

**LSUHSC-Shreveport
Radiation Oncology
Proc. 19.13.14.A**

Final “Time Out” in Gamma Knife

Policy:

To promote patient safety by providing guidelines for **final** verification of correct, site, correct procedure, correct dose, and correct patient before administering a Gamma Knife Treatment.

Procedure:

1. The initial time out is done at the time of frame placement. Those participating in this time out include the neurosurgeon, resident, and GK nurse. This time out is documented on the hospital Patient Sedation Form, S/N 1207. (See Gamma Knife Policy 19.13.7)
2. The Radiation Oncologists’ written directive should be at the treatment planning console before treatment planning is initiated. Written directive should clearly state site and side being treated.
3. There is a designated place on Gamma Knife treatment plan to be signed by the neurosurgeon, physicist, and radiation oncologist.
4. A **final** time out must be done in the treatment room **prior** to administering ionizing radiation to the patient.
5. The “Time Out” will be documented on the hospital “Time Out” Form S/N 1039. The documentation should include all of the following:
 - a. Verification of the correct patient
 - b. Correct side/site
 - c. Correct and accurate procedure consent form
 - d. Correct patient position
 - e. Correct radiographs
 - f. Correct implants and/or equipment needed or present
 - g. Personnel present at the “Time Out”
6. All activity will cease during the “Time Out” process; if a discrepancy is identified during the process the procedure will not resume until the issue is resolved.

