

AGENDA (sample)

DAY 1

30 min	<p>Meet and Greet – HealthCheck Essentials</p> <p>Review Objectives, Schedules and Logistics</p>	Hospital's Picis Team
30 min	<p>Review Registration Process / Admitting</p> <ul style="list-style-type: none"> • Discuss information sharing from OR scheduling • Identify Pre-registration and registration practices • Discuss cancellations and communication challenges 	<p>Representative from Registration/Admission Staff</p> <p>Hospital's Picis Team</p>
1hr 15 min	<p>OR Scheduling</p> <ul style="list-style-type: none"> • Discuss block time challenges • Identify current scheduling issues • Review out of OR scheduling (cases scheduled but not performed in the OR) 	<p>OR Schedulers</p> <p>Director of Surgery</p> <p>Hospital's Picis Team</p>
1hr 30 min	<p>Intra-op Documentation</p> <ul style="list-style-type: none"> • Review current case record • Discuss decisions made during the build process 	Hospital's Picis Team
1hr	<p>SmarTrack</p> <ul style="list-style-type: none"> • Review current screens • Discuss decisions made during the build process 	Hospital's Picis Team
30 min	<p>Walk Through</p> <ul style="list-style-type: none"> • PAT • PreOp (Day of Surgery) • OR • PACU • Other areas - Endoscopy 	Hospital's Picis Team
1hr	<p>Anesthesia</p> <ul style="list-style-type: none"> • Discuss template building • Discuss event sets • Discuss protocols • Current workflow process 	<p>Anesthesiology Representatives</p> <p>Hospital's Picis Team</p>

DAY 2

2hr	<p>Preference Cards and TPK Dictionary</p> <ul style="list-style-type: none"> • Discuss process for building and updating preference cards • Discuss process – adding new items or changing items • Items brought in day of surgery not in stock dictionary • Sterile Processing • Discuss usage of TPK dictionary 	<p>Representative from Preference Card Owners Representative from SPD Hospital's Picis Team</p>
1hr	<p>PAT (Pre-Admit Testing)</p> <ul style="list-style-type: none"> • Discuss issues with PAT visits/phone calls • Identify communication practices between PAT and other departments • Discuss anesthesia evaluation related to PAT nurse assessment • Discuss PreOp Checklist • Scheduling PAT Appointments • Discuss assembling of chart and documents • Review PreOp Manager 	<p>PAT – Pre-Admission representation Hospital's Picis Team</p>
1hr	<p>Preop Day of Care (Outpatients and Same Day Admits)</p> <ul style="list-style-type: none"> • Discuss issues with patient admission day of surgery • Discuss assessment and patient readiness for the OR • Discuss anesthesia participation in the preop area • Discuss PreOp Checklist • Review Surgical Prep Template in AM 	<p>PreOp/Day of Surgery Staff Hospital's Picis Team</p>
1hr	<p>PACU and Phase II Recovery</p> <ul style="list-style-type: none"> • Discuss communication between OR and PACU • Discuss anesthesia hand off to PACU • Discuss PACU Template 	<p>PACU Staff Hospital's Picis Team</p>
1hr	<p>Reports Review</p> <ul style="list-style-type: none"> • Discuss current reports • Block Utilization reports • Review statistics currently captured • Analytic tools for TPA • Future reports 	<p>Hospital's Picis Team Report Writer(s) IT Analyst</p>

DAY 2 (cont'd)

1hr	<p>Billing Overview</p> <ul style="list-style-type: none"> • Discuss current billing practices • Communication between OR and billing • Billing for departments outside OR • Review billing process in OR Manager and Anesthesia • Discuss Exception noting 	<p>Perioperative Director OR Billing Representatives Hospital's Picis Team</p>
15 min	<p>Wrap-up</p> <ul style="list-style-type: none"> • Confirm Day 3 training times and required attendees 	<p>Hospital's Picis Team Executive Sponsor</p>

DAY 3

3hr	<p>Morning Training Session</p> <ul style="list-style-type: none"> • Onsite training on topics identified during workflow examination 	<p>Representative from respective teams Hospital's Picis Team</p>
3hr	<p>Afternoon Training Session</p> <ul style="list-style-type: none"> • Continued onsite training on topics identified during workflow examination • Repeat of content shared in the morning session, if requested 	<p>Representative from respective teams Hospital's Picis Team</p>