

# Pre-Procedure Verification Checklist

## Invasive Procedures Outside the Operating Room

If at any time during this process, there is a discrepancy of information, call for a “Hard Stop” – all activity ceases until information is reconciled.

### Pre-Procedure – Verification

1. Patient identification verified using two indicators .....
2. Accurate and complete informed consent verified.....
3. Procedure verified using at least two independent source documents
  - Provider order, diagnostic images, radiology/pathology reports, patient understanding of the procedure, informed consent .....
4. Site marked, as appropriate\*, by person performing the procedure with initials:.....   
*\*Refer to provider policy for site marking exclusions*
  - Multiple sites marked and identified in the informed consent .....
  - Diagram marked by person performing the procedure if unable to mark on patient..... 
    - Site was not marked due to:
      - ( ) Site marking not required per policy
      - ( ) Provider is in continuous attendance with the patient
      - ( ) Refused by patient

Health Care Provider Signature:

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### Pre-Procedure – Communication

1. Team communication completed..... 
  - Team reviewed relevant case information including:
    - Images and diagnostic/pathology/lab reports .....Yes ( ) N/A ( )
    - Anticipated equipment is available .....Yes ( ) N/A ( )
    - Antibiotics or fluids for irrigation .....Yes ( ) N/A ( )
    - Positioning .....Yes ( ) N/A ( )
    - Additional safety precautions, e.g. allergies .....Yes ( ) N/A ( )

### Just Prior to Procedure (Time-out)

1. Person performing the procedure initiated the time-out verbally.....
2. All other activity ceased .....
3. 2<sup>nd</sup> health care provider verbally:
  - Verified patient and procedure including side/site .....
  - Verified visualization and location of the site mark, if applicable.....
4. Person performing the procedure verbally:
  - Verified procedure including side/site.....

Health Care Provider Signature:

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