

The Survey Team Leader: Time Management

A Centers for Medicare and Medicaid Services (CMS)
Satellite Broadcast and Webcast

Friday, September 24, 2010

1:00 PM –2:30 PM EDT

PLEASE ADJUST TIMES FOR YOUR TIMEZONE

This broadcast is the third in a three-part series examining the role of the survey Team Leader. This show focuses on time management on a survey, providing tips and techniques for the Team Leader to improve both their own time management skills as well as the performance of their survey team.

Goals

The goal is to provide surveyors with proven techniques and approaches they can utilize to improve the time management process on a survey.

Handouts

Handouts for this broadcast will be available at the following website after September 15:
<http://surveyortraining.cms.hhs.gov>.

Objectives

After viewing this program, participants will be able to:

- Identify the need for time management.
- Describe eight techniques for enhancing their time management abilities.
- Describe the differences between individual time management and time management on a survey.

Target Audience

CMS Regional Office and State agency nursing home surveyors.

Faculty

Jane McNally, R.N.

Total Solutions / MS Dept. of Health

Registration and Viewing Instructions

Individual and Site registration is available today. For individual and site registration and viewing instructions go to:

<http://surveyortraining.cms.hhs.gov>.

Webcast Information

This program will have a live Webcast and will be available for viewing up to one year following September 24 at <http://surveyortraining.cms.hhs.gov>.

Satellite Technical Specifications

This broadcast will be webstreamed. It will not be available on C and Ku Digicipher bands.

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The Survey Team Leader: Time Management Webcast and Satellite Broadcast Friday, September 24, 2010 1:00-2:30 PM EDT

On Friday, September 24, 1:00-2:30 p.m. EDT, the Center for Medicaid and State Operations will sponsor a live Webcast and satellite broadcast entitled “**The Survey Team Leader: Time Management.**” This broadcast is designed to provide surveyors with an understanding of recommended techniques for improving time management on a survey, as well as understanding how these time management techniques differ from individual time management skills.

Presenters and Topics

Time (EDT)	Topic	Presenter
1:00 – 1:05 p.m.	Welcome and Introduction	James Adams, Moderator Jane McNally, R.N.
1:05 – 1:15 p.m.	Introduction to Time Management	Jane McNally, R.N.
1:15 – 1:25 p.m.	Individual Time Management	Jane McNally, R.N.
1:25 – 1:45 p.m.	Survey Time Management: Part I	Jane McNally, R.N.
1:45 – 1:55 p.m.	Live Q&A	Moderator Jane McNally, R.N.
1:55 – 2:00 p.m.	Survey Time Management: Part II	Jane McNally, R.N.
2:00 – 2:05 p.m.	Live Q&A	Moderator Jane McNally, R.N.
2:05 – 2:20 p.m.	Survey Time Management: Part III	Jane McNally, R.N.
2:20 – 2:25 p.m.	Live Q&A	Moderator Jane McNally, R.N.
2:25 – 2:30 p.m.	Conclusion	Moderator Jane McNally, R.N.

Faculty Biographical Information

Jane McNally, RN

Jane McNally graduated from Eastern IL University and the University of IL. with undergrad studies in Nursing and Grad studies in Psychology. As a Registered Nurse she has years of experience in LTC, having served as a Director of Nursing, Administrator and Regional Director (trouble shooter) for a large LTC Corporation. Jane has 13 years experience as a federal surveyor in the Chicago office and was recognized as Federal Employee of the year in 1997. Jane assisted in the development of a surveyor training manual and assisted in redefining interpretive guidelines for several regulations. Jane still stays active, conducting complaint surveys, citing and writing deficiencies, which lends support while serving as an instructor in the Basic Long Term Care Course for new state and federal surveyors. Jane’s goals are to make quality of life as good as possible for residents in nursing homes.