# TIME OUT POLICIES

## A. GENERAL STATEMENT OF POLICY:
It is the policy of Texas Tech University Health Sciences Center Department of Surgery to perform a time out prior to performing any procedure that is invasive, requires site marking, and requires a separate consent form in accordance with ambulatory clinic policy 3.26

## B. SCOPE:
This policy will cover the Department of Surgery.

## C. ADMINISTRATION:
This policy will be reviewed by the administrator and approved by the chairman.

## D. PROCEDURE:
1. Obtain appropriate consent for procedure to be performed.
2. Identify correct patient, procedure and site.
3. Mark the correct procedure site with a surgical skin marker.
4. Time out is to be performed immediately before starting the procedure and is to involve the entire procedure team. Team members must agree on correct patient, site and procedure to be performed.
5. The Universal Protocol Checklist must be completed in its entirety by a present team member and placed in the patient’s medical record. Form can be found in ambulatory policy 3.26

## E. DISTRIBUTION
This policy and procedure should be distributed to all Department of Surgery Employees.

## F. REVISION
It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.