

# Volunteer Application Form

Due July 18, 2018 • Please return to [tmccarthy@accessintel.com](mailto:tmccarthy@accessintel.com)

Thank you for your interest in volunteering at the 2018 OR Manager Conference and PACU Manager Summit! The conference will take place Monday - Wednesday, September 17-19 at the Music City Center in Nashville, TN. Volunteers will be selected on a first-come, first-serve basis.

**The volunteer application is due by July 18, 2018.** You will receive confirmation of your acceptance into the OR Manager Volunteer program within 5 working days of receipt of the application. Final schedules will be distributed following the July 18<sup>th</sup> submission deadline. Requests will be honored in the order in which they are received.

Below is an overview of the different types of volunteer duties available and a list of the responsibilities involved, as well as the volunteer application.

**1. Room Monitor (1-2 per room, depending on audience size)**

- Set-up the speaker presentation (will be pre-loaded on computer)
- Make sure the room is set-up correctly
- Check lighting and room temperature (adjust as necessary)
- Place out speaker tent card(s)
- Ensure the podium has water
- Introduce the session speaker and read brief bio
- Monitor microphone sound, if any feedback track down/notify the AV tech
- Take headcount mid-session
- Work the Q&A microphones in the room
- Monitor time and visually signal the speaker if he/she is running behind
- Close out the session, thank the speakers and announce any housekeeping items
- After the session:
  - i. Remove speaker tent card(s)
  - ii. Make sure that the hotel is refreshing the room and head table

**2. Ambassador**

- Help attendees with questions on location of restrooms, sessions, and etc.
- Provide directions to the sessions/events
- Help place out signage
- Exact schedule and contact information will be provided in advance for planning purposes

To apply to be a volunteer please fill out the application on the next page and return it to Taylor McCarthy at [tmccarthy@accessintel.com](mailto:tmccarthy@accessintel.com). Upon approval, you will receive a complimentary conference registration. You will earn CE credit for the sessions you attend and volunteer in. We will try to accommodate session preference as much as possible, but cannot guarantee it.

**IMPORTANT! PLEASE COMPLETE BOTH PAGES**

**Contact Information**

Name/Credentials: \_\_\_\_\_ Title: \_\_\_\_\_  
Facility: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Duties**

I'm interested in volunteering as a: ☐ Room Monitor (manages the session room)  
☐ Ambassador (helps attendees with directions and etc.)

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## **Room Monitor - Choose Your Sessions (Choose a minimum of 4 sessions)**

For detailed session information, please visit [https://ormc18.mapyourshow.com/7\\_0/sessions/](https://ormc18.mapyourshow.com/7_0/sessions/).

Tip: Choose sessions you would like to attend.

☐ No Preference – Available as needed

### **Monday, September 17, 2018:**

#### **8:00 a.m. – Noon (Workshops)**

- ☐ Workshop: Does Your Disaster Recovery Plan Pass the Test of Real-Life Catastrophe?
- ☐ PACU Manager Bootcamp: Managing Staff through Transition
- ☐ Knowledge Is Key: Be Prepared for Your Next Joint Commission Survey
- ☐ New Manager Bootcamp: Finance 101 for the Surgical Leader
- ☐ Dirty Surgical Instruments: What the Data Is Telling Us
- ☐ Safety Officer Training Is One of the ASC Leader's Many Hats
- ☐ Embracing the Vision: The Journey to Patient Safety
- ☐ Advanced Data Analysis: Creating Queuing Model to Manage Variability in Your OR

#### **12:00 p.m. – 1:15 p.m.**

- ☐ PACU Manager Summit Luncheon and Presentation: Managing the Matter of Anesthesia for the Behavioral Health Patient with Confidence!

- ☐ Luncheon & Presentation presented by D.A. Surgical

#### **1:30 p.m. – 2:45 p.m.**

- ☐ Confronting the Opioid Crisis Head-On: New TJC and CMS Pain Standards
- ☐ 7 Years of Wisdom: Managing Physician and Clinical Staff Relationships in the OR
- ☐ AMA (Ask Me Anything): I Don't Know What I Don't Know
- ☐ Hybrid Operating Rooms: Experience Is the Ultimate Teacher
- ☐ Fact or Fiction?: Offsite Sterile Processing Works
- ☐ AAMI Sterilization Standards Update: 2018 Edition
- ☐ Our New Reality: The Importance of Ensuring Good Reporting in Your ASC
- ☐ X Marks the Spot: Finding a Fit for a Regional Block Program in Your PACU

