

# Time-Out Script

## *Invasive Procedure Outside the Operating Room*

**Step 1:** Provider performing the procedure calls for the time-out just prior to procedure start.

- *Time-out visual cue is in place prior to time-out*
- *All other activity ceases; team comes together and focuses on the time-out.*

**Step 2:** A second health care provider reads aloud the patient's name, procedure and procedure site from the informed consent document.

*Example:* "This is Betty Jones; we are doing a left kidney biopsy."

***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.

*Example:* "Please state your name and date of birth. This is Betty Jones; we are doing a paracentesis."

**Step 3:** Verification – for procedures requiring site marking:

The second health care provider visualizes the site mark, verbally indicates that he/she sees the mark and where it is located (*refer to your provider policy for site marking exclusions*).

States: "I see the mark, it is on the XX side."

*Example:* "I see the mark, it is on the left kidney area."

**Step 4:** Verification – provider performing the procedure:

The provider performing the procedure states the full procedure.

States: "I am doing a XX procedure."

*Example:* "I am doing an ultrasound-guided left kidney biopsy."

\* *In a setting, such as a clinic setting, where I.D. bands may not be used, skip this step and check patient's verification of their identity against informed consent document.*