

# Endoscopy and Interventional Radiology Safety Checklist

**All non-essential activities stopped.**

## Sign-In (prior to induction) (Registered Nurse Led)



## Time-Out (prior to incision) (Proceduralist Led)



## Sign-Out (prior to departure) (Registered Nurse Led)

### Registered Nurse to team:

I have confirmed the following with the patient (state patient name, site, procedure, etc.)

- Patient name
- Site
- Procedure to be performed
- Consent for anesthesia, sedation or procedure
- Site marking, if indicated

### Anesthesia or sedation provider with the team:

- Safety check completed
- ASA and Mallampatie assessed
- Review of patient medications and allergies
- Anticipated airway or aspiration difficulty
- Required equipment/assistance available

### Registered Nurse with the team:

- Essential imaging available and accessible
- Implants, medications & solutions are available

**SIGN-IN CHECKLIST COMPLETE**

### Proceduralist to team:

- Attention! We need to do a Time-Out
- Introduce anyone unknown to the patient
- This is [full patient name]
- We are performing (procedure/site/laterality) as stated on the consent
- Site marking visible, if indicated
- Review of patient allergies, if indicated

### Registered Nurse to the team:

- Confirm all medications are properly labeled and on the field
- Are there any equipment issues or concerns?
- Fire risk assessment completed

### Proceduralist to the team:

- Have all concerns been addressed?
- Does everyone agree we are ready to go?

**TIME-OUT CHECKLIST COMPLETE**

### Proceduralist to the team:

- We performed a [procedure].

### Registered Nurse to the team:

- I have [#] specimens and have labeled them as (patient name, specimen, etc.).
- Are there special instructions for the pathologist?
- We have verified that the counts are correct.
- Are there any equipment issues to be addressed?
- What are the key concerns for recovery and management of this patient?
- Is there anything we could have done better?

**SIGN-OUT CHECKLIST COMPLETE**

Based on the WHO Surgical Safety Checklist  
developed by:

