



Procedural flowchart

WA Health Surgical Safety Checklist

FIRST STEP:

Designate Checklist Coordinator (CC) for the duration of the procedure.

- Can be any member of the surgical team.
- The CC can be appointed for an entire operative session.

2. Time Out:

Directly after induction of anaesthesia, before any incision/insertion.

1. CC initiates time-out.
2. Each member of team introduces themselves (confirm that everyone known to each if team is part way through operative session).
3. Pause before incision to confirm **out loud** that the correct operation is being performed on the correct patient and site.
4. Verbal team-briefing on intended procedure, critical steps, concerns, anticipated events and equipment.
5. CC confirms that:
 - a. Prophylactic ABs have been given
 - b. Thromboprophylaxis has been ordered/given (specify if pharmacological or mechanical)
 - c. Essential imaging is displayed and matches the patient's ID.

1. Sign In:

- Directly *before* induction of anaesthesia.
 - Surgeon's presence advised but not essential.
1. Confirm Pt ID/procedure **with patient**:*
 - a. 'What is your FULL name?' (ask to spell if unclear)
 - b. 'What is your date of birth?'
 - c. 'What is your address?'
 - d. 'What procedure are you here for; what site/site?'
 2. Check that consent has been provided and that the ID, procedure and site specified on the form matches verbal confirmation.**
 3. Visual confirmation of site marking (if appropriate).***
 4. Full anaesthesia check completed by anaesthetic team.
 5. Confirm with anaesthetist re. risk of blood loss (ensure group/screen and/or cross match available), airway problems or allergic reactions.
 6. Confirm that special equipment/prosthesis has been checked.

* Can be legal guardian/family member.

If skipped (e.g. in an emergency) – leave box unchecked. Refer to *WA Patient Identification Policy* for more detail.

** Refer to *Consent to Treatment Policy for the WA Health System* for more information

*** 'left' and 'right' must always be written in full in documentation; consult WHO Surgical Safety Checklist Guidelines/Implementation Manual for details http://www.who.int/patientsafety/safesurgery/ss_checklist/en/index.html

3. Sign Out:

Immediately after wound closure/completion of procedure.

1. Coordinator verbally confirms with team:
 - a. Name of procedure recorded (this may be different to the operation initially planned)
 - b. Instrument count
 - c. Specimen labelling (Name, DOB, UMRN)
2. Team reviews key plans and concerns regarding post-op management/recovery before patient leaves operating room.
3. **One signature at the end.**