Policy Potpourri

Time Out

Specimen Labeling

Tourniquet Use

January 2009

Policy Potpourri

- These policies have been highlighted for review to ensure compliance with JCAHO and other regulatory agency requirements

- We are required to meet these standards to maintain accreditation and licensing

Objectives

- Describe procedure and indications for Universal Protocol
- Describe procedure for labeling specimens
- Discuss proper use of tourniquets, including duration of use

Universal Protocol: Time Out

- The intent of **Time Out** is to prevent:
  - wrong patient
  - wrong site
  - wrong procedure events

Time Out Procedure

- A Time Out must be performed **prior to any surgical, invasive or sedation procedure**

Time Out Procedure

- All staff involved the surgical, invasive or sedation procedure should be present for the Time Out check.

- The Time Out check occurs *immediately* prior to the procedure and includes verifying:

  - **Correct patient**
  - **Correct side and site**
  - **Correct procedure**
  - **Correct patient position**
  - **Availability of correct implants or equipment**

Documentation Determined by Patient Location and Procedure:

- Pre-op Checklist
- Operative Nursing Record
- Moderate Sedation Form
- Time Out Checklist for Non-Operating Room Invasive Procedures

Policy Potpourri
Question 1

1. A **Time Out** must be performed prior to:

   a. Surgical procedures only if a limb is involved
   b. Procedures done in the OR only
   c. All surgical, invasive or sedation procedures
   b. Only procedures in which an incision is made

SPECIMEN LABELING

- Labeling of a specimen with the wrong patient name or other wrong information can cause serious consequences for the patient!!

SPECIMEN LABELING

- Mislabeling of specimens occurs most frequently when the labeling is postponed for ANY reason

SPECIMEN LABELING

- Labeling of specimen **MUST BE DONE AT THE BEDSIDE** (including patients on isolation precautions)

- **DO NOT LEAVE THE PATIENT'S ROOM WITH AN UNLABELED SPECIMEN!**

HOW TO LABEL A SPECIMEN

- Patient's first and last name
- Patient's MRN (medical record number)
- Date and time of collection
- Name of person obtaining the specimen
- Source and/or specific site of the specimen (if applicable)

REMEMBER

- SPECIMEN MUST BE LABELED BEFORE LEAVING THE PATIENT'S ROOM!!
- THE LABEL ON THE SPECIMEN MUST MATCH THE REQUISITION FORM OR IT WILL BE REJECTED.

Policy Potpourri Question 2

Specimens should be labeled:

a. At the medicine cart immediately after the specimen is collected
b. At the nurses station immediately after the specimen is collected
c. At the bedside immediately after the specimen is collected
d. None of the above

Policy Potpourri Question 3

Every specimen label should include:

a. Patient's full name and MRN
b. Name of person obtaining the specimen
c. Date/time/source of specimen
d. All of the above

TOURNIQUET SAFETY

- Guidelines on tourniquet application and removal are included in order to eliminate instances in which the tourniquet is left on the extremity inadvertently, potentially causing harm to the patient.

TOURNIQUET APPLICATION GUIDELINES

- Prior to applying tourniquet, *expose the entire extremity*
- Leave extremity exposed until tourniquet removed (this increases visibility and makes it less likely the tourniquet will be left in place after procedure)

TOURNIQUET APPLICATION GUIDELINES

- USE A COLORED TOURNIQUET (Not tan)
- More visible, less easy to forget

TOURNIQUET APPLICATION GUIDELINES

IV THERAPY:

- Prior to applying tourniquet, expose entire extremity
- Use a colored (not tan) tourniquet
- Apply tourniquet approximately 3 inches above insertion site
- Do not leave the tourniquet on for an extended period of time

Be sure tourniquet is removed after the procedure!

TOURNIQUET APPLICATION GUIDELINES

Blood Drawing:

- Prior to applying tourniquet, expose entire extremity
- Use a colored (not tan) tourniquet
- Tourniquet to remain on arm no longer than **ONE MINUTE** during venipuncture

(>one minute may effect test results)

- Wait **TWO MINUTES** before re-applying tourniquet within same procedure
- BE SURE tourniquet is **REMOVED** after procedure!!

POLICY POTPOURRI QUESTION 4

When applying a tourniquet for intravenous therapy the nurse should:

a. Expose the entire extremity
b. Use a colored tourniquet
c. Do not leave on for an extended period of time
d. All of the above

POLICY POTPOURRI QUESTION 5

When applying a tourniquet for blood drawing the nurse should:

a. Expose entire extremity

b. Remove tourniquet after one minute if venipuncture fails

c. Wait 2 minutes to reapply tourniquet

d. All of the above

Congratulations!

- You have completed the module on Policy Potpourri.
- Thank you!