

## Safe Surgery Checklist trainers' guide

Use this page as a reminder of the steps that should be followed when training surgical team members in how to use the Safe Surgery Checklist.

### INSTRUCTIONS

Follow these seven steps when training people to use the checklist:

1. Introduce yourself and briefly describe the training steps.
2. Review the benefits of the checklist.
3. Explain the elements of proper checklist use and how the checklist is performed.
4. Show what proper use of the checklist looks like.
5. Give trainees an opportunity to practice.
6. Ask trainees how they feel about the checklist and answer any questions they may have.
7. Tell trainees about how and when they will be coached.

### KEY CONCEPTS

#### Benefits of the checklist

- Helps us do what we know needs to be done for every patient, every time.
- Ensures that we have the necessary information to take the best possible care of the patient.
- Gives every member on the care team a voice.
- Builds stronger and safer teams.
- Makes patients feel safe and involved in their care.
- Provides a means for continuous quality improvement.
- Improves efficiency.

#### Elements of proper checklist use

- Every item is discussed for every patient, every time.
- All necessary team members are present.
- Each portion of the checklist is run when everyone is ready to have the discussion.
- Everyone speaks and is engaged in communication.
- The checklist is read aloud from a visual reference (not from memory).
- When possible and appropriate, include the patient in the discussion.