LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
- SHREVEPORT

TIME OUT PROCESSING POLICY

Purpose:

To promote patient safety by providing guidelines for verification of correct site, correct procedure, and correct patient for invasive/surgical procedure(s). This policy applies to all invasive/surgical procedures including bedside invasive procedures performed at the facility. Certain routine “minor” procedures such as venipuncture, peripheral IV placement, insertion of nasogastric tube or insertion of a foley catheter are not within the scope of the protocol.

Policy:

1. The “Time Out” process shall be completed and documented prior to starting the procedure and ideally, prior to the introduction of the anesthesia process unless contraindicated. The process involves the interactive verbal communication between all immediate members of the procedure team.

2. The process includes “Time Out” confirmation requirements, documentation, and exceptions.

   a. Confirmation of the correct side and/or site must be completed by appropriate health care personnel:

      1). The physician performing the procedure/surgery is responsible for reading and interpreting the radiographic images to be used during the procedure.
      2). Non-OR cases, confirmation shall be completed by the health care professionals involved in the procedure.
      3). For OR cases, confirmation shall be completed by the entire procedure/surgical team and documented in the medical record by the RN.

   b. The “Time Out” requires confirmation and documentation of all of the following:

      1). Correct patient (verification using two patient identifiers)
      2). Correct side/site (site marking must be visible at the “Time Out”)
      3). Correct and accurate procedure consent form
      4). Correct patient position
      5). Correct radiographs
      6). Correct implants and/or equipment needed are present
      7). Personnel present at the “Time Out”
3. 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.

4. When two or more procedures are being performed on the same patient, a time-out is performed to confirm each subsequent procedure before it is initiated.

5. The time out procedure shall be completed prior to all procedures regardless of location. The time out procedure is not required only in those situations where delay of care may result in patient harm.

   [Signature]
   Administrator
   7/21/11
   Date

Approved by Clinical Board: 7/17/07, 11/20/07, 1/05/08, 1/20/09, 7/19/11
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