



# Procedural Safety Checklist

## With or Without Sedation (Non-Operating Room Location)

Location: \_\_\_\_\_ Procedure: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 1. Pre-procedure Verification/Time Out

(Immediately before procedure)

**STOP, LOOK, LISTEN!**

Proceduralist/Second Team Member		
Yes	Not Applicable	
		<b>1. Verify with patient:</b>
		Patient name, date of birth
		Procedure, site, laterality, Reviewed
		Site Marking Visible
		Allergies Reviewed
		<b>2. Verify with proceduralist:</b>
		Consent completed
		Labs reviewed
		Imaging/diagnostic reports available, with patient name, DOB, laterality
		Pregnancy status reviewed
		Antibiotic Plan Reviewed
		Implants, supplies present and expiration dates checked
		Safety precautions (Fire, Laser, Infection)

### 2. Debrief and Sign Out

(Prior to provider leaving room)

**STOP, LOOK, LISTEN!**

Proceduralist/Second Team Member		
Yes	Not Applicable	
		Pre and Post procedure diagnosis and procedure reviewed
		Specimens labeled and reconciled
		Key concerns for recovery and management reviewed

Document Separate Procedure Note (including EBL)

### 3. Attestations

(Prior to patient leaving the room)

Name of additional team member(s) who documented

(if applicable): \_\_\_\_\_

**Proceduralist:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

*Proceduralist is the attending physician, or other practitioner, who is independently privileged to perform the procedure.*



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## With or Without Sedation (Non-Operating Room Location)



**Universal Protocol (UP) includes the pre-procedure verification, site marking (if applicable) and time out conversation.**

### General Inclusions:

- All operative and other invasive procedures that expose patients to more than minimal risk. This includes most procedures that involve puncture or incision of the skin, insertion of an instrument or foreign material into the body.
- All procedures performed in the main operating rooms, cardiac catheterization and electrophysiology labs, endoscopy suite, bronchoscopy suite, and interventional radiology.
- All inpatient and ambulatory facilities (including Mount Sinai Doctors Faculty Practice).

### General Exclusions:

*The following examples are procedures that are excluded:*

- Venipuncture, peripheral arterial line placement (radial), intravenous line placement, urinary catheter placement, nasogastric tube placement, arterial blood gas
- Extremely rare occasions when procedures are performed under immediately life-threatening situations (although UP including a time out should be performed whenever possible).

Refer to Procedural Guide for Universal Protocol Applicability for further information.