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PURPOSE:

Open Door Community Health Centers (ODCHC) is committed to providing a safe patient environment by eliminating surgical errors through the appropriate use of the Universal Protocol/Timeout Procedure.

DEFINITIONS:

Minimal Risk: A procedure that in the judgement of the licensed independent practitioner poses a low risk of loss of life or limb to the patient.

POLICY:

The Universal Protocol/Timeout Procedure will be used in the Health Centers for procedures that offer more than minimal risk to the patient. Procedures that offer more than minimal risk to the patient are listed in the SOP_Universal – Timeout Protocol

Universal Protocol/Timeout Procedure:

- Prior to the procedure the Care Team, involved in the procedure, will stop and verbally agree that;
 - The patient has been identified with two patient identifiers.
 - The procedure consent has been signed.
 - The correct procedure is being performed.
 - The correct site and side are marked with a permanent indelible marker by the provider performing the procedure, if applicable.
 - The Patient is in the correct position.
 - Safety precautions have been reviewed based upon the patient history.
 - All required equipment, devices, medications and results are available.
- Upon completion of the procedure the provider will note in the medical record that a timeout was performed.
- Exceptions to site marking:
 - Dental cases, where the operative tooth number or name(s) can be indicated on documentation or the operative tooth (teeth) including laterality can be marked on the dental radiographs or dental diagram
 - Situations in which the primary pathology itself is plainly visible.
 - Single organ cases, which do not involve laterality.
 - Cases where marking, due to location of the procedure is unreasonable.

REFERENCES:

State of New York Department of Health, New York State Surgical and Invasive Procedure Protocol, 9-2006
University of North Carolina, Universal Protocol Hospital Policy, 2013

ASSOCIATED DOCUMENTS:

SOP_Universal - Timeout Protocol

KEYWORD TAGS:

Timeout, pause, procedure, invasive, Universal Protocol, time, out, time-out