**Standard Operating Procedure Title:** Identification of Correct Patient, Procedure, Site, and Side for Anesthesia Procedures  
**Policy Number:** C 45  
**Date Established:** 8/16/2006  
**Date Reviewed:** 4/26/16  
**Date Revised:**

---

**Purpose**

To assure that procedures performed by members of the Vanderbilt Department of Anesthesiology occur with the correct patient, site and side.

**Procedure**

To assure compliance with VUMC policy, *Identification of Correct Patient, Procedure, Site, and Side, CL 30-04.16* the following procedure is to be followed:

A. Final Confirmation ("Time Out")
   a. Each member of the procedural team participate in a "time out" for final confirmation of the correct identification of the patient, procedure, and side; and that the correct equipment/medications are available (if applicable) before the procedure begins.
      i. Just prior to initiating the procedure, the proceduralist states “time out” and then confirms patient identification, the procedure to be performed, and the side/site of the procedure.
      ii. The proceduralist also confirms the availability of necessary equipment and medications, if applicable.
      iii. "Time Out" is confirmed and documented in the procedure note.

B. Discovery and Reporting of Errors of Patient, Procedure, Site, or Side Identification
   a. If during or after a procedure it is determined that the wrong site/side has been involved, the following actions are taken:
      i. Perform the desired procedure at the correct site, unless there are medical contraindications.
      ii. Report the event to the Office of Risk and Insurance Management and the Department Quality Improvement Office immediately.
      iii. The attending physician advises the patient, patient's family, and the surgeon/proceduralist/primary physician of what has occurred and the likely outcome.
      iv. Document the event in the patient's medical record.
      v. Complete an occurrence report and submit it to Risk Management.