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Subject: CJW Medical Center Procedural Safety Checklist

Chippenham and Johnston-Willis Hospitals are committed to attaining our goal of zero preventable patient harm. As part of this commitment, we will be asking for your help in emphasizing the critical importance of key safety procedures throughout the year.

The first safety procedure we wish to emphasize is the procedural Safety Checklist, also known as a Time-Out. As a member of the medical staff, your leadership in performing Time-Outs will ensure the Safe Procedure Verification Process is an effective part of every procedure, and will allow us to be certain patients are as safe as possible while they receive care in our facility.

Attached to this email are three documents: Document #1 contains details about the procedural Safety Checklist, which consists of three key steps: Briefing, Time-Out, and Debriefing. Documents #2 and #3 are visual representations of the Safety Checklist for OR and Cath Lab / Interventional Radiology. We would ask that each of you take a few minutes to review these documents and refresh your memory on these critical safety processes.

In addition, we encourage you to view the Healthstream course, "[CJW Operative and Invasive Procedures: Verification of correct patient, procedure, and site](#)". This 13-minute video provides an overview of Time Out processes in multiple procedural areas.

We know we can rely on your leadership and personal commitment to assure every step in the Safety Checklist is executed, in order and with focus. Please do not hesitate to contact any of us if you have questions or suggestions for improvement.

Sincerely,

Greg Lowe, CEO, Chippenham & Johnston-Willis Hospitals

Zach McCluskey, CEO, Johnston-Willis Hospital

Dr. Jake O'Shea, CMO, Chippenham Hospital

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