

Time Out Surgical Checklist Implementation Checklist



Phase	Checklist Items*	Notes	Leader Responsible	Date Initiated
Plan	1. Identify the implementation team	Include: surgeon, scrub tech, circulating nurse, anesthesiologist/CRNA, administrator/quality improvement officer.		
	2. Assess surgical culture and environment	Understand the surgical workflows in order to inform your organization's checklist.		
	3. Decide where elements belong on the checklist	Use local practice to place the 20 elements and draft a checklist.		
Do	4. Test the draft checklist	Tabletop simulations ►► practice in an empty OR ►► one case with a patient ►► full day of cases for one surgical team. Stop and gather feedback at every stage and incorporate changes into the final checklist.		
	5. Create a plan for checklist expansion	Create a plan before putting the finalized checklist into use across all ORs.		
	6. Checklist design and display	Easy to use with large, easy to read font. Consider handheld, poster or electronic options for display.		
Check	7. 1-on-1 conversations	Meet individually with surgical team members to engage them on the new checklist and address any potential barriers to enthusiastic adoption.		
Act	8. Promote the checklist	Internally advertise the checklist at your organization.		
	9. Teach the checklist	Train surgical team members on how to properly use the checklist.		
	10. Coach the checklist	Observe surgical teams in action using the checklist and provide feedback and coaching.		
Sustain	11. Continually improve	Celebrate and publicize the work that's been done, continue to coach surgical teams, and keep senior leadership informed of long-term success.		

*All checklist items have a corresponding chapter from the [Ariadne Labs Safe Surgery Checklist Implementation Guide](#).