

Safe Surgery NZ Observational Auditor Training

Dear Participant,

You have been identified to become an auditor for the Surgical Safety Checklist. To prepare you as an auditor you have been requested to attend a half-day workshop:

The workshop will be a combination of presentations with the majority of the workshop being interactive sessions using videos, the Health Quality & Safety Commission rating tools, and discussions. You will have an opportunity to practice rating and discuss the results with expert raters.

We look forward to your participation at the upcoming half-day workshop for Observational Auditor Training.

Date: _____

Location: _____

Time: _____

If you have any questions, please don't hesitate to contact _____

Regards

Safe Surgery NZ Observational Auditor Training

Participant Timetable

AM

Time	Session Title
08.30	Introductions
08.45	Icebreaker – experience with auditing
08.55	Surgical Safety Checklist Audit – evolution, purpose and local results
09.25	Review of the Observational Auditing Tools
09.35	Introduction to Auditing using the Observational Rating Tools (Sample Video)
09.45	Introduction to Auditing
09.55	Application of the auditing tool – practical exercise
1030 Break	
10.45	Terminology and selection process
11.00	Video Auditing – practical exercise
11.50	Review group ratings
12.00	Video Auditing – practical exercise
12.20	Summary and evaluation
12.30 Close	

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Participant Timetable

PM

Time	Session Title
13.00	Introductions
13.15	Icebreaker – experience with auditing
13.25	Surgical Safety Checklist Audit – evolution, purpose and local results
13.45	Review of the Observational Auditing Tool
13.55	Introduction to Auditing using the Observational Rating Tool (Sample Video)
14.15	Introduction to Auditing
14.30	Application of the auditing tool – practical exercise
15.05 Break	
15.15	Terminology and selection process
15.30	Video Auditing – practical exercise
16.20	Review group ratings
16.30	Video Auditing – practical exercise
16.50	Summary and evaluation
17.00 Close	