















# National Patient Safety Goals®

## Effective January 2025 for the Office-Based Surgery Program

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### --Rationale for UP.01.03.01--

The purpose of the time-out is to conduct a final assessment that the correct patient, site, and procedure are identified. This requirement focuses on those minimum features of the time-out. Some believe that it is important to conduct the time-out before anesthesia for several reasons, including involvement of the patient. A practice may conduct the time-out before anesthesia or may add another time-out at that time. During a time-out, activities are suspended to the extent possible so that team members can focus on active confirmation of the patient, site, and procedure.

A designated member of the team initiates the time-out and it includes active communication among all relevant members of the procedure team. The procedure is not started until all questions or concerns are resolved. The time-out is most effective when it is conducted consistently across the practice.

### Element(s) of performance for UP.01.03.01

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- EP 1 Conduct a time-out immediately before starting the invasive procedure or making the incision.
- EP 2 The time-out has the following characteristics:
- It is standardized, as defined by the practice.
  - It is initiated by a designated member of the team.
  - It involves the immediate members of the procedure team, including the individual performing the procedure, the anesthesia providers, the circulating nurse, the operating room technician, and other active participants who will be participating in the procedure from the beginning.
- EP 3 When two or more procedures are being performed on the same patient, and the person performing the procedure changes, perform a time-out before each procedure is initiated.
- EP 4 During the time-out, the team members agree, at a minimum, on the following:
- Correct patient identity
  - The correct site
  - The procedure to be done
- EP 5 Document the completion of the time-out.

Note: The practice determines the amount and type of documentation.

Ⓧ Documentation is required.