

Education Express

Universal Protocol



Level II Moderate (YELLOW) Education
Inter-professional Education

November, 2015

Perform a Time Out!

Prevention of wrong site surgery is a team responsibility. The World Health Organization (WHO) developed a check list many years ago much like the check list the airline industry uses to assure everything is safe. Universal Protocol is about patient safety, team work and a short exercise involving both.

Time Out: The procedure is not started until all questions or concerns are resolved

- Conduct a time out immediately before starting the invasive procedure or making the incision
- A designated member of the team starts the time out
- The time out is standardized
- The time out involves the immediate members of the procedural team: the individual performing the procedure, anesthesia providers, circulating nurse, operating room technician, and other active participants who will be participating in the procedure from the beginning
- During the time out, the team members agree, at a minimum, on the following
 - Correct patient identity
 - Correct site
 - Procedure to be done
- When the same patient has two or more procedures: If the person performing the procedure changes, another time out needs to be performed before starting each procedure
- Document the completion of the time out. The organization determines the amount and type of documentation

Highlights

During the time out, the team members agree with the following:

- Correct patient identity
- Correct site
- Procedure to be done

**Everyone STOPS,
LISTENS AND
PARTICIPATES!**

The Joint Commission