

# Ward 35 5S of Store Room, Treatment Room, Kitchen and Dirty Utility

30<sup>th</sup> January 2023

Getting to Good: Fundamentals in Care  
Team: Sharon Main (Ward Manager)

**Abstract:** The ward has moved in the last year and the EDC operator and Ward Manager would like to update the order book review the stock levels and use the Ward space in the most effective and safe way. It has a number of storage areas including the Main Storeroom, Treatment Room, Kitchen and Dirty Utility. A lot of the rooms are not currently utilised to their full potential. Using the 5S method, the team have ensured that the various areas are safe and well organised.

## SMART Aim

Ensure all stock items are available, easily accessible and appropriate stock levels are agreed by 31st of January 2023, complying with IPC and Healthy and Safety regulations.

## Plan

Ward 35 is a 16 bedded renal inpatient and outpatient area. Who moved here about 18 months ago. The ward had been an End Of Life and supported discharge ward with a bigger bed base. We have found stock levels of many items not appropriate for the area so reducing levels and setting them correctly will be cost effective to reduce budget. We have found the storeroom to be so overstocked that it had become a Health & Safety issue for staff entering the area, and harder to keep clean and tidy in relation to IPC.



The 5S is to support the ward to meet the IPC standards and ensure that all staff who work on the ward can quickly find all the items needed to provide patient care. The 5S team have all received training in Value and Waste, 5S, and Mistake proofing, provided by the Improvement Hub. The plan was to use the 5S principles in the storage areas and update the stock levels.

## Do

The team communicated with 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 them together by blood / dressings / miscellaneous / oxygen / urine– and colour coded.

## Study

The team measured the success of their work through use of the 5S grid and the time it took to find items. The Team successfully reduced the time it took to find items in the Treatment room and Dirty Utility and achieved a Level 3 on the 5S assessment grid. In addition to the time saved, the team were also able to save an initial £1,910 in return on overstock and an overall reduction in baseline expenditure of £6,533 with the removal of unnecessary items.

## Act

The “Sweep” of the Treatment room and Dirty Utility will be completed daily by the Housekeeping team and any issues will be escalated to the Ward meetings. All new staff will receive a local induction to the ward including agency and bank to ensure the Treatment room and Dirty Utility standard is communicated and maintained.

<b>Level V</b> Continuously Improve	cleanliness problem areas are identified and mass 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 eliminated and improvement actions focus on developing preventive methods
<b>Level IV</b> 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 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 identified and corrective action plans are developed
<b>Level III</b> Make it Visual	initial cleaning has been completed, items disposed of according to action 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, 5S is incorporated into new staff orientation
<b>Level II</b> 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.
<b>Level I</b> 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