



Guidelines for Implementing *The Joint Commission's 2009 Universal Protocol To Promote Correct Site Surgery*

PREOPERATIVE VERIFICATION

2 Patient Identifiers Must be Used (for example)*

- Ask patient to state their full name.
- Ask patient to state their date of birth.
- Ask patient to state their planned procedure and document it in the patient's own words.

Note: The patient's room number is not an acceptable patient identifier.

Confirm and Verify

- Patient's name on their ID band, date of birth, and other documents that correspond with the patient's responses.
- Facility determined identifiers should be used.
- Consents.
- Availability of implant if required.
- Availability of blood if ordered.
- Radiologic exams (x-ray, CT scan, MRI, etc).

**PATIENT RESPONSES MUST MATCH:
MARKED SITE * ID BAND * CONSENTS * RADIOLOGIC EXAMS *
SCHEDULED PROCEDURE**

In the case of pediatric patients and patients unable to verify information for themselves, the designated caregiver identifies the patient's legal guardian and verifies with them the following protocol.

SITE MARK:

- Use a sufficiently permanent marker that is visible after skin is prepped and draped.¹
- Have operating provider mark the site with his or her **initials, prior to** patient entering the OR suite.
- Mark site(s) with patient participation (e.g., verbal confirmation or visual pointing).
- Use an additional mechanism for identifying site(s) exempt from marking according to facility policy and The Joint Commission guidelines (For example, an ID band with the procedure written on it is an alternative for site marking. When possible the ID band should be verified during the timeout phase similar to the site mark).

When marking the site DO NOT USE:

The letter X or the word NO

Do NOT mark the Non-Operative Site

According to AORN *Perioperative Standards and Recommended Practices*, the patient is identified by the circulating RN when the patient enters the OR suite. The procedure and surgical site are validated at this time as well.

"TIME OUT"

- Takes place in the procedure/OR room, after the patient is prepped and draped and it involves the ENTIRE TEAM.
- 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.
- During time-out, other activities are suspended.

All team members must verbally verify their agreement on:

- The name of the patient.
- The procedure to be performed.
- The site of the procedure, including laterality, implant to be used and radiologic exams, if applicable.
- The need to administer antibiotics or fluids for irrigation purposes.
- Safety precautions based on patient history or medication use.

Validate site mark after draping or confirm ID band with the procedure written on it if used in cases of exemption.

DISCREPANCIES / ISSUES

- ✓ Procedure does not start until patient verification & missing information is completed and agreed upon by all team members.
- ✓ If a disagreement is not resolved, follow your facility policy and notify your manager or administrator.
- ✓ All issues resolved are documented in the medical record.

DOCUMENTATION of "TIME OUT"

Should indicate the following was verified:

- Correct patient.
- Correct site and side.
- Agreement to procedure.
- Correct patient position.
- Implants and/or special equipment or special requirements available.

1 Remove the mark at the end of procedure, especially for patients returning for subsequent procedures (eg, trauma).