

ORBB Implementation Checklist

TASK	DESCRIPTION	TASK MANAGER	DUE DATE	TASK STATE	STATE KEYS
PROSPECTING	Project leader identifies the conditions for deploying the ORBB (legal, technical, temporal and financial).				Not Started
CREATING TASK FORCES	Project leader contacts the various stakeholders, including patient associations, to initiate internal discussions.				In Progress
	Creation and validation of the patient task force				Completed
	Creation and validation of the anesthesia task force (medical and paramedical staff)				Pending
	Creation and validation of the surgery task force (medical and paramedical staff)				Late
	Creation and validation of the administrative task force				Needs assessment
	Creation and validation of the IT task force				
	Creation and validation of the legal task force				
	Creation and validation of the financial task force				
	Creation and validation of the technical task force				
TASK FORCE MEETINGS	Appointment/election of the chairmen and secretaries of each group				
	Meeting planning				
	Setting the agenda				
	Definition of needs, expectations and concerns				
	Drafting and approving a report				
INTER-TASK FORCE MEETINGS (Chairman and Secretary of the Task Forces)	Definition of the articles of the inter-task force : appointment/election of the chairman and secretary				
	Pooling and summarizing task force reports				
	Identification of the nature of the data collected, processed and stored.				
	Identification of the data flow and storage and of the processing operations				
	Identification of the objectives and purposes of data use				
	Identification of the roles and qualifications of stakeholders (internal and external)				
	Development of criteria for acceptability by professionals and patients (creation of meaning through scientific legitimization, the improvement of the quality of care, and the promotion of best practices)				
	Drafting and validation of the ORBB deployment pre-protocol				
INSTITUTIONAL VALIDATION	Presentation of the pre-protocol to the patient committee for adjustments and validation				
	Drafting of the final protocol				
	Validation and signing of the final protocol by the various parties involved				
	Transmission of the protocol to national authorities				
PARTNERS	Contacting and discussing with insurance companies				
	Contacting and discussing with Public Health Authorities				
	Contacting and discussing with educational partners				
	Contact and discussions with technical service providers (audio and video equipment, blurring software, AI, cloud or servers if not in-house)				
	Market research, comparison of proposals, and validation of partners and subcontractors				
	Negotiation, validation, and signing of contracts.				
IMPLEMENTATION	Definition of the schedule and conditions for deployments, including a technical diagnostic of installation feasibility				
	Informing operating room teams about upcoming work (periods, temporary changes related to the work)				
	Start, progress, and completion of work				
	Test period				
	End-of-construction visit and approval				
EXPERIMENTAL PHASE	Training of professionals to work in the operating room equipped with ORBB (conditions defined according to the validated protocol)				
	Writing and conducting simulated exercises in the operating room equipped with ORBB (role-playing)				
	Creation and validation of a process with service providers for managing technical issues and reporting feedback				
	Debriefing and feedback				
APPROVAL	Final validation of the ORBB system				
	Scheduling the first patients in the ORBB operating rooms				
	Performing the first surgical procedures in the ORBB operating rooms				
	Debriefing and feedback (healthcare professionals and patients)				
MONITORING AND FOLLOW-UP	Implementation of periodic monitoring				
	Conducting medical-economic impact studies				
	Conducting qualitative impact studies (professional activities and relations, patients' experiences)				
	Adjustments and modifications as necessary				
	Remote impact assessment on quality and safety criteria				