

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.

Level V Continuously Improve	Clearness problem areas are identified and every prevention action is in place	Maps created for each item in storage room showing general location and layout of materials and can be revised quickly with minimal effort	Potential problems are identified and documented	Reliable methods and standards are shared throughout similar work areas	Root causes are eliminated and improvement actions focus on developing preventive methods
Level IV Focus on Reliability	Work area has documented housekeeping responsibilities and schedule, and the assignments are consistently followed	Items relating from storage and use, create visual control to identify point of use	Inspection of area occurs daily and work area and equipment are maintained and organized	Reliable methods and standards are adhered to by all members of the work group	Source 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 III Make it Visual	Visual cleaning has been completed, items disposed of according to action discipline	Needed items are outlined, dedicated locations are properly labeled and required quantities are determined	Visual controls and indicators are established and treated for the work area equipment, files and supplies	Documentation for all visual controls exist	Work group routinely checks work area to maintain 5S agreements
Level II Focus on Basics	Needed and unnecessary items are identified and those not needed are removed from work area	Needed items are stored and organized by use	Work group has agreed on items to be checked and responsible performance levels documented	Work group has documented agreements for needed items, 5S is planned in work area, 5S is implemented into new work organization	Documentation of completed 5S is implemented into new work organization
Level I Just Beginning	Necessary and unnecessary items are visible throughout the work area	Items needed are visible throughout the work area	Key work items are visible 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 visual measurement of 5S performance
	Sorting	Simplifying	Sweeping	Standardizing	Self-discipline

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**.