



Improved efficiency and safety ED Paediatric Storeroom

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Abstract The ED Paediatric is a new facility and the storeroom is small and requires 5s intervention as the storeroom is often cluttered, making it difficult to maintain IPC standards, while at the same time, maintaining a safe working environment. To be successful, it will be necessary to involve EDC operators, HCAs, Nursing Staff and Housekeepers.

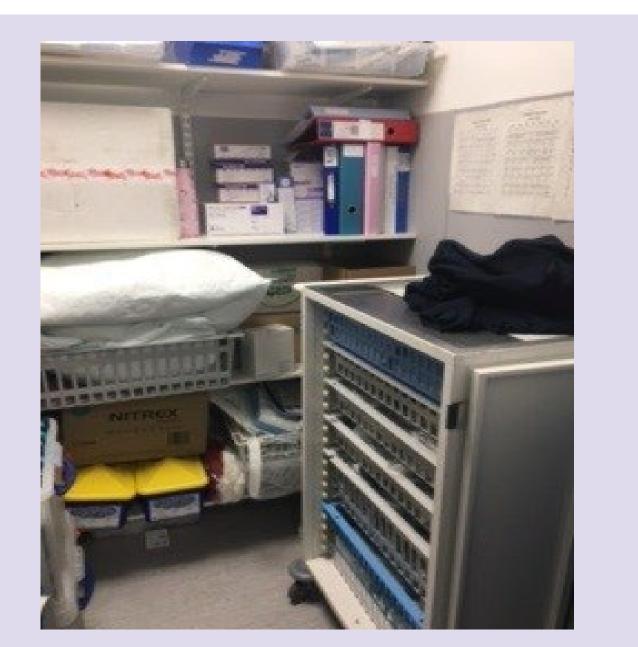
Aim

To ensure all items in the paediatric storeroom are available within appropriate stock levels and easily accessible, as measured by reducing the time taken to find key stock items by the end of July 2022.



Plan

Using the 5S principles the 5s is to support the department to ensure the storeroom is safe, reducing the waste of time and motion for colleagues looking for stock. This 5S project also involves working along side stores to ensure appropriate stock levels and location.





Do

The team communicated and gathered feedback from their colleagues regarding the 5S. First, the team **Sorted** the necessary items from the unnecessary. The organisation of the items was **Simplified** by grouping frequently used items together and producing a stock list to act as a visual.



Study

The team measured how long it took to find an item in the storeroom. The baseline for this was 40 seconds with a target of 15 seconds per item which has been achieved. The 5s achievement grid after initial 5s was a level 1 and has achieved level 2.

| | Sorting | Simplifying | Sweeping | Standardizing | Self-discipline |
|------------------------------------|---|---|--|--|--|
| Level I Just Beginning | necessary and unnecessary items are mixed together throughout the work area | items needed <u>are located in</u> various places throughout the work area | key work items are <u>missing</u> and current location is not known | standards for work area organization are not followed or documented | work area checks are not done regularly and there is no visua measurement of 5S performance |
| Level II Focus on Basics | needed and not-needed items are identified and those not needed are removed from work area | needed items are stored and organized according to frequency of use | work group has agreed on items to be checked and acceptable performance levels documented | work group has documented agreements for needed items, organization, and work area controls | documentation of completed 5S is posted in work area; 5S is incorporated into new staff orientation |
| Level III Make it Visual | initial cleaning has been completed; items disposed of according to auction disposition | needed items are outlined, dedicated locations are properly labeled and required quantities are determined | visual controls and indicators are established and marked for the work area equipment, files and supplies | documentation for all visual controls exist | work group routinely checks area to maintain 5S agreements |
| Level IV Focus on Reliability | work area has documented housekeeping responsibilities and schedules, and the assignments are consistently followed | items rotating from storage and use, create visual control to identify point of use | inspection of area occurs <u>daily</u> and work areas and equipment are restocked and organized | reliable methods and standards are adhered to by all members of the work group | sources and frequency of problems are documented as part of routine work, root cause of non-compliance are identified and corrective action plans are developed |
| Level V Continuously Improve | cleanliness problem areas are identified and mess prevention actions are in place | map created for each item in storage room showing general location and layout of materials and can be retrieved quickly with minimal effort | potential problems are identified and countermeasures are documented | reliable methods and standards are shared throughout similar work areas | root causes are <u>eliminated</u> and improvement actions focus or developing preventive methods |

Act

Further work will continue to maintain the standard set. A review of the standard work will be carried out by the Sister to ensure *sustainability*.