

AGENDA
(sample)

DAY 1

30 min	Meet and Greet – HealthCheck Essentials Review Objectives, Schedules and Logistics	Hospital's Picis Team
30 min	Review Registration Process / Admitting <ul style="list-style-type: none"> Discuss information sharing from OR scheduling Identify Pre-registration and registration practices Discuss cancellations and communication challenges 	Representative from Registration/Admission Staff Hospital's Picis Team
1hr 15 min	OR Scheduling <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) 	OR Schedulers Director of Surgery Hospital's Picis Team
1hr 30 min	Intra-op Documentation <ul style="list-style-type: none"> Review current case record Discuss decisions made during the build process 	Hospital's Picis Team
1hr	SmarTrack <ul style="list-style-type: none"> Review current screens Discuss decisions made during the build process 	Hospital's Picis Team
30 min	Walk Through <ul style="list-style-type: none"> PAT PreOp (Day of Surgery) OR PACU Other areas - Endoscopy 	Hospital's Picis Team
1hr	Anesthesia <ul style="list-style-type: none"> Discuss template building Discuss event sets Discuss protocols Current workflow process 	Anesthesiology Representatives Hospital's Picis Team

DAY 2

	Preference Cards and TPK Dictionary	
2hr	<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 	Representative from Preference Card Owners Representative from SPD Hospital's Picis Team
1hr	PAT (Pre-Admit Testing) <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 	PAT – Pre-Admission representation Hospital's Picis Team
1hr	Preop Day of Care (Outpatients and Same Day Admits) <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 	PreOp/Day of Surgery Staff Hospital's Picis Team
1hr	PACU and Phase II Recovery <ul style="list-style-type: none"> Discuss communication between OR and PACU Discuss anesthesia hand off to PACU Discuss PACU Template 	PACU Staff Hospital's Picis Team
1hr	Reports Review <ul style="list-style-type: none"> Discuss current reports Block Utilization reports Review statistics currently captured Analytic tools for TPA Future reports 	Hospital's Picis Team Report Writer(s) IT Analyst

DAY 2 (cont'd)

	Billing Overview	
1hr	<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 	Perioperative Director OR Billing Representatives Hospital's Picis Team
15 min	Wrap-up	Hospital's Picis Team Executive Sponsor

DAY 3

	Morning Training Session	
3hr	<ul style="list-style-type: none"> • Onsite training on topics identified during workflow examination 	Representative from respective teams Hospital's Picis Team
3hr	Afternoon Training Session	Representative from respective teams Hospital's Picis Team
	<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 	