


Name of Policy:	Time out for External Beam Treatments	
Policy Number:	3364-134-86	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer, UTMC Clinical Service Chief, Radiation Oncology	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
		Effective Date: 3/1/2021
		Initial Effective Date: 7/2007
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> 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:	Review/Revision Date:
<u>/s/</u>	5/2008
<u>03/09/2021</u>	7/1/2011
Mersiha Hadziahmetovic MD	10/1/2013
Clinical Service Chief, Radiation Oncology	8/1/2016
	9/1/2017
<u>/s/</u>	2/1/2018
<u>03/12/2021</u>	2/1/2021
Richard P. Swaine	
Chief Executive Officer -UTMC	
<i>Review/Revision Completed By:</i> Michelle Giovanoli	
	Next Review Date: 2/1/2024
Policies Superseded by This Policy: 38-104	