

UP.01.03.01: A time-out is performed before the procedure.

**Why this standard is important to patient safety:**

Time-out provides for a final assessment that the correct patient, site, and procedure are identified. During a time-out, activities are suspended to the extent possible so that team members can focus on active confirmation of the patient, site, and procedure. A designated member of the team initiates the time-out and it includes active communication among all relevant members of the procedure team. The procedure is not started until all questions or concerns are resolved.

**Elements of Performance:**

1. Conduct a time-out immediately before starting the invasive procedure or making the incision.
2. The time-out has the following characteristics:
  - It is standardized, as defined by the hospital.
  - It is initiated by a designated member of the team.
  - It involves the immediate members of the procedure team, including the individual performing the procedure, the anesthesia providers, the circulating nurse, the operating room technician, and other active participants who will be participating in the procedure from the beginning.
3. When two or more procedures are being performed on the same patient, and the person performing the procedure changes, perform a time-out before each procedure is initiated.
4. During the time-out, the team members agree, at a minimum, on the following:
  - Correct patient identity
  - The correct site
  - The procedure to be done
  - Document the completion of the time-out.

Note: The hospital determines the amount and type of documentation.