



Time-Out Guide

(Sample template based on the Minnesota Time-out Project)

Example Application: Surgical team in O.R. suite prior to incision, after the surgeon has scrubbed.

Who will participate in the time-out? All principals involved in a surgical case should attend.

- ▶ Surgeon, anesthesiologist/CRNA, surgical resident, anesthesiology resident, physician assistant, circulating nurse, scrub nurse, perfusionist (for heart case), additional personnel in the case

When and where will you hold the time-out? This time-out should be held in the O.R. suite prior to incision/procedure start after surgeon has scrubbed.

What is the visual reminder to perform the time-out? A time-out towel or similar reminder will be placed over the instrument tray during set-up

What are the roles of the team members?

- ▶ **Surgeon:** Initiates the time-out
- ▶ **Circulator:** Reads aloud the patient's name, 2nd identifier, procedure and procedure site from the informed consent document that has been previously verified during pre-op and asks the team to verify.
- ▶ **Anesthesia Care Provider:** States patient's name, 2nd patient identifier and procedure (can be short-hand version of the procedure) with laterality if appropriate.
- ▶ **Scrub Tech:** 1st – Verifies which procedure they have prepped – can be a shorthand version of the procedure; 2nd – Visualizes the mark, verbally indicating that he sees the mark and where it is located.
- ▶ **Surgeon:** States full procedure; asks scrub tech to remove the time-out towel to begin the procedure.

What is the plan if there is a discrepancy? The procedure does not proceed until discrepancies are resolved. If the discrepancy cannot be resolved, the case may need to be delayed or rescheduled.

What is the process if there are multiple procedures performed?

The time-out is performed prior to each procedure.

