

# DEPARTMENT OF ANESTHESIOLOGY



**Standard Operating Procedure Title:** Identification of Correct Patient, Procedure, Site, and Side for Anesthesia Procedures

**Policy Number:** C 45

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## *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.