

Rationalisation of Storeroom 2 in the Cataract Suite, RSH

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Getting to Good: Fundamentals in care

The department has moved to a new location in the Copthorne Building where they have one large storeroom and a further small storeroom. The team has conducted an initial "Sort" and labelled items/areas to aid in easy identification of necessary items. The operational capacity has increased and therefore, the team needs to adjust the par levels accordingly. Currently, the team does not have a Housekeeper, but hoping to have one in place by May 2023. Once in place, there is an opportunity to further rationalise the spaces to ensure they are being utilised to their optimum.

Aim

To create a clutter free, safe & organised storeroom, which ensures the necessary equipment is stored in an appropriate place that makes it easily accessible for all colleagues, that meets the IPC standards as stated in the Trust policy by January 2023.



Plan

Using the 5S principles 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. They organisation of the items was **Simplified** by grouping frequently used items together and producing a stock list to act as a visual.



Storeroom 2	
Overflow stock	
Gowns	
Ophthalmic packs	
Visidrapes	
Sharp bins	
Instruments & hard pieces	
Domestic supplies	
Surgical caps	
Alcon phaco cassettes	

Study

The team used the 5s achievement grid to measure the success of their improvement which started at a Level 1 and after 5S and further changes made they reached a Level 3. A daily **Sweep** of the storeroom has been instigated to support sustainability.

Level V Continuously Improve	cleanliness problem areas are identified and mass prevention actions are in place to identify point of use	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 eliminated and improvement actions focus on developing preventive methods
Level IV Focus on Reliability	work area has documented housekeeping responsibilities and schedules, 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 areas and equipment are rechecked 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 III Make It Visual	initial cleaning has been completed, items disposed according to location	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, 5S is incorporated into new staff orientation
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
Level I Just Beginning	necessary and unnecessary items are mixed together throughout the work area	items needed are located in various places throughout the work area	key work items are missing 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 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 Manager to ensure **Sustainability**.