

Safety Checklist for Office-Based Surgery

from the Institute for Safety in Office-Based Surgery (ISOBS)



Introduction	Setting	Operation	Before discharge	Satisfaction
Preoperative encounter; with practitioner and patient <i>Patient</i> Patient medically optimized for the procedure? ☐ Yes ☐ No, and plan for optimization made. Does patient have DVT risk factors? ☐ Yes, and prophylaxis plans arranged. ☐ No <i>Procedure</i> Procedure complexity and sedation/analgesia reviewed? ☐ Yes NPO instructions given? ☐ Yes Escort and post-procedure plans reviewed? ☐ Yes	Before patient in procedure room; with practitioner and personnel Emergency equipment check complete (e.g. airway, AED, code cart, MH kit)? ☐ Yes EMS availability confirmed? ☐ Yes Oxygen source and suction checked? ☐ Yes Anticipated duration ≤ 6 hours? ☐ Yes ☐ No, but personnel, monitoring and equipment available	Before sedation/analgesia; with practitioner and personnel* Patient identity, procedure, and consent confirmed? ☐ Yes Is the site marked and side identified? ☐ Yes ☐ N/A DVT prophylaxis provided? ☐ Yes ☐ N/A Antibiotic prophylaxis administered within 60 minutes prior to procedure? ☐ Yes ☐ N/A Essential imaging displayed? ☐ Yes ☐ N/A Practitioner confirms verbally: ☐ Local anesthetic toxicity precautions ☐ Patient monitoring (per institutional protocol). ☐ Anticipated critical events addressed with team. ☐ Each member of the team has been addressed by name and is ready to proceed.	On arrival to recovery area; with practitioner & personnel Assessment for pain? ☐ Yes Assessment for nausea/vomiting? ☐ Yes Recovery personnel available? ☐ Yes Prior to discharge: (with personnel and patient) Discharge criteria achieved? ☐ Yes Patient education and instructions provided? ☐ Yes Plan for post-discharge follow-up? ☐ Yes Escort confirmed? ☐ Yes	Completed post-procedure; with practitioner and patient Unanticipated events documented? ☐ Yes Patient satisfaction assessed? ☐ Yes Provider satisfaction assessed? ☐ Yes

This checklist is not intended to be comprehensive. Additions and modifications to fit local practice are encouraged. * Adapted from the WHO Surgical Safety Checklist.

© 2010 Institute for Safety in Office-Based Surgery (ISOBS), Inc – All Rights Reserved – www.isobs.org