



Second Global Patient Safety Challenge **Safe Surgery Saves Lives**

*Agenda for the
Second Technical Working Group Meeting*

Geneva, Switzerland, 9-11 July 2007

The goals of this meeting are:

1. To review the checklist in its entirety and identify strategies for and barriers to implementation;
2. To present and discuss the content of the Technical Reports, specifically:
 - The tasks each Working Group is proposing to place on the Surgical Countdown, with a brief review of the evidence supporting each element, what might be missing, and what might need to be revised or modified;
 - The Measurement Working Group's proposals for a surgical "vital statistic" with an aim to determine its feasibility and acceptability as a measurement of surgical volume and safety;
3. To finalize the Technical papers of each working group with the aim of having a finished product from each group by the end of July;
4. To finalize the pilot testing process by:
 - Reviewing and refining the metrics for measurement of checklist implementation;
 - Establishing the scope of the pilot site work and the numbers and types of operating theatres to be used;
 - Identifying and securing the support needed at each of the testing sites;
 - Determining the ethics and human subjects requirements for each testing site and providing materials to address concerns by these committees;
 - Evaluating potential pilot sites in depth, determining the sites and scope for piloting the checklist, and clarifying strategies to implement the pilot.

Monday, 9th July – Day 1: General Meeting of All Working Group Participants

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| 8:45 – 9:00 | Registration |
| 9:00 – 10:15 | Brief introduction and review of the work by the Technical Working Groups; review of the Checklist in its entirety |
| 10:15 – 10:30 | Break |

- 10:30 – 11:45 Presentation of the Safe Surgical Teams Working Group, with feedback and comments from the general group
- 11:45 – 13:00 Presentation of the Safe Anesthesia Working Group, with feedback and comments from the general group
- 13:00 – 13:45 Lunch
- 13:45 – 15:00 Presentation of the Surgical Site Infection Prevention Working Group, with feedback and comments from the general group
- 15:00 – 15:10 Break
- 15:10 – 16:25 Presentation of the Measurement Working Group, with feedback and comments from the general group
- End of Planned Activities for Participants -
- 16:30 – 17:30 Core Group meeting

Tuesday, 10th July - Day 2: Technical Working Group Meetings (AM), Pilot Planning Meeting (PM)

Individual Working Group Meetings:

- 9:00 – 9:10 Summary of previous day's work
- 9:10 – 10:00 Discussion of areas for revision or refocusing
- 10:00 – 11:00 Tasking of participants for revision and reworking of document

General Meeting:

- 11:00 – 12:00 Debriefing

- End of participation of Working Group members -

- 12:00 – 13:30 Working Lunch with Core Group

Pilot Planning Meeting:

- 13:30 – 13:45 Review of the Checklist and strategies for implementation
- 13:45 – 15:00 Choosing pilot sites, budgeting, contacting sites, political issues
- 15:00 – 15:15 Break

15:15 – 17:00 Metrics for measurement at the pilot sites, data collection issues, standardization, and data submission; strategies for data management
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17:00 – 18:00 Promotion of the checklist at the global level

Wednesday, 11th July - Day 3: Core Group Meeting for Pilot Site Planning

9:00 – 10:30 Ethics board and human research committee issues, document and statement of purpose of project, goals, aims, and outcomes

10:30 – 10:45 Break

10:45 – 11:30 Strategies for implementation – “How to” manual, site training