

The day of

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Chart Review

- Test chart access
- One zoom and one person
- Geographic and line of site proximity
- Text group for team members
- Team members access to both reviewers' Zooms
- They already know charts, so be prepared to discuss details
- Reviewers have a way to communicate between each other



Charts

- Access with them or they screen share as they search the chart
- Really good PI summary forms
- Program staff ready to find things
- Folder for staff to deposit documents



Dinner

- Someone that really knows Zoom show you beforehand
- Pretty similar to standard dinner
- Speaker view
- Videos on, mikes silenced, host mutes mikes
- Names are their roles
- Raising hand, chat box, just like any other zoom meeting



Second day

- Program staff premeet
- Tour
 - Check AV well beforehand with mike and video
 - Do the tour beforehand and alert personnel to format
 - Program person alerts next department
 - Timing of transitions
 - 2 people at least trading off
 - No patients in view
 - Pre-recorded video instead?



Exit interview

- Yet another zoom room
- Same as always with the invites
- Record
- No airport travel
- Definitely wine



Summary

- Be proud of your program
- No new information is conveyed
- Better
 - Environment more controlled
 - No reviewer logistics