#### **2:45 p.m. – 4:00 p.m.**

- ☐ Opening Keynote: Reality Based Rules of the Workplace: Boosting Employee Value and Happiness at Work

### **Tuesday, September 18, 2018:**

#### **6:30 a.m. – 8:00 a.m.**

- ☐ Breakfast & Presentation presented by ECOLAB

#### **8:15 a.m. – 9:15 a.m.**

- ☐ Keynote: Perioperative Leadership 2023: Own Your Future or Be Disrupted By It

#### **10:45 a.m. – Noon**

- ☐ What You Need to Know for 2018: Regulatory and Quality Measure Reporting Update for ASCs
- ☐ Change Your Perspective: Are You Doing Everything You Can to Become a High Reliability Organization?
- ☐ One Team, One Dream: Effectively Providing a PAT Assessment Is a Hospital-Wide Issue
- ☐ Write Your Own Legacy: Succession Planning Is a Must
- ☐ The 'What,' 'Why,' and 'How' of Dashboards and Data Quality
- ☐ Leading Change in the OR: Improving Patient Safety through Collaboration
- ☐ Adopting an ERAS Program: Making Strides Towards Better Outcomes
- ☐ The New Reality We Face: Addressing Social Determinants in the Surgical Suite

#### **12:00 p.m. – 12:45 p.m.**

- ☐ OR Manager Awards Luncheon

- ☐ PACU Manager Summit Luncheon Presentation: Managing the Heat of Malignant Hyperthermia

#### **2:00 p.m. – 3:15 p.m.**

- ☐ Can You Hear Me Breathe? Investigating Suspect Obstructive Sleep Apnea in the Pre-operative Population
- ☐ OAS CAHPS: What it Means to Your Facility
- ☐ Value-Based Education: More Than Just the New "Buzz Word"
- ☐ PLAN-DO-STUDY-ACT: Improving Your ASC's Staffing Model in a Lean Environment
- ☐ How Clean are Your Scopes?: Implementing the Latest Reprocessing Practices
- ☐ Got Beds? How a Surgical Observation Unit Keeps the Perioperative Traffic Moving
- ☐ In Pursuit of a Culture of Safety and Respect: It Starts with a Cup of Coffee
- ☐ The Cornerstone of Shared Governance Is a Unit-Based Council

#### **4:30 p.m. – 5:30 p.m.**

- ☐ Keynote: Second Victim's Silver Lining: Creating a Culture of Patient Safety

### **Wednesday, September 19, 2018:**

#### **7:00 a.m. – 8:00 a.m.**

- ☐ Breakfast & General Session: Grace Under Fire: The Resilient Nurse Leader

#### **8:15 a.m. – 9:30 a.m.**

- ☐ Physician and Nurse Collaboration: Open the Information-Sharing Channels for the Betterment of Your ASC
- ☐ Fishing for Good Catches: Drive Culture Change & Reduce Wrong-Site Surgery Cases
- ☐ Building Better Business Relationships: Vendor Partnership and Communication
- ☐ The "Pause": Hardwiring Peer Support Across Departments Post-Incident
- ☐ Invest in Your Team: Methods for Staff Skill Set Tracking and Development
- ☐ Know Your Hand: Winning the Poker Game of Leadership
- ☐ Back to the Basics: The Key to PACU Patient and Staff Satisfaction

#### **9:45 a.m. – 11:00 a.m.**

- ☐ Clearing the Air: Strategies for Creating a Smoke-Free Environment
- ☐ From Surgeon-Centered to Patient-Centered: Discharge Instructions Are the Lifeline to Improving Patient Care
- ☐ Overcoming Leadership Vertigo to Promote a Positive Work Environment
- ☐ Analyzing Key Performance Indicators to Keep Up with Perioperative Transformation
- ☐ Setting Our Moral Compass: Abating Abuse of Power in the OR
- ☐ Don't Just Push the Piles, Make Sweeping Changes in Your Sterile Processing Department
- ☐ Being in Two Places at Once: How to Manage One Surgeon in Two Operating Rooms
- ☐ To Have or To Have Not: Inventory Management Best Practices for a More Efficient OR

#### **11:15 a.m. – 12:15 p.m.**

- ☐ Closing Keynote: IQ Will Get Your Hired, EQ Will Get Your Promoted

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