



Procedural Safety Checklist

With or Without Sedation (Non-Operating Room Location)

Location: _____ Procedure: _____

1. Pre-procedure Verification/Time Out

(Immediately before procedure)

STOP, LOOK, LISTEN!

Proceduralist/Second Team Member /Anesthesiology Team (if applicable)	
Yes	Not Applicable
1. Verify with patient:	
	Patient name, date of birth
	Procedure, site, laterality, Reviewed
	Site Marking Visible
	Allergies Reviewed
2. Verify with proceduralist:	
	Consent completed
	Labs and medical conditions relevant to procedure 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: _____

Date: _____ Time: _____

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



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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.