



**SYDNEY WEST**  
*Area Health Service*

Correct Patient, Correct Procedure and Correct  
Site Policy

2007-RADIOLOGY EDUCATION SERIES-PART 1

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# Correct Patient, Correct Procedure and Correct Site Policy

- ✓ What is it?
- ✓ How does it apply to you?
- ✓ Who is responsible?
- ✓ When should it be used?
- ✓ Why should you use it?

# *What is it?*

- ✓ Policy formulated by NSW Health
- ✓ Applicable to ALL interventional procedures
- ✓ Not just surgery in an Operating Room
- ✓ Guidelines intended to ensure surgery/procedure on
  - ✓ Correct Patient
  - ✓ Correct Site
  - ✓ Correct Procedure

# ***The Five steps of the policy Include..***

- ✓ Consent Form
- ✓ Patient Identification
- ✓ Mark site of invasive procedure
- ✓ Review of Imaging data
- ✓ Team Time Out

# *How Does It Apply to You?*

- ✓ As a staff member directly responsible for the patient
  - ✓ You are the patient's advocate
  - ✓ You are responsible for making sure that the policy is followed to protect the patient

# *How Does It Apply to You?-Imaging services*

## *Consent Form*

- ✓ Verification of the correct patient for the following is complied with:
  - ✓ Full name
  - ✓ Date of birth
  - ✓ Name of the procedure being performed
  - ✓ Reason for procedure

# ***How Does It Apply to You?-Imaging services***

## ***Patient Identification***

- ✓ All patients for imaging services shall have a request form or referral letter indicating the above details and patient shall be greeted by the radiographer /nurse/ medical staff to establish patient identity.
- ✓ In case of Imaging Services, all female patients must be advised of departmental protocol. (For Eg : female patient coming for a x-ray and not sure if she is pregnant.)
- ✓ Clear Identity must be established and in case of being unsure, consult radiographer/nursing staff/ medical staff before any further treatment occurs.

# ***How Does It Apply to You?-Imaging service-contd***

## ***Patient Identification***

- ✓ Radiographers in all imaging modalities are responsible for administering the radiation dose (c commencing procedure) will verify correct patient by initialing the request form)
- ✓ The CT radiographer will initial the column in the CT procedure book.
- ✓ The interventional radiologist will tick the request form.

## ***Mark Site of Invasive Procedure***

### ***Few exemptions apply and need to be considered***

- ✓ Imaging services perform interventional and non interventional procedures and some exceptions apply in this case.
- ✓ Teeth cannot be marked hence a note must be made in the treatment plan and radiographer /nurse/ medical staff must confirm the site of procedure with respective plan.
- ✓ If intra-procedure imaging is being used eg: radiological, MRI etc  
(If the patient refuses marking, in which case it must be documented in the patient's record)

# *How Does It Apply to You?- Imaging Department*

## *Reviewing of Imaging data*

- ✓ Two or more team members confirm that Imaging data are correct prior to the procedure.
- ✓ Two or more team members confirm the availability of correct equipment prior to the procedure

# ***How Does It Apply to You?- Imaging Department***

## ***TEAM TIME OUT***

- ✓ Once in the Imaging room, the radiographers/medical staff and nursing staff take a moment to reconfirm the presence of right patient at the right site for the right procedure.
- ✓ A person is nominated to do the team time out.
- ✓ If there is a discrepancy among the team, it must be resolved before the procedure is undertaken.
- ✓ Team time out must be documented in patient record.

# *How Does It Apply to You?- Imaging Department*

## *Resolving discrepancies*

- ✓ Do not proceed with the procedure if there is a discrepancy during any step of the procedure especially if the team has not arrived at consensus during the Time out.
- ✓ If the patient's condition permits, an immediate plan to rectify the mistake should be made by involving the senior member of the procedural team.
- ✓ An incident report form must be filled and forwarded to the respective department.
- ✓ A Reportable Incident Brief must be completed.

# *Who is Responsible?*

- ✓ Each Network/ Facility/Service has this policy and specifies the name who is responsible for each of the steps
- ✓ Make sure you are aware of your role in the policy

# *Why Should You Use It?*

- ✓ To ensure the safety and quality of the experience of each patient through your Radiology Department.
- ✓ To minimise if not eliminate any risk .....
- ✓ To ensure that the policy is followed on Correct Patient, Correct Site and at the Correct Procedure.

# Remember to...

- ✓ Review all relevant documents and studies
- ✓ Make sure the mark is visible after the prep and drape
- ✓ Perform the “time out” for final verification
- ✓ Clarify all discrepancies prior to the start of the procedure

Remember that YOU are a Very  
Important part of the process!