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| **Before first patient arrives in theatre** |
| **All Team (repeated if Anesthetist/ Surgeon changes) – USING OPERATING LIST** |
| Introductions by name and role (Must happen even when staff know each other) – **ALL STAFF** | □ |
| Identify supervising Consultant if trainee Surgeon/ Anaesthetist | □ |
| Any staffing concerns? | □ |
| Do all staff know procedure in the case of an emergency for – **CLINICAL / NON-CLINICAL / FIRE** | □ |
| All staff have ability to call for a ‘stop’ moment during procedure should any concerns arise | □ |
|  Each Patient’s **INFECTIVE** risk level is to be discussed along with level of required PPE – **ANAESTHETIST & SURGEON** | □ |
| **Surgeon** – **USING OPERATING LIST** |
| Surgeon confirms list order including cancellations / additions / **consent issues**– **USING OPERATING LIST** |
| Equipment requirements including implants/ specific requirements/ X-Ray and radiographer | □ |
| Positioning including supports required | □ |
| Are there any significant Blood loss Risks and are any Blood products required? | □ |
| Specimen for microbiology/ histology including frozen section – Use flowcharts | □ |
| Any Specific concerns? | □ |
|  |
| **Anaesthetist** – **USING OPERATING LIST** |
| Equipment requirements / stop before you block process? | □ |
| Requirement for sterile cockpit situation when induction and extubating  | □ |
| Any patient specific concerns including difficult airway/aspiration risk, Known Allergies? | □ |
|  |
| **Scrub Team Leader** |
| How are we all feeling today? Is there anything as a Team we should be aware of? | □ |
| Can you confirm that all equipment issues, sterility of instrumentation and implant availability where applicable? | □ |
| **TEAM CHANGE ACTIONS:** Members of staff changing role at short notice should be identified as a risk and discussed during the team brief. The anaesthetic and scrub teams should agree at the brief how much time is needed for safe preparation of a case and should both declare themselves ready before the patient is collected | **COMPULSARY** |

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| **Before last patient leaves theatre** |
| **All Team including Senior Surgeon(s) – Aim to undertake following the Sign Out when finishing the final cases of the session** |

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| **Were the following Issues/ outcomes discussed?** |
| How do we feel today went?(Include good and any improvements) | Discussion: |
| Specifically discuss:List SchedulingPatient PreparationEquipment/ Instrument or Implant IssuesStaffing – Levels and Skill mix | Discussion: |
| Do the Team Feel Supported and Appreciated? | Discussion: |

|  |  |  |
| --- | --- | --- |
| **Patient safety incidents and action plan** | N □ | Y □ (please describe below) |
|  |
| **Non-compliant escalation and action plan/ Follow up** | N □ | Y □ (please describe below) |
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