

## REASON WHY?

A safe and clutter free environment is the foundation for safe and efficient care. The team wished to review their current processes to ensure that all items are required when needed and easily accessible.



Ensure all stock items are available, easily accessible and appropriate stock levels are agreed by October 2023, complying with IPC and Healthy and Safety regulations, including a reduction of 1% in holding stock by October 2023.

## PLAN

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 whilst meeting the IPC standards as stated in the Trust policy.

The team planned to standardise the ward stock including a full review of par levels and stock required, removing redundant and overstocked items.

Additionally, the team looked to reduce the overall stocked items on the EDC Authorisation Report by 1%.

## DO

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 alongside stores to ensure appropriate stock levels and location



## STUDY

The team measured the success of their work through the use of the 5S levels of achievement grid moving from a Level 1 to a Level 3. Initial good feedback has been received from colleagues. The sweep check sheet is checked each week by the housekeepers to check stock par levels and sustainability and a 4.4% reduction has been achieved (£117 initial reduction).

5S Event Remeasure Report					
Project Title:	5s Ward 15 & 16		Date of Event: 08/08/2023		
Ward Team: Alison Lynn & Pat	EDC Team: Adam & Kath		iHub Coach: Yvonne Herbert		
Metric (Units of measurement)	Baseline	Target	Review @ 30 days 08/09/2023	Review @ 60 days 08/10/2023	Review @ 90 days 08/11/2023
<b>Outcome Measures (related to main aim)</b>					
1. Time taken to find stock item	40 Seconds	10 seconds	10 seconds	12 Seconds	
2. Cost Savings	Value 11747.24 Items 346	Value 117.47 1% Reduction	Value 11261.71 Items 344	Value 11261.77 Items 344	
<b>Process Measures (processes that need to happen to achieve aim)</b> Using the 5S levels using 5S grid					
	Level 1	Level 4	Level 3	Level 3	
<b>Post 5S</b> How will the 5S be sustained? Are we completing the "sweep" element? If so, how often and by whom? What are the escalation processes if the 5S Self-Discipline is not sustained? Who will collate the measures at 30, 60 and 90 days?			<b>Agreement (please add):</b> Sweep audit sheet completed weekly by Housekeeper. Escalate To Ward Manager. Yvonne Herbert Improvement Team		
<b>Comments:</b>					

Achievement Grid				
Level	Level 1	Level 2	Level 3	Level 4
5S	Level 1: Basic 5S principles applied to a limited area.	Level 2: 5S principles applied to a wider area.	Level 3: 5S principles applied to the whole department.	Level 4: 5S principles applied to the whole organisation.
Standardisation	Level 1: Basic standardisation of equipment and materials.	Level 2: Standardisation of equipment and materials across a wider area.	Level 3: Standardisation of equipment and materials across the whole department.	Level 4: Standardisation of equipment and materials across the whole organisation.
Self-discipline	Level 1: Basic self-discipline of staff.	Level 2: Self-discipline of staff across a wider area.	Level 3: Self-discipline of staff across the whole department.	Level 4: Self-discipline of staff across the whole organisation.

## ACT

Stores manager and EDC team have assisted to remove redundant and overstocked items and reduced overall stocked items on EDC Authorisation Report and aim to ADOPT the changes made during the intervention.