


# Plastics and Dermatological Procedures Conducted under Local Anaesthesia

SIGN IN <i>To be completed by the individual conducting the procedure prior to scrubbing</i>		SIGN OUT <i>To be read out loud by the Assistant before anyone leaves the procedural area</i>
<input type="checkbox"/> Confirm all individuals have introduced themselves. <input type="checkbox"/> Confirm patient identity, procedure, site & consent.	<b>Does the patient have a pacemaker/other implantable electrical device?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, see over page	<input type="checkbox"/> Instrument, swab and sharp counts are complete or not applicable.
<b>Clinical photograph available and checked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No, specify:	<input type="checkbox"/> Confirm operator and assistant are appropriately trained to undertake procedure.	<b>For community dermatological procedures record:</b> Sharps opened: Sharps discarded:
<b>Has the surgical site/lesion changed from consent?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, confirm patient re-consented: <input type="checkbox"/>	<input type="checkbox"/> Assistant to confirm sterility of the instruments.	<input type="checkbox"/> All sharps have been disposed of safely.
<b>Procedure to be performed:</b>	<b>Are there any equipment issues or final concerns?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, specify:	<input type="checkbox"/> Confirm any specimen is in the correctly labelled container and histology form has been fully completed.
<input type="checkbox"/> Confirm the surgical site is correctly marked.	<b>Is it safe to proceed with the information available?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No - cancel patient, Safeguard <i>if applicable</i> .	<input type="checkbox"/> Wound care advice has been given and a contact number provided (if applicable).
<b>Any concerns expressed by patient or operator?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, specify:	<b>Following scrubbing, the following must always be verbally re-confirmed by the operator:</b>	<input type="checkbox"/> Any equipment problems that need to be addressed are reported and a Safeguard filed if indicated.
<b>Is the patient on an anticoagulant?</b> <input type="checkbox"/> Aspirin <input type="checkbox"/> Clopidogrel <input type="checkbox"/> Warfarin, last INR: <input type="checkbox"/> NOAC (e.g. rivaroxaban/apixaban/dabigatran) <input type="checkbox"/> Nil	<input type="checkbox"/> The procedure to be performed with the patient. <input type="checkbox"/> The site marking. <input type="checkbox"/> The consent form.	<input type="checkbox"/> The patient record is completed with the name of the procedure and rationale for deviation from the original listed procedure if required.
<b>Does the patient have a known allergy?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, specify: <b>Any previous reaction to local anaesthetic?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, specify: <b>Correct local anaesthetic for the procedure available?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, specify:	Note: if a third member of staff is not present, the three confirmation boxes above may be retrospectively ticked by the operator following the procedure.	
<b>AFFIX BAR CODED PATIENT LABEL HERE</b>	<b><u>Signature and printed name</u></b> Operator: Assistant: Supervisor (if present):	Date: Time: Location:
		Specialty Documents 

# Plastics and Dermatological Procedures Conducted under Local Anaesthesia

This LocSSIP applies to plastic and dermatological procedures conducted under local anaesthesia.

## Must-do procedural steps

1. To ensure compliance with best practice:
  - a. CDDFT's plastics and dermatology procedures under local anaesthesia procedural checklist **must** be used.
  - b. All sharps **must** be disposed of safely before the operator and assistant leave the procedural area.
  
2. To ensure that the correct procedure is performed (wrong site surgery is a **NEVER EVENT**):
  - a. The clinical photograph, if previously taken, **must** be checked by the operator *and the patient if possible*.
  - b. If the site or the lesion requiring removal has changed since the patient was booked, a new consent form **must** be completed.
  - c. The surgical site **must** be marked, checking with the most recent consent form and clinical photograph if present.
  - d. A final check confirming the procedure to be performed **must** be undertaken after scrubbing. This can be retrospectively confirmed if only two individuals are present and both are scrubbed during this verbal check.
  
3. To minimise the risk of bleeding:
  - a. The implication of existing and recently introduced anticoagulants and antiplatelet drugs **must** be considered.
  
4. To minimise the risk associated with operating on a patient who has a *cardiac implantable electronic device* in place:
  - a. These patients **must** only be operated upon in a secondary care environment.
  - b. The presence of a pacemaker or other electronic device **must** be considered and appropriate precautions taken if surgical diathermy/electrocautery is being used.
  
5. To ensure the sample is not rejected by the laboratory:
  - a. The histology form and specimen pot **must** be correctly and fully completed with all patient details.

Associated guidelines/policies:

- Policy for Counting Accountable Items (CDDFT).
- Integrated Adult Care Area LocSSIP describing all NatSSIP principals which apply to this invasive procedure and checklist.
- British Society for Dermatological Surgery ([www.bsds.org.uk](http://www.bsds.org.uk)).