

Safety every time

Our general practice checklist

Ensure correct patient, correct site, correct procedure



Step 1 Identify the patient

- The person performing the procedure needs to identify the patient.
- Watch out for patients with hearing impairment, family members with the same name, and common surnames.
- If you don't know the patient, ask him/her to state their full name and date of birth.



'For safety reasons please state your name and why you are here'



Step 2 Confirm the procedure and site

- Check previous health records, including allergies.
- Confirm the purpose and nature of procedure with the patient, eg. vaccine to be given, lesion to be removed, ear to be syringed, injection site.
- Where appropriate, ask the patient to point to the site of treatment, eg. ear to be syringed, mole to be excised or side for injection.



'What are we doing today?'



Step 3 Confirm consent

- Consider the patient's capacity and competence.
- Consider if the patient has enough information about the procedure.
- Consider documentation of consent decisions, where appropriate.



'Are you happy for me to go ahead with (name of procedure)?'



Step 4 Check equipment and materials – Mark site? Am I ready?

- Check all necessary equipment is present, sterile and functioning.
- Check the correctness and expiry dates of the consumables.



'Am I ready? Have I got everything I need? Is everything in place? Is it safe to proceed?'



Step 5 Ask the patient to confirm they are ready

- Person performing the procedure explains the procedure to the patient.



'Are you ready for me to start?'

Proceed

Complete health record