosis (TB) test and annual influenza vaccination records.
- Signed **Non-Disclosure Agreement**.
- Patient confidentiality and blood-borne pathogen training records.

We hope this orientation package provides a comprehensive overview of the expectations and procedures in the CCAD Perioperative Department. Please reach out to your supply chain, shift lead, or control desk if you have any questions or need further clarification.

We look forward to working with you to ensure the safety and comfort of our patients!