

# Chapter 9

## Administrators of Out Patient Surgery (OPS), Operating Room (OR), Clinics



### Content

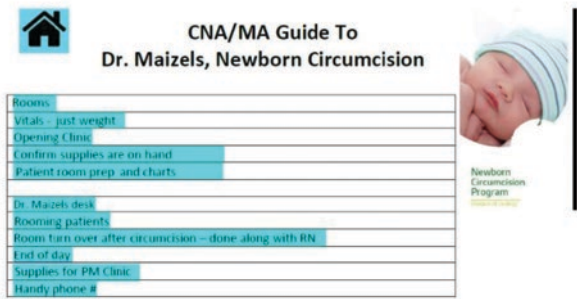
9.1 Oversight..... 109

### 9.1 Oversight


Administration of outpatient services, operating room activities, and clinics is a daunting task. Hurdles likely encountered are the availability of a clear, transparent, user friendly “dashboard” which provides staff with content they require. The many examples in previous chapter provide insight in how to do this in operating room here an example of content creation for staff is shown for outpatient clinic.

A simple Adobe PDF made by staff who contribute their content and understandings along with voicing their mis-understandings which require resolution will go a long way to promote comfort, confidence and reduce burn out in the workplace.

**Fig. 9.1** This is an example of a guide for ambulatory staff who participate in outpatient care



The image shows a checklist titled "CNA/MA Guide To Dr. Maizels, Newborn Circumcision". The checklist is a table with 13 rows and 1 column. The first row is a header with a house icon. The following rows are: Rooms, Vitals - just weight, Opening Clinic, Confirm supplies are on hand, Patient room prep and charts, Dr. Maizels desk, Rooming patients, Room turn over after circumcision - done along with RN, End of day, Supplies for PM Clinic, and Handy phone #. To the right of the checklist is a photograph of a newborn baby's face, wearing a blue headband, with the text "Newborn Circumcision Program" below it.

|  |
|---|
| Rooms   |
| Vitals - just weight  |
| Opening Clinic  |
| Confirm supplies are on hand  |
| Patient room prep and charts  |
| Dr. Maizels desk  |
| Rooming patients  |
| Room turn over after circumcision - done along with RN                            |
| End of day  |
| Supplies for PM Clinic  |
| Handy phone #   |

Click to view a ambulatory guide for staff participating in outpatient circumci-  
sion clinic (Fig. 9.1).

[Staff guide for ambulatory circumcision](#)

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