

Procedural safety checklist/WHO checklists

Your safety is our priority and to make sure our processes are as safe as possible we follow national and international guidance for surgical procedures.

As part of these processes we will undertake a number of checks with you before your surgery. The checks help us to make sure that the right procedure is being undertaken on the right patient.

This is how we do this:

Knowing your identity

- We ensure that all patients wear a wrist band with their name, date of birth and hospital number before they come to theatre for a procedure. This allows us to confirm your identity even when you are asleep.
- We check your identity details on your wristband with you and your medical records before a procedure begins.
Please tell the team looking after you to stop if this does not happen.

Knowing your procedure

- We check with you, which procedure you are undergoing. This is to confirm the details we already have are correct.
- We check this information against our record of the procedure you need to undergo.
- We also check your case notes and the consent form you have signed to confirm that the right procedure is being undertaken on you.
- **Please tell the team looking after you to stop if this does not happen**



Knowing the location of your procedure

- We put a mark on the part or the side of the body where the procedure needs to be undertaken.
- We will check this marking is correct by asking you, checking your medical records and looking at your consent form.

If you haven't been asked whether the marking is correct please tell the team looking after you to stop.



Consenting for your procedure

- When you signed your consent form you should have been made aware of the procedure, any alternative treatment options and any complications or risks of the procedure. **This consent must have been obtained before you come to theatre.**
- We also confirm with you, if you have consented for the procedure and that

the signature is yours before we begin the procedure. **Please tell the team looking after you if you have not signed a consent form or if the signature shown to you is not yours.**

- For some procedures we don't need a written consent form but we will still ask you to tell us that you are happy for us to continue with the procedure.
- **You have the right to stop us from proceeding if all these steps are not being undertaken.**



Other questions that relate to you



In addition to these details, we also will ask you other questions to ensure that we have not missed anything. This includes details such as allergies, loose teeth, caps, crowns, fasting status etc.

Other questions that relate to the equipment

You will also hear team members undertake checks with each other to make sure everything is properly prepared.

You may hear questions such as whether the medicines and equipment needed have been prepared. Please do not be alarmed about these questions; they are completely routine and not intended to frighten you.

Why do we do so many checks?

An airplane pilot undertakes a number of checks before they start flying a plane. What we do is very similar. In some areas, we call this a 'WHO checklist' because these checklists were advised by World Health Organisation (WHO) to improve patient safety.

In a hospital, many teams of professionals look after patients. For example- when you come to the hospital, you will be looked after by the ward (or surgical forward wait areas) staff. Then you are taken to theatre by a different group of staff and then theatre teams are different again.

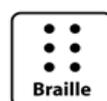
Every time the team changes, we need to make sure that the correct information is passed onto the next team and the team taking over your care will undertake these checks again. This is because your safety is our priority.

What can you do to help?

Please stop us if you feel that we have overlooked any of the details that you feel are wrong.

We should only take you to theatre or the procedural area if you have signed the correct consent form and you are wearing an identity wrist band. We also should not be starting procedures without undertaking the safety checks explained in this leaflet.

It is very important that you tell us if you feel that we have not undertaken these safety checks.



If you require a special edition of this leaflet

This leaflet is available in large print, Braille, on audio tape or disk and in other languages on request. Please contact:

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