

Vendor Policy Changes – October 2023

In a step to further enhance patient safety, two changes were made to our Non-Employee Visitation and Onboarding Standard Operating Procedure (SOP) directly impacting Cleveland Clinic vendors.

The following changes to Cleveland Clinic's vendor and non-employee standard operating procedure (SOP) are in place:

Donning of red bouffant cap in all operating rooms (ORs) and procedural rooms

- **Effective Oct. 9, 2023**, all vendor representatives entering operating rooms (ORs) and procedural rooms inside our U.S. Cleveland Clinic hospitals and ambulatory surgical centers must don a red bouffant cap in all operating rooms (ORs) and procedural rooms.
- **Effective Oct. 16, 2023**, all vendor representatives must wear a red bouffant cap and required orange scrubs when entering operating rooms (ORs) and procedural rooms at our main campus.
- OR representative and/or Procedural Control Desk will specify location to retrieve red bouffant cap.
- If additional spaces require a bouffant, individuals must wear a red bouffant cap.
- **Individuals not in compliance** will be asked to leave the patient care space.



Equipment, device(s) and/or implant(s) for procedures

- All equipment, device(s) and/or implant(s) set to be used by a vendor **must be delivered at least 24 hours before a scheduled procedure** to allow for inventory, sterilization, and/or biomedical safety evaluation in accordance with Cleveland Clinic policies. Cleveland Clinic will not pay for equipment until the day of its use regardless of when it is brought in.
- Cleveland Clinic uses a formal process to evaluate the use of all new products. Vendors may not use new products that have not been approved by the Supply Chain Sourcing team. If a non-approved item is used, Cleveland Clinic will not pay for the item.

Failure to comply with any of the above procedures will result in a violation of the Vendor Handbook and may result in the loss of business privileges. It is your responsibility to understand these changes and adhere to them.