

Procedure for checking informed consent

This procedure is for medical practitioners ('practitioners'), administration staff and nurses, nurse practitioners, and anaesthetic assistants (clinical staff).

This procedure outlines how the informed consent process is checked as being complete at Southern Cross Healthcare

Checkpoints for gaining informed consent

There are opportunities to ensure that informed consent is gained prior to the procedure being performed.

While "Operating Room" (OR) is used below, the same process is applied in a Procedure room.

Checkpoint	Who	How to solve an issue with informed consent
Prior to admission	Administration and bookings team	<p>If Agreement to Treatment incomplete or discrepancy with procedure in WebPAS or CWS Visit Summary:</p> <ul style="list-style-type: none"> • Clarify procedure with 'practitioners' rooms • Notify pre – admission nurses • Tag consent form for completion at admission
<ul style="list-style-type: none"> • Verbal confirmation that the procedure is correct on the agreement to treatment form and consumer/guardian has signed it • Check procedure in WebPAS or CWS Visit Summary against the Agreement to Treatment to check accuracy 	Pre-admission nurse	<p>If Agreement to Treatment incomplete or discrepancy with procedure in WebPAS or CWS Visit Summary:</p> <ul style="list-style-type: none"> • Clarify procedure with patient and treating "practitioner" • Tag consent form for completion at admission • Notify day stay / ward manager

Checkpoint	Who	How to solve an issue with informed consent
<p>Admission</p> <ul style="list-style-type: none"> • Verbal confirmation that the procedure is correct on the Agreement to treatment form and consumer/guardian has signed it • Check procedure in CWS Visit Summary tab against the Agreement to Treatment • Confirm correct procedure with consumer/guardian 	Admission nurse	<p>If Agreement to treatment form incomplete or discrepancy with procedure in WebPAS or CWS Visit Summary:</p> <ul style="list-style-type: none"> • Withhold any sedative pre-medication until consent is confirmed and completed • Request 'practitioner' to confirm procedure and/or complete agreement to treatment form with patient • Do not transfer consumer to pre op phase until the Agreement to treatment form procedure is correct and form completed. • WebPAS and CWS Visit Summary are updated • Report event via ISS if there is: a discrepancy between Agreement to Treatment and WebPAS/CWS visit summary; consent form not signed prior to transfer to OR; not signed prior to sedative being given; or any other situation that compromises informed consent and consumer safety.
<p>Check in</p> <ul style="list-style-type: none"> • Verbally confirm consumer's identity with them using NHI number, name and date of birth and check against wrist 	Day stay / ward nurse OR nurse / AT	If consent not completed OR procedure on Agreement to treatment form differs to WebPAS/CWS visit summary:

Checkpoint	Who	How to solve an issue with informed consent
<p>band, Agreement to treatment form and consumer banner on CWS tablet</p> <ul style="list-style-type: none"> • Verbal confirmation that the procedure is correct on the Agreement to treatment form and consumer/guardian has signed in • Check that the Agreement to treatment form against procedure WebPAS/CWS Visit Summary • Complete and sign the handover checklist 		<ul style="list-style-type: none"> • Stop all preparation for surgery and immediately inform surgeon, anaesthetist and OR manager. • Refer to Operating theatre Agreement to Treatment Form process • Report event via ISS
<p>Sign in to theatre</p> <ul style="list-style-type: none"> • Check and confirm with consumer their three unique identifiers, procedure, operation site /side, allergies and consent. • Check the agreement to treatment form against procedure in WebPAS or CWS visit summary • Complete the IntraOp <i>Sign in</i> section 	OR nurse / AT	<p>If consent not completed OR procedure on Agreement to treatment form differs to WebPAS/CWS visit summary:</p> <ul style="list-style-type: none"> • Stop all preparation for surgery and immediately inform surgeon, anaesthetist and OR manager. • Refer to Operating theatre Agreement to Treatment Form process • Report event via ISS
<p>Pre-regional block pause (if performed)</p> <ul style="list-style-type: none"> • Check and confirm with consumer their identity, procedure and visually check site marking • Complete the IntraOp <i>Pre-regional Pause</i> section 	Anaesthetist Anaesthetic Assistants	<p>If consent not completed OR procedure on Agreement to treatment form differs to WebPAS/CWS visit summary:</p> <ul style="list-style-type: none"> • Stop all preparation for surgery and immediately inform

Checkpoint	Who	How surgeon, anaesthetist and OR manager
		<ul style="list-style-type: none"> Refer to Operating theatre Agreement to Treatment Form process Report event via ISS
<p>Time out</p> <ul style="list-style-type: none"> Complete <i>Time out</i> checks Complete the IntraOp <i>Time out</i> section 	OR team together	<p>If consent not completed OR procedure on Agreement to treatment form differs to WebPAS/CWS visit summary:</p> <ul style="list-style-type: none"> Stop all preparation for surgery and immediately inform surgeon, anaesthetist and OR manager. Refer to Operating theatre Agreement to Treatment Form process Report event via ISS
<p>Sign out</p> <ul style="list-style-type: none"> Complete <i>Sign out</i> Complete the IntraOp <i>Time out</i> section 	OR team together	<ul style="list-style-type: none"> If patient has had procedure without consent signed this is an open disclosure event Report event via ISS

Key questions that you can ask the consumer at each step of the check process

- Is this your Agreement to treatment form? Is this your signature?
- Can you tell me what you are having done today?
- Do you have any further questions that you would like answered?

Evidence of complete informed consent

- The patient recognises the Agreement to treatment form as theirs and they have signed it
- They are able to satisfactorily tell the nurse the procedure they have agreed to, including the site
- They confirm they have no further questions
- The Agreement to treatment form is complete. This includes the correct side, site, procedure, patient name and signature, admitting practitioner signature.

CONTENT CONTROL

Published Date: **23 Jun 2021**

Version: **1**

Site: **Network**

Content Owner: **Victoria Aliprantis**

Authorised By: **Chief of Quality & Risk**



**WATCHING
THIS
CONTENT**