

Date: 26/06/2015

**FREEDOM OF INFORMATION REQUEST FOI/012309 – Theatre access**

**(page 1 of 5)**

Please can you send me the trust policy on who can access operating theatres, and any other policies relating to accessing operating theatres.

Please see below

Please could you also send me your operating theatre access permissions list i.e. a list of people who can access operating theatres.

The list includes:-

- Theatre staff
- Critical care staff
- GI Unit Staff
- Cleaners
- Porters
- Security
- Managers
- Other staff who need essential access to Theatres

**OPERATING THEATRES VISITORS STANDARD OPERATING PROCEDURE**

<b>DOCUMENT TITLE:</b>	<b>Operating Theatres visitors Standard Operating Procedure</b>
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<b>Local / Trust wide</b>	Local
<b>Statement of Intent:</b>	To provide all staff with clear guidelines for the procedures to be undertaken when visitors come to the department.
<b>Target Audience:</b>	Medical staff (Consultant surgeons and anaesthetist, and all appropriate junior medical staff), Nursing staff (Day case & Inpatient theatres, arrivals lounge), All theatre personnel
<b>Version:</b>	1.0
<b>Date of Final Ratification:</b>	9 <sup>th</sup> of June 2015
<b>Name of Ratifying Committee / Group:</b>	Policy Group
<b>Review Date:</b>	March 2018
<b>Expiry Date:</b>	June 2018
<b>Contributors:</b>	<b>Designation:</b> Infection control lead for theatres
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<b>The electronic version of this document is the definitive version</b>	

**CHANGE HISTORY**

Version	Date	Reason
1.0	June 15	This is a new document

A translation service is available for this document. The Interpretation/Translation Policy, Guidance for Staff is located on the intranet under Trust-wide Policies.

# THE DUDLEY GROUP NHS FOUNDATION TRUST

## THEATRE VISITORS STANDARD OPERATING PROCEDURE

### 1. STANDARD OPERATING PROCEDURE

#### 1.1. Standard Operating Procedure Summary

This standard of practice sets out the Trust's expectations in relation to the procedure to be adopted when visitors come to the operating theatres.

People are the main source of infection; therefore the number of visitors to the theatre environment should be restricted. Patients in the peri-operative environment have the right to confidentiality and privacy and this should be reiterated to all visitors within the department.

Visitors to the operating theatre can include relatives, students, visiting professionals, allied health professionals and medical devices/products representatives.

Visitors under the age of 18 are not allowed access to the main operating theatre. However, work experience for visitors under the age of 18 can be accommodated in **day-case theatres only**. This will be for theatre lists where the patients remain fully clothed and contain basic local anaesthetic procedures. This will be decided at the discretion of the surgical team, speciality manager and with the consent of the patient.

## 1.2. Standard Operating Procedure Detail

- a) All visitors to the operating theatre are expected to follow the [Operating Theatres Uniform Standard Operating Procedure](#) and the [Infection Control Policy](#) when preparing for entry
- b) All visitors must sign in upon arrival at the main reception desk and should be issued with an identity badge which must be worn at all times
- c) All visitors must be aware of the confidential nature of all procedures that are undertaken within the theatre environment, this includes any information, discussions, technical detail or documentation data
- d) All visitors should be aware of the peri-operative etiquette and, if they are observing a clinical procedure they should be introduced to all of the staff within that area and it should be documented on the WHO briefing
- e) The presence of all visitors should be documented on the theatre record and theatre register, and they should be chaperoned at all times during their stay in theatres
- f) All visitors must be made aware of the procedure if they feel faint or unwell during their time in theatre
- g) All medical, nursing and technical personnel who are not employees of the Trust, but intend to participate in patient care during their visit, must have their professional qualifications verified prior to admission to the department

## 2. DUTIES (RESPONSIBILITIES)

The **theatre duty manager** and the **specialty leads** are responsible to ensure that all staff within the department is aware of this standard operating procedure. They are to identify any areas of non-compliance and rectify these as necessary.

The **clinical directors** for each specialty are responsible to ensure that all clinical staff is aware of the department's standard operating procedure for theatre visitors and its implications within their areas. They are to identify any areas of non-compliance and rectify these as necessary.

All **theatre personnel** are required to comply with this procedure and rectify or escalate any concerns in relation to all visitors to the department

## 3. TRAINING/SUPPORT

A knowledge and understanding of this process will form part of the induction competencies of all clinical staff.

## 4. LINKED PROCEDURAL DOCUMENTS

## 5. REFERENCES

Association for Perioperative Practice (AfPP)(2011) Standards and recommendations for safe Perioperative practice – 3<sup>rd</sup> edition. Harrowgate: AfPP.

## 6. PROCESS FOR MONITORING COMPLIANCE

	Lead	Tool	Frequency	Reporting Arrangements	Acting on recommendations and Lead(s)	Change in practice and lessons to be shared
Ensure the compliance of the theatre visitors standard operating procedure	Team Leaders	DATIX Incident Reporting System	Monthly	Audit compliance to be reported to specialty managers and theatre duty manager	Specialty Managers	Directorate Risk Management Groups