

Standard Operating Procedure (SOP)

Patient Identification and Surgical Consent Verification

This SOP details the critical process of **patient identification and surgical consent verification** to ensure accurate patient identity confirmation and proper authorization prior to surgical procedures. It encompasses steps for verifying patient identity using multiple identifiers, confirming surgical consent documentation, communicating effectively with patients and surgical teams, preventing identification errors, and maintaining compliance with healthcare regulations and safety standards. The objective is to enhance patient safety, minimize surgical errors, and uphold ethical and legal standards in surgical care.

1. Purpose

To ensure accurate identification of patients and proper verification of surgical consent prior to performing any surgical procedures.

2. Scope

This SOP applies to all healthcare staff involved in the surgical pathway, including pre-operative, intra-operative, and post-operative phases.

3. Responsibilities

- All staff involved in the surgical process must strictly adhere to this SOP.
- Nursing staff are responsible for initial patient identification and consent verification upon admission.
- The surgical team, including the operating surgeon, must confirm identification and consent prior to procedure commencement.
- Unit managers are responsible for oversight and staff training regarding this SOP.

4. Procedure

1. Patient Identification

- Request the patient (or legally authorized representative) to state their full name and date of birth.
- Verify patient identity using at least two unique identifiers (e.g., full name, date of birth, medical record number).
- Cross-check this information with:
 - Patient's identification band
 - Medical records and surgical booking documents
- If there is any discrepancy, stop the process and resolve the issue before proceeding.

2. Surgical Consent Verification

- Confirm that a signed and dated surgical consent form is present in the patient's record.
- Verify that the procedure listed on the consent form matches the scheduled procedure.
- Ensure the consent form includes the patient's name, date of birth, and specific procedure details.
- Confirm that the consent was obtained according to legal and institutional requirements.

3. Communication

- Clearly communicate all verification steps to the patient and involve them in the process when possible.
- Notify the surgical team of completed identification and consent verification as part of the "time-out" procedure.

4. Error Prevention

- Report and document any identification or consent discrepancies immediately.
- Do not proceed with surgery until all issues are fully resolved and verification steps are complete.

5. Documentation

- Record all steps of identification and consent verification in the patient's medical record.
- Retain signed consent forms in accordance with hospital policy and legal requirements.

6. Compliance & Regulations

- Follow national and local healthcare regulations regarding patient safety and consent (e.g., Joint Commission standards).
- Participate in regular staff training and SOP reviewed annually.

7. References

- Local hospital policy on patient identification
- State and federal healthcare regulations
- Relevant clinical practice guidelines

8. Review & Update

This SOP should be reviewed and updated annually or as required by regulatory changes or clinical best practices.

Effective Date: _____

Approved By: _____