Appendix A: Scope Statement

Organization's Name: EMORY UNIVERSITY ORTHOPAEDIC AND SPINE HOSPITAL (EUOSH)

Project's Name: UNIVERSAL SURGICAL TIMEOUT "PAUSE FOR THE CALL"

Project Manager:

Sponsor(s), Title: Thompson MSN Director of Surgical Services

Organizational Priority (High, Medium, Low):

Medium Priority

Mission Statement:

Improving the health of individuals and communities at home and throughout the world

Measurable Project Objectives – (Use 5 W's and H. Sipes, 2016):

During the next four weeks, I will compile educational material to share with the project team to develop an audit tool for direct observations. Next, we will create a checklist that identifies crucial behaviors necessary to capture during the surgical pause and when the surgical team should complete a surgical pause. Finally, after completing the audit tool, the project manager (I) will present the findings with the rest of the surgical team and stakeholders of the project's team and objectives.

Goals and objectives will be completed, and any limitations or special considerations will be chosen. Then begin 100 direct observations / over two weeks of the universal timeout by the project team. Next, the project team will meet and review the results of barriers to procedure and policy compliance and elements of what is being completed accurately during the surgical pause.

Department retreats will begin on Friday mornings scheduled between 0645-0800 for unit specialty retreats overviewing organizational and department expectations, then building inspiration, encouragement, and accountability. The project team will develop a report, present current topics on professionalism, accountability, interprofessional collaboration, and then begin reviewing the surgical departments' policies and procedures followed by the department's current state and future directions.

Surgical departments team member's feedback will be taken and compiled with observation results. The project team will create a new checklist for implementing a new process in doing the surgical/invasive procedure call to order. The management team