LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

PRE-OPERATIVE VERIFICATION PROCESS

Purpose:

To make sure that all relevant documents and related information or equipment are:

- Available prior to the start of the procedure.
- Correctly identified, labeled, and matched to the patient’s identifiers.
- Reviewed and are consistent with the patient’s expectations and with the team’s understanding of the intended patient, procedure, and site.

Policy:

A. Scheduling Verification

1. Verification of the correct person, procedure and site should occur (as applicable)
   
   a. at the time the surgery/procedure is scheduled
   b. at the time of admission or entry into the facility
   c. anytime the responsibility for care of the patient is transferred to another caregiver

2. The following information is required when scheduling an invasive/surgical procedure:
   
   a. The correct spelling of the patient’s full name;
   b. Medical Record number (Date of birth is used when a medical record number is unavailable)
   c. Procedure to be performed
   d. Name of Staff Attending
   e. Location of patient: pre-op and post-op destination

3. Scheduled procedures that involve anatomical sites that have laterality, the word(s) right, left, or bilateral will be written out fully on the procedure/operating room schedule and all relevant documentation (e.g., consents).

B. Pre-procedure/Preoperative Verification

1. The healthcare professional will verify patient’s identity by asking the patient to state his or her full name, date of birth and procedure/surgery to be performed.
2. The patient will be involved in the process to the extent possible with verbal and visual responses (e.g., stating name and pointing to correct site location). If the patient is a minor, incompetent or sedated, has a language barrier; or is a trauma/emergency victim, impeding communication, the patients’ family, healthcare proxy agent, interpreter, or legal guardian should complete the identifiers and verify site mark.

3. A pre-procedure verification checklist shall be utilized to ensure that all relevant documents, including the procedure consent form, are available and have been reviewed for accuracy and completeness. This includes ensuring labeled diagnostic/radiology test results are properly displayed, blood products, implants, devices and/or special equipment are available prior to the start of the procedure and accurately matched to the patient.

4. If any of the above guidelines cannot be followed, the attending physician must write a detailed explanation of the extenuating circumstances in the medical record.

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