

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Touching Lives Everyday"</p> <p>Policies and Procedures</p>	Department: Information Technology Division - Telemedicine	Policy No.: TEL 0003
	Issued by: Dennis Sato Vice President & CIO	Revision No.: N/A
Subject: Grand Rounds	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: December 13, 1999
		Supersedes Policy: N/A
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I. **PURPOSE:** To facilitate a smooth process for setting up and conducting Grand Rounds via VTC.

II. **POLICY:** Grand Rounds will be organized using the following process:

ITEM	RESPONSIBLE PARTY	COMPLETION DATE
Grand Rounds topic identified	(Rotate between regions) MD/Physician Committee	3 months before date
Funding sponsors secured <ul style="list-style-type: none"> ▪ Sites to get food and beverage and give receipts to vendor ▪ Funding amount needed will be agreed upon 	MD/Physician Committee	3 months before date
VTC availability reserved	Secretary of host facility	6-8 weeks before date
CME's/CEU's applied for	Host facility	6 weeks before date
Flyer created and distributed	Host facility	6-8 weeks before date
All sign in and evaluation forms distributed to sites	Secretary of host facility	6-8 weeks before date
Identify contact at all facilities for day of Grand Rounds	Coordinator	6 weeks before date

ITEM	RESPONSIBLE PARTY	COMPLETION DATE
<p>Day of Grand Rounds:</p> <ul style="list-style-type: none"> ▪ Arrive 30-45 minutes before Grand Rounds start ▪ Check equipment to be sure it's functional ▪ Set control board of VTC with presets if needed ▪ Place sign in sheets and handouts at door ▪ Conduct roll call of all facilities 5 minutes prior to start time ▪ Introduce guest speaker ▪ Use control board to pan and focus after start ▪ Ask for questions from VTC viewers at end ▪ Collect sign in sheets and evaluations 	<p>Coordinator and site contacts</p> <p>Coordinator/Speaker</p> <p>Coordinator/MD</p> <p>Secretary of Host facility and site contacts</p> <p>Coordinator/MD</p> <p>Coordinator/MD</p> <p>Coordinator</p> <p>Coordinator</p> <p>Secretary or Coordinator who gives them to secretary</p>	<p>Day of Grand Rounds</p>