Organisation name Site or unit		POLICY Pre-procedure assessment and suitability	
Document ID	PRO-POL-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Policy · PRO-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 11.1

At a glance

- Before each procedure the patient is assessed on the record (PRO-FRM-001): history, current medicines, allergies and pregnancy.
- Anticoagulants and supplements are recorded and reviewed before the procedure.
- A procedure is not started if a contraindication is found and not resolved.
- Each assessment is signed by the practitioner before the procedure.
- Stop and get help straight away if: a procedure starts with no pre-procedure assessment, or with a contraindication not resolved and recorded.

1. 1. Purpose

To make sure each patient is suitable for the procedure before it starts (11.1).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

A procedure given to someone who should not have it can cause serious harm. A short assessment before each procedure, recorded, is the step that catches the reason not to proceed.

5. 5. Responsibilities

Role	Responsibility	Competence
Responsible practitioner	Assesses and signs each patient	Clinician
Nurse	Checks medicines and allergies on the record	Nurse

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Assess.

- Complete PRO-FRM-001 before the procedure: history, medicines, allergies, pregnancy and conditions.

Key point: Before, every time.

Step 2. Check the risks.

- Review anticoagulants and supplements, and decide with the practitioner whether to proceed or defer.

Key point: Decision recorded.

Step 3. Sign.

- Sign the assessment before the procedure starts.

Key point: Signed before.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Procedures with a signed pre-procedure assessment	100%	Monthly	Medical director	Escalate to chief executive

14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
PRO-FRM-001	Pre-procedure assessment record	Record

17. 17. Evidence

Reference	Note
E-009	Based on the ASF Expert Committee consensus and the WHO Guidelines for Safe Surgical Care and Safe Procedures (2009).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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