



## Time-Out Guide

**Application:** Procedure team, in procedure room or bedside just prior to procedure start, after patient is prepped and draped.

**Who will participate in the time-out?** All principals involved in the procedure should attend.

- ▶ Person performing the procedure and a second health care provider, at minimum, will be involved in the verification steps of the time-out.

**When and where will you hold the time-out?** This time-out should be held in the procedure room or bedside prior to incision/procedure start after patient is prepped and draped.

**What is the visual reminder to perform the time-out?** A time-out sign or similar reminder should be in place in the instrument pack or in another location that provides a visual reminder to staff to conduct the time-out.

**What are the roles of the team members?**

- ▶ **Person performing the procedure:** Initiates the time-out
- ▶ **2<sup>nd</sup> health care provider:**
  - Reads aloud the patient's name, procedure and procedure site from the informed consent that has been previously verified.\*
  - Visualizes the site mark, if applicable, verbally indicated that he/she sees the mark and where it is located (*refer to your provider policy for site marking exclusions*).
- ▶ **Person performing the procedure:**
  - States the full procedure.

**\*For bedside or other procedure in which a pre-procedure verification of the patient identity may not have been performed:** Nurse or other 2<sup>nd</sup> health care provider:

- Verifies patient I.D. band against informed consent document.
- Asks patient to state their full name and DOB (if patient able to participate in verification).
- Reads aloud the patient's name, procedure and procedure site from the informed consent document that has been previously verified.

**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 to verify procedure and site.

