



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
- ▶ **2nd 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 2nd 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.

