

CLINICAL PROCEDURE SAFETY POLICY®

DOCUMENT SUMMARY/KEY POINTS

NSW Ministry of Health Policy Directives

http://www0.health.nsw.gov.au/policies/pd/2014/pdf/PD2014_036.pdf

- The above linked document is NSW Ministry of Health Policy Directive and requires mandatory compliance.
- The policy provides specific information on what steps **must be taken** to improve matching of the patient to the correct procedure, communication within the procedural team and between the patient and the procedural team, and reduce the number of clinical procedure related incidents.
- Every clinician involved in a procedure whether as an individual proceduralist or as a member of a procedural team is responsible for ensuring the processes for clinical procedure safety are followed.
- The patient's identification must be confirmed before any procedure commences. Staff must confirm that they have the correct patient by asking the patient or their person responsible, to state the patient's full name and date of birth. Staff should not state the patient's name or date of birth and then ask the patient, or their person responsible, if this information is correct.
- Valid consent must be obtained for any procedure as per the NSW Health policy directive on consent to medical treatment.
- The patient's allergy status must be confirmed.
- If pre-procedure imaging data, prostheses, implants or special equipment are required, they must be available before the patient receives procedural sedation/ anaesthesia.
- If at any time a member of the procedural team has doubt regarding patient and/or procedure verification they should **immediately voice their concerns**. There should be no criticism of a person raising a concern even if their concern process is unfounded.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st October 2016	Review Period: 3 years
Team Leader:	Patient Safety Officer	Area/Dept: Clinical Governance Unit

CHANGE SUMMARY

- New policy.
- Replaces document 'Correct Patient, Correct Procedure and Correct Site' (PD2007_079).

READ ACKNOWLEDGEMENT

- All staff involved in clinical procedures must read and acknowledge this document.