

AORN
Administrator Skills Course
Online Course Syllabus

Course 1 (C01) Leadership/Management

1. Delineate the differences between leadership and management
2. Identify leadership styles and characteristics.
3. Describe organizational structures.
4. Discuss business ethics.

Course 2 (C02) Human Resources

1. Identify the basic roles of the governing body, medical director and administrator.
2. Identify federal and state laws regarding human resources
3. Identify the basic human resources requirements of accreditation agencies.
4. Delineate the administrator's duties related to managing the human resources function.
5. Identify two tasks related to recruiting qualified staff members.
6. Identify five requirements for overseeing staff development.

Course 3 (C03) Professional Improvement

1. Explain the administrator's role in assuring competence in an ASC.
2. Discuss accreditation and professional standards for assessing competence.
3. Use a five-step process for developing a competency-based framework.
4. Explain how credentialing can be used as a risk management strategy.
5. Discuss key issues related to staffing requirements and delegation.

Course 4 (C04) Quality Management

1. Define health care quality.
2. Discuss at least three national health care quality improvement initiatives.
3. Use a six-phase process for improving performance in an ASC.
4. Use the Plan, Do, Check, Act cycle to improve quality and performance.

Course 5 (C05) Risk Management

1. Explain the role as risk manager in an ASC.
2. Describe the basic components of a risk management program.
3. Assess current risk management practices in their facility.
4. Identify risk management program goals for their facility.

Course 6 (C06) Medical Records Management

1. Describe the ASC administrator's role in medical records management.
2. Discuss how electronic health records could be used in the ASC.
3. Explain how regulatory bodies and accreditation agencies affect medical records management.
4. Discuss key components for medical records management.
5. Describe security safeguards for protected health information as defined by HIPAA.

Course 7 (C07) Facility Management

1. Identify federal and state agencies and accreditation organizations that affect facility management.
2. Explain the six essential categories of a facility safety plan.
3. Discuss requirements of the NFPA's Life Safety Code.
4. Describe the information required in an emergency preparedness plan.

Course 8 (C08) Anesthesia Services

1. Identify regulatory and accreditation requirements for anesthesia services
2. Identify issues with the delivery of anesthesia
3. Identify anesthesia documentation
4. Identify the role of the perioperative nurse in anesthesia
5. Identify parameters to monitor when giving moderate sedation

Course 9 (C09) Intraoperative/Diagnostic Services

1. Explain the administrator's role in assuring appropriate intraoperative and diagnostic services.
2. Explain the nine components of the administrative framework for intraoperative and diagnostic services.
3. Plan personnel, equipment and medications needed for medical emergencies.
4. Locate resources to assist in developing the administrative framework.

Course 10 (C10) Pharmacy Services

1. Identify mechanisms for pharmacy services to the Ambulatory Surgery Center.
2. Identify DEA requirements.
3. Identify the most common forms of adverse drug reactions.
4. Identify aspects of documentation and reporting of adverse drug reactions.

Course 11 (C11) Marketing

1. Delineate the crucial role physicians and physician's office staff play in marketing efforts
2. Identify the development and essential elements of a marketing plan
3. Identify how to find marketing resources and the questions and considerations for outsourcing
4. List strategies to find new markets and develop new business, and
5. Identify budget items for successful marketing