



## Protocol on the Correct Patient Correct Procedure and Correct Site

This protocol has been developed in conjunction with the following NSW Health Circulars:

- Patient Information and Consent to Medical Treatment – 2004/84
- Correct Patient, Correct Procedure and Correct Site Model Policy – 2004/56
- Handling of Accountable Items in the Operating Suite and other Procedural Areas – Standard Procedures – PD 2005 - 571

**Outcome:** To ensure the intended procedure is performed on the correct patient, at the correct site and if applicable with the correct implant.

The responsibility for ensuring correct person, correct procedure and correct site verification rests with all team members.

### Guidelines:

- The porter will take to the ward information containing: ward, MRN, type of Medical Imaging Modality, transport (wheelchair, trolley, walking)
- Porter is not to bring patient from ward if there is no Identification Bands on the patient.
- The Nursing Staff on the ward to identify the correct patient against the information from Medical Imaging.
- On arrival to Medical Imaging the inpatient will be checked against their Identification Band by the RN/EN working in the inpatient waiting area.
- When the request form is received by the clerical staff or the after hours radiographer, the front of the request form is to be stamped.

**All imaging requests must be legibly completed with the patient's full name, DOB, clinical details, requesting doctor's name and contact/pager number. Requests that are not adequately completed may be refused until all the appropriate information is supplied. If possible referring doctor to be contacted.**

- Where there are discrepancies in information or disagreement in verification, the imaging should be delayed until the issue is resolved .(Refer to Circular 2003/56 for more information)
- The stamp contains as follows:

Correct Identification of Patient	Tick	Initials
Radiographer		
Nurse		
Radiologist/Registrar		
Anaesthetist		

Depending on the type of imaging to be performed will depend on the number of staff present for the examination and to initial and tick for example :

- A general Xray will require the radiographer to tick and initial the request as having correctly identified the patient prior to Xray,
- For CT/Ultrasound/MRI/Screening both the nurse and radiographer or doctor will initial and tick the correct identification of the patient



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MEDICAL IMAGING DEPARTMENT

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- If the patient is having an interventional procedure or biopsy then the request will be initiated by the radiographer, nurse and doctor. The preoperative checklist will be verified by the Registered Nurse (as per hospital policy)

**NO IMAGING /PROCEDURE TO BE COMMENCED WITHOUT REQUEST FORM BEING STAMPED AND PATIENT CORRECTLY IDENTIFIED.**

- Any procedures performed under General Anaesthetic, the 'Time Out' procedure will have to be completed (as below) immediately prior to commencement of the procedure.
- All participating clinicians (eg proceduralist, anaesthetist and nurse) independently to verify the patient, procedure and site. At this time each member of the Medical Imaging staff ticks and initials the stamp on the Request form.
- When imaging data is used to confirm the site of procedure, two or more members of the procedural team must confirm the images are correct and properly labelled
- All Medical Records(including previous) to be made available
- Site marking is essential and should be done with indelible marker wherever practical.
- Left or Right to be written on all documentation
- Any discrepancies in information or disagreements in verification, the procedure should be delayed until the issues are resolved (refer to Circular 2003/56 for more information).
- Verification of correct patient, procedure and site should occur at entry to Medical Imaging, during preparation of procedure, anytime the responsibility for care of patient is transferred, and on entry to the procedural suite.
- Staff should not state the patient's name, date of birth and procedure but ask the patient if the information is correct.
- The marking of the site is to be performed by person performing the interventional procedure. Should this not be possible, a diagram/stamp clearly indicating the site and side must be prepared and entered into the patient's medical notes.

<p>'Time Out' performed by:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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In the event of a wrong patient, wrong procedure, or wrong site, incident and IIMS Report and a Reportable Incident Brief are to be completed.

- Details are to be recorded in the patient's Medical Records.
- Discussion should follow at the Medical Imaging Morbidity and Mortality Meeting.

Nurse Manager

Program Director

Director of  
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