Safety every time

Our general practice checklist

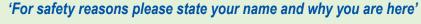
Ensure correct patient, correct site, correct procedure



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.







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.







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

