



Practice Self-assessment Checklist

Identifying the Risks in Anaesthetic Practice

The following checklist aims to assist you recognise areas of anaesthetic practice that are known sources of adverse patient outcomes and medico-legal risk. By completing this checklist, you will be able to identify where you are managing risk well and whether there are areas for improvement in your own practice.

MDA National is available to provide individualised advice to assist you develop strategies to address identified areas for improvement and more information on known sources of medico-legal risk.

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Patient Consultation and Communication

- A full pre-anaesthesia assessment is performed on my patients
- I talk to my patients about any past history of anaesthesia and if they have particular concerns
- I discuss options for analgesia and anaesthesia/sedation with my patients
- I examine my patients pre-anaesthesia, including teeth and airway
- I discuss expectations held by a patient regarding treatment outcomes and resolve any unrealistic goals
- I know whether a patient has understood the information I have provided them regarding the appropriate management of anaesthesia/sedation and postoperative pain for their upcoming procedure
- I am available to patients who have questions or concerns about their anaesthesia

Consent and Disclosure

- My patients' priorities and specific needs are established
- I ensure my patients understand what will be happening to them and the risks of anaesthesia
- I find out which risks are important or 'material' to my patients
- I can produce written evidence of consent discussions with my patients
- My patients are informed of my billing practices and financial consent is obtained

Medical Records

- Medical records are kept in a manner that any member of the health care team can understand my patients' care
- Consultations and anaesthetic management are documented contemporaneously
- I make a note of prior anaesthetic experience
- I make a note of condition of dentition, particularly loose, chipped or broken teeth, bridged teeth or dental implants
- I document any specific advice given to patients
- I record details of any complications that may have occurred, and action taken
- I note any specific advice or information given to recovery and ward staff
- I ensure that when I use abbreviations, they are unambiguous and universally accepted



Intraoperative Care

- I check the equipment before commencing a procedure
- I familiarise myself with the team and theatre before commencing a procedure
- I familiarise myself with facility procedures and protocols
- I ensure safe patient positioning
- I am responsible for drawing up and administering anaesthetic agents and medications
- I am aware of my own and the team's level of fatigue, stress and inattentiveness
- I support my hospital/facility's protocol for 'time out'

Postoperative Care

- Recovery and ward staff understand when they need to contact me
- I am confident that recovery and ward staff have appropriate experience to manage postoperative care
- My hospital/facility has adequately equipped and staffed facilities to ensure safe care of patients
- I am available to be contacted to review my patients when necessary

Telephones and Messaging

- Phone calls from patients are returned in a timely manner
- Messages from or about patients regarding clinical matters are documented in the patient record or by other permanent means
- Any clinical advice given to patients via telephone is documented in the patient record at the time of the call or as soon as practicable

Test Result and Referral Tracking

- I ensure patients whom I have sent for specialist consultation or investigations prior to a procedure have attended
- I do not proceed with anaesthesia until the results of relevant tests are available

Privacy and Confidentiality

- Patient information is collected, stored and transmitted in accordance with the National Privacy Principles
- I am aware of the precautions I need to take when using email to exchange patient information
- Patient information is kept out of view and earshot of other patients or members of the public

Complaints and Adverse Events Management

- I endeavour to minimise the likelihood of known treatment risks
- I take care of myself to minimise fatigue, stress and inattentiveness
- I understand and participate in my hospital/facility's incident reporting and open disclosure processes and contact MDA National when I need advice
- I am notified of an adverse event or complaint about my care
- I offer patients the opportunity to discuss a complaint face-to-face
- I contact MDA National for advice about complaints and adverse events and prior to responding in writing to a complaint



Find Out
More

To find out more about our Support in Practice resources visit www.mdanational.com.au, contact 1800 011 255 or email peaceofmind@mdanational.com.au.

For specific advice in the case of an adverse event or complaint, call our Medico-legal Advisory Service any time, every day on 1800 011 255.