

Safe Surgery NZ Observational Auditor Training Convenor Timetable

Training Location:

Date of Training:

Time of Training:

Faculty Name	Role	Email	Telephone
Participants			

Resources:	
Seating	Small group tables and chairs for 5–6 people per table
Audio visual and IT	Data projector with good video and sound quality Devices for auditing tool to be accessed and applied during the training Internet access for online app
Materials	Butchers Paper and Pens (1 per table if possible)

Safe Surgery NZ Observational Auditor Training

Convenor Timetable

AM

Time	Session Title	Method	Resources/ Notes
08.30	Introductions	Presentatio n PPT	Introduce timetable and objectives
08.45	Icebreaker	Sharing experience s	Share experience of audit processes you have been involved with. Include purpose, process, issues experienced, successes
08.55	Surgical Safety Checklist Audit		Evolution, purpose and local results
09.25	Review of the Observational Auditing Tools		PPT and app
09.35	Introduction to Auditing using the Observational Rating Tools		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
09.45	Introduction to Auditing - Practical application		PPT
09.55	Application of the auditing tool – practical exercise		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
10.30	Break		
10.45	Terminology and selection process	PPT	Question time
11.00	Video Auditing – practical exercise	Videos	Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
11.50	Review group ratings		Discussion
12.00	Video Auditing – practical exercise		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
12.20	Summary and evaluation		Evaluation form and question/answer time Discuss auditing timeframe for in-training audits
12.30	Close		

Safe Surgery NZ Observational Auditor Training

Convenor Timetable

PM

Time	Session Title	Method	Resources/ Notes
13.00	Introductions	Presentation PPT	Introduce timetable and objectives
13.15	Icebreaker	Sharing experiences	Share experience of audit processes you have been involved with. Include purpose, process, issues experienced, successes
13.25	Surgical Safety Checklist Audit – evolution, purpose and local results		Evolution, purpose and local results
13.45	Review of the Observational Auditing Tool		PPT and App
13.55	Introduction to Auditing using the Observational Rating Tools		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
14.15	Introduction to Auditing - Practical application		PPT
14.55	Application of the auditing tool – practical exercise		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
15.00	Break		
15.15	Terminology and selection process	PPT	Question time
15.30	Video Auditing – practical exercise	Videos	Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
15.50	Review group ratings		Discussion
16.00	Video Auditing – practical exercise		Video clips, rating cards or online/manual tools to score. <i>Have additional videos available</i>
16.20	Summary and evaluation		Evaluation form and question/answer time Discuss auditing timeframe for in-training audits
12.00			