



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

**SCHEDULED CARE  
DIVISION**

## STANDARD OPERATING POLICY

### Operating Department Visitors SOP

#### Document Information:

<b>Purpose</b>	Standard Operating Policy
<b>Name</b>	Procedure for Operating Theatre Department Visitors
<b>Author</b>	Michael Rees
<b>Publication Date</b>	
<b>Target Audience</b>	Scheduled Care Division ABUHB Employees and Visitors to the Theatre Departments
<b>Overview</b>	<b>To have a standardised procedure for visitors to follow when they are required to enter the clinical and non-clinical areas of the operating department.</b>
<b>Review Date</b>	
<b>Version Control</b>	V1 – MR 28/04/2023 V2 – RM Amendments 19/05/2023

#### Purpose

The purpose of providing a SOP is to align a standardised approach for visitors, mainly company representatives and staff external to the theatre department to adhere to. To maintain the safety and wellbeing of our patients and staff, which is identified by the need to:

- Ensure patient safety and dignity at all times in line with the health board policies regarding safeguarding and All Wales values and behaviour framework, whilst adhering to NMC and HCPC codes of conduct
- Ensure the safety and security of staff at all times including compliance with fire evacuation processes
- To manage and reduce the traffic flow through each operating theatre to contribute to the minimisation of infection control issues

The SOP intends to make staff and visitors aware of the process required to facilitate a safe visit to ABUHB operating theatres.

#### Overview

It has been identified that there is a potential safeguarding risk and concern when external visitors on occasions arrive unannounced to the operating theatres, with the intention of entering the clinical areas without a formal confirmation that they are able to do so.



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

## SCHEDULED CARE DIVISION

There is currently no strict control guidance to ensure that individuals have undertaken the relevant identification and security checks deemed necessary for this access for visitors and other staff employed within the health board.

Often staff are totally unaware who the visitors are, who they are visiting and indeed what their role or purpose is whilst on the theatre unit.

All employees of ABUHB have a duty of care to safeguard our patients, therefore it is necessary to protect the patient whilst they are vulnerable during their peri-operative journey, by promoting safe care, values and behaviour in the theatre unit environment.

### **Process**

The following will outline guidance for the processes and expectations for the varied groups of visitors to the theatre departments in ABUHB.

#### **Company Representatives**

All Company representatives must be registered with the Medical Industry Accredited (MIA) system. Which will enable them to have approved checks, valid ID card and a system in which to pre-register their visit 48 hours prior to arrival, informing the necessary staff member of their intended pending visit unless under mitigating circumstances.

**All company representatives must be booked in via MIA 48hrs in advance unless in mitigating circumstances.**

- Register your intention to attend the department with the MIA system at least 48hrs beforehand
- Upon attendance to site please make contact with theatre department The Grange University Hospital 01633493407  
Royal Gwent Hospital 01633232223  
Nevill Hall Hospital 01873732820  
Ysbyty Ystrad Fawr 01443802562
- On arrival to theatre suite you must ask a staff member to inform the theatre coordinator of your arrival **prior** to entering any clinical areas
- You will be required to provide your MIA/LSI identification card for verification against your MIA booking with the theatre co-ordinator
- Once verified the theatre coordinator will be able to direct you in accordance with the purpose of your visit
- It is mandatory for you to keep your MIA/LSI card visible at all times
- Whilst on site you must comply with Trust policies and procedures as directed by a member of the ABUHB team
- Upon completion of your visit please check out with the theatre coordinator who will update MIA of your departure

**Failure to comply with the 48hr MIA booking rule will result in prohibited access**

### Other Visitors and External Contractors responsibility

For all other visitors, a sign in and sign out book will be available at theatre reception areas for all visitors to log their visits. This will allow theatre personal to effectively evacuate an area in the event of an emergency.

- Upon attendance to site please make contact with theatre department The Grange University Hospital 01633493407  
Royal Gwent Hospital 01633232223  
Nevill Hall Hospital 01873732820  
Ysbyty Ystrad Fawr 01443802562
- On arrival to theatre suite you must ask a staff member to inform the theatre coordinator of your arrival **prior** to entering any clinical areas
- You must confirm the reason for your visit and who the visit has been arranged with
- Once verified the theatre coordinator will be able to direct you in accordance with the purpose of your visit
- It is mandatory to keep your photograph identification card visible at all times
- Upon completion of your visit please notify the theatre coordinator of your departure and complete the sign out section of the visitors' book

### Students (Theatre placement for ODP/ Nursing)

- Contact your assigned Practice Assessor/Practice Supervisor/Practice Educator (Mentor) prior to your placement.
- Upon arrival to department notify your Practice Assessor/Practice Supervisor/Practice Educator (Mentor) of your arrival and continue your placement.
- Sign in and Sign out on a daily basis on the student attendance sheet attached to the student notice board within each theatre department
- It is mandatory for the student to display their student photograph identification card at all times

### Students (visiting for a case or list)

- If on a spoke placement the student must ask to speak to the theatre coordinator and notify them of who you are, where you are allocated to work and who you have arranged your visit with.
- Sign in and out in the visitors book
- Display your student photograph Identification Badge at all times
- Work Experience Students to follow the process outlined in the ABUHB Work Experience Policy ( [Policies Home Site - Work Experience Policy Issue 7.pdf - All Staff Documents \(sharepoint.com\)](#) )
- Must obtain permission before access is granted. To be directed to the correct personnel please contact the theatre admin team at [ABB.TheatreAdminHub@wales.nhs.uk](mailto:ABB.TheatreAdminHub@wales.nhs.uk)

Special considerations where the visitors' logbook would NOT be completed

Attendance Officers - once the escorted patient has been anaesthetised the attendance officers will be accompanied by staff to a suitable waiting area.

Relatives, friends, carers and staff may accompany patients to the anaesthetic room and attend postoperative areas if there are considered to be special needs or requirements such as children undergoing surgery, patients with communication needs, patients who lack capacity, psychiatric patients (accompanied by mental health nurse) and trained interpreters. Will be supervised by a member of staff during their time on the department and will be escorted to a waiting area or from the department as appropriate.

Birthing Partners – patients undergoing a caesarean section may be accompanied by a birthing partner during their perioperative journey. They must stay with the patient during this time unless escorted by an appropriate member of ABUHB staff.

**Theatre Employee Process and Responsibilities**

Theatre Coordinators Responsibilities

- Login into MIA daily to check planned visits
- Ensure the company representatives visit is booked via MIA
- If visit confirmed, Sign the representative in using MIA and Sign out when the individual leaves the department via the MIA website
- If the company representative's visit is not booked, inform the visitor they that they will not be allowed admission to the operating department at that time, and that they must arrange an alternative date and escort from department.
- Act as point of contact for all other visitors to facilitate their visit including sign in and out process.

Responsibilities of all employees of the operating department

- To challenge all personnel who are unknown to them, to confirm identity and authorisation to be in the operating department
- All people within the operating theatre must be introduced to the complete team during the Team Briefing, if this is not possible then as soon as they arrive in theatre
- **If a visitor has NOT followed the correct process as illustrated in this SOP, escalate to theatre co-ordinator.**

**Patients have the right to refuse the presence of visitors, be informed of why a visitor will be in attendance, they have the right to confidentiality, to give or withdraw consent and to have their decisions respected. Any objections MUST be documented in the patient's notes.**

**All non-compliance to this SOP MUST be reported via the Datix reporting system.**