

# REMINDER FOR NUCLEAR MEDICINE SECRETARIES



## Time Out Procedure

- ✓ **Check** that relevant therapy procedures have Time Out stickers (see ‘Time Out Procedures’ list below).
- ✓ Ensure that all **original** Time Out stamps are sent with patient report to **Medical Records**.
- ✓ Ensure that Time Out stickers are **photocopied, numbered and filed** in paper folder for our records.
- ✓ Ensure that each Time Out sticker is **recorded on Excel spreadsheet** entitled ‘NSCCH STICKER TIME OUT AUDIT(1)’
- ✓ **After no.40** Time Out is filed, please report this to Cathy Komninos.