Name of Policy:	Time out for External Beam Treatments
Policy Number:	3364-134-86
Department:	Radiation Oncology
Approving Officer:	Chief Executive Officer, UTMC Professor & Chairman, Radiation Oncology
Responsible Agent:	Technical Manager, Radiation Oncology
Scope:	Radiation Oncology

THE UNIVERSITY OF TOLEDO
MEDICAL CENTER

Effective Date: 2/1/2018

Initial Effective Date: 7/2007

_____ New policy proposal
_____ Major revision of existing policy
__X__ Minor/technical revision of existing policy
_____ Reaffirmation of existing policy

(A) Policy Statement

Each time that a therapist is going to treat a patient with the linear accelerators, a "time out" will be performed.

(B) Purpose of Policy

Positive Identification of Patients, to ensure safety and correct patient being treated.

(C) Procedure

1. Each time a therapist is going to treat a patient using the linear accelerators a "time out" will be performed. The patient's name and D.O.B. will be asked, and a photo ID is also uploaded into the EMR for identification.

Approved by:

Changhu Chen, MD — Date: 2/18/2018
Professor & Chairman, Radiation Oncology

Daniel Barbee, RN, BSN, MBA — Date: 12 MAR 2018
Chief Executive Officer, UTMC

Review/Revision Completed By:
Michelle Giovanoli

Review/Revision Date:
5/2008
7/1/2011
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9/1/2017
2/1/2018

Next Review Date: 2/1/2021

Policies Superseded by This Policy: 38-104