

TIPS FOR PREPARING PROPOSALS

A great conference starts with great sessions. That's where you come in!

We are looking for proposals that are relevant, timely, focused, appealing, and directly impact the audience.

The OR Manager Conference Audience includes perioperative leaders, including OR managers, directors, business managers and others involved in running the surgical suite.

The PACU Manager Summit audience includes PACU managers, charge nurses (recovery), ASC administrators, OR and PACU directors, as well as nurse anesthetists.

Because the PACU Manager Summit is co-located with the OR Manager Conference, attendees of both events will be able to upgrade their registration package to gain access to all sessions. As such, your audience may also include perioperative leaders, such as OR Managers, directors, business managers, and others involved in running the surgical suite.

Hot buttons for attendees include communication, leadership, staffing, patient care, sterile processing, quality improvement, business management, technology, new programs, and ambulatory surgery center-specific topics.

Their **main concerns** are getting advice and learning take-home tools that they can bring back to their OR/PACU to increase performance and success, in addition to hearing about lessons learned from peers and how to incorporate developing techniques with their resources.

Here are some tips to make your proposal stand out:

THINK BIG

Make sure the ideas you're presenting will provide enough content for an entire session. Use studies or research to highlight larger trends and issues. Specific examples will help inform the audience and provide them with real-life knowledge they can take home. Be sure your topic is applicable to various facility sizes, from small rural hospitals to large hospital networks.

SAMPLE DESCRIPTION:

Retained surgical items (RSI) not only harm patients and providers, but the conflicts that arise around the management of needles, sponges, and small miscellaneous items (SMI) and devices create additional hurdles for the OR manager. Preventing these conflicts is in the best interest of the patient and can save countless hours of administrative reporting and disclosure as well as eliminate the need for multiple x-rays. This workshop will provide you with the strategies and tools you need to guide staff on practice improvement in the multi-stakeholder management of sponges, needles, devices and SMI using a case-based analysis. You will learn best practices for preventing RSI and unretrieved device fragments (UDF) to ensure patient safety as well as proper reporting and disclosure.

SAMPLE DESCRIPTION OF TAKE-HOME TOOLS:

This workshop will provide you with the strategies and tools you need to guide staff on practice improvement in the multi-stakeholder management of sponges, needles, devices and SMI using a case-based analysis.

WHAT WORKS AT OR MANAGER CONFERENCE AND THE PACU MANAGER SUMMIT?

- » Concrete tips and advice and take home tools
- » Case studies that culminate with actionable recommendations, regardless of the size of the facility
- » Metrics—what were your outcomes?
- » High-level management approach to topics

WHAT DOESN'T

- » Processes that can't be implemented beyond your specific facility
- » Trying to cover too much in too little time
- » Too basic or staff level

PINPOINT YOUR OBJECTIVES

Write your learning objectives as bullet points that complete the sentence “By the end of the session, the participant will be able to...” Be sure to tie your proposal back to what attendees will learn or take away from your presentation.

VERBS TO USE IN YOUR LEARNING OBJECTS:

- » State
- » Explain
- » Describe
- » Discuss

SAMPLE LEARNING OBJECTIVES:

1. Explain how to eliminate retained surgical sponges and sustain practice change.
2. Develop a safe and rational needle management practice.
3. Describe communication strategies for SMI and UDF patient safety.

BE BOLD

Don't be afraid to get creative. We welcome innovative programs and love catchy titles. Besides a traditional session, consider proposing a panel, debate, moderated session, or role play.

Titles that have caught our eye...

- » The Elephant in the (Operating) Room: An Intervention in Workplace Incivility
- » This is Not Your Mother's PACU—Strategies to Improve Patient Flow
- » SHOW ME THE MONEY: Capturing Entitled Reimbursement
- » Learning from the Pros: OR Manager of the Year Roundtable

Some other things to keep in mind...

- » Follow guidelines carefully and include all information requested; don't leave out anything.
- » State your main points up front and write a clear description. Proposals that are
- » incomplete or unclear will not be considered.
- » Put thought into your proposal and proofread for clarity.
- » Do not use acronyms or abbreviations for terms unless you define them.
- » Meet the deadline to ensure consideration of your proposal.