

# Ward 24 5S of Ward Stores and Relatives Room May 2023

Getting to Good: Fundamentals in Care

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**Abstract:** Ward 32 and 22RE combined and moved into the space on Ward 24. As a result, a number of changes have been made to the layout and storage available on the ward in order to maximise the safety and efficiency.

## SMART Aim

To ensure all stock held is available at the right time, right levels, and easily accessible by 31<sup>st</sup> May 2023.

## Plan

The 5S is to support the ward to streamline the spaces on Ward 24 following a recent move to maximise the use of the space ensuring items are available when required. The team initially reviewed the current available storage areas and looked at the current flows when using an item. In order to remove the wastes within the process the team planned to move some of the storage areas and review the current visual controls. The team also wished to create a wellbeing room for patients/ colleagues.



## Do

The team reviewed the flows and sorted the necessary items from the unnecessary. The team engaged with all users of the areas including Nurses/ Housekeepers/ HCA's/ Doctors/ Ward Manager in order to gain a full MDT approach and buy in to the stock levels on the ward. A full review of all stock was carried out with the EDC stores team following the initial discussions with the wider teams alongside a review of the pharmacy fluid store.

Specific moves:

- All IV fluids moved into a more suitable space, creating a respiratory base store. This streamlined the storage of emergency specialist equipment and ensured that in an emergency team members only have one place to go, reducing the time spent looking and searching during an emergency and helps provide care to the patients sooner.
- The use of visual controls to identify stock that is missing.
- Standard work created to ensure that all stock is topped up prior to the EDC team placing the order meaning that stock levels are at their lowest at the point of order.
- Rearranging the equipment and storage areas resulting in a room that had previously been used as an equipment store being repurposed into a wellbeing room for patients/ relatives and colleagues.
- End of life and dementia items are now in easy reach in the main storeroom.



## Study

The team measured the success of their work using the 5S levels of achievement grid, moving from a Level 1 to a Level 3. There has been a reduction in non-pay spend over the two months following the 5S. Team members know where everything is and a reduction in excess stock means the rooms are not overcrowded. Consultants and colleagues are thrilled about the wellbeing room as it provides a safe/ quiet space to use when talking to patients and families. Additional benefits include the reduction in missing stock.

<b>Level V Continuously Improve</b>	clearness problem areas are identified and memo prevention actions are in place	snaps created for each item to 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
<b>Level IV Focus on Reliability</b>	work area has documented housekeeping responsibilities and schedule, and the assignments are consistently followed	items rotating from storage and use, create visual control to identify point of use	inspection of area occurs daily 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
<b>Level III Make it Visual</b>	initial cleaning has been completed, items disposed of according to action discussion	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 7S is incorporated into new staff orientation
<b>Level II Focus on Basics</b>	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
<b>Level I Just Beginning</b>	necessary and unnecessary items are piled 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 measurement of 5S performance
	Sorting	Simplifying	Sweeping	Standardizing	Self-discipline

## Act

The next steps are to continue the labelling and daily sweep of the areas. Further work will be carried out to review the Air-vo room following some building work to streamline emergency response.