

# Bedside Procedures at TMH

Steps we need to take before **every** invasive procedure:

1. Inform the patient's nurse that the procedure is about to happen
  - If the nurse is not available, ask the unit secretary to inform them when they become available
2. Fill out a Bedside Procedure Form
  - *The form is used to document consent, time out and the procedure note*
  - This counts as the procedure form, but write an additional note *in the progress notes* if more description is needed
  - The Time-Out section needs to be done—we can do it if the nurse is not available
  - Two signatures are **not** needed *unless there are two people involved in the procedure*

## **Frequently asked questions:**

### **What is an invasive procedure?**

Almost all procedures we do, with the exception of blood draws (fem stick, abg) are invasive procedures. These include, but are not limited to:

Central line	Arterial line
Paracentesis	Lumbar puncture
Thoracentesis	Joint aspiration
Intubation	Bone marrow biopsy

### **Where do we find the Bedside Procedure forms?**

The forms will be attached to almost all kits that we use. If you are doing a procedure that does not have a kit or if the kit does not have a form attached, then pick up a form from the nurses stations. Most nurses stations have the forms in the rack of physician forms, otherwise ask the unit secretary.

### **Do I use the form in emergency situations (e.g., emergent intubations)?**

Obviously, do not delay care to fill out the form, but make sure to fill out the form as soon as possible. In these cases, consent may be “N/A”.

### **If I wrote a procedure note, do I still need to fill out the Bedside Procedure form?**

Yes, the form needs to be filled out because our procedure notes do not document the “time-out” process (a JCAHO requirement).