

Project Details

Organization	Southern Health/Santé Sud	Facility	CHS Building Steinbach
Project Name	Over Storage Wars Project	Project Facilitator/Belt Level	Aleasha Whenham/Yellow Belt
Project Sponsor	Debbie Harms	Project Team	Vanessa Wiens, Sara Martens, Bev Hamm, Mike Wlock, Mae Suebzon, Darren Tindall, Ron Morrice, Lorraine Friesen
Project Start Date	November 3, 2016	Project End Date	March 31, 2017

Problem Statement

The current process for inventory management is inefficient, time-consuming, wasteful and costly which lends itself to delays for the home care team to perform optimal client care. There is ambiguity with regards to roles of the team, the process and accountability.

Current State Analysis - What's the Data Story?

Defects: Wrong supplies/ wrong amount of supplies ordered; Supplies ordered twice by mistake; Wrong supplies sent; Wrong amount of supplies sent; Same supplies found in the nursing supply room, the incontinent supply room, nursing supervisor office, in the treatment clinic supply area and in the palliative area; Expired supplies; Supplies ordered as non-routine and signed by the nursing supervisor which are stock items; Backordered supplies re-ordered.

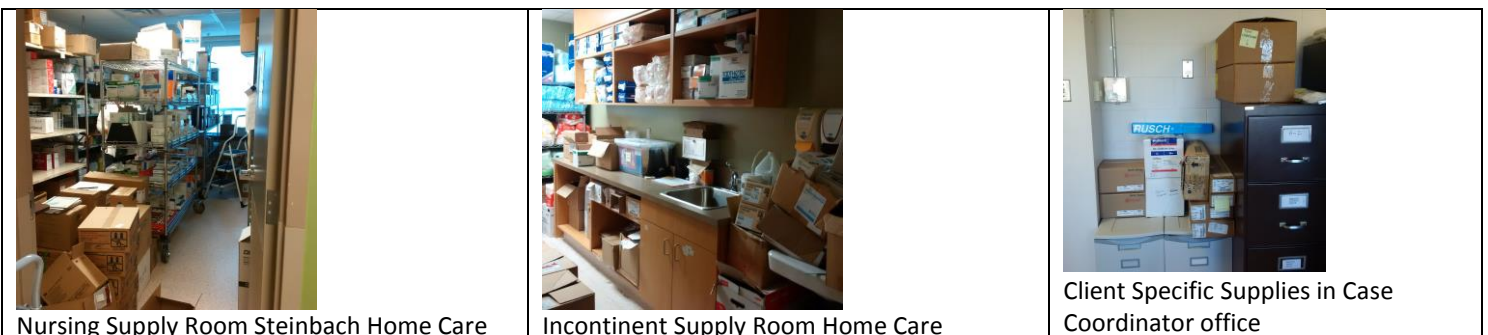
Motion: Case Coordinator brings supplies from their office, then collects supplies from the incontinence room and then collects supplies from the nursing supply room; Nurses & Palliative care team walk to multiple locations to gather supplies.

Overproduction: Excess stock kept in store rooms; Inventory not rotated; Ordering information researched multiple times by multiple people instead of having one central list.

Transport of product or materials: Incontinent supplies ordered by Case Coordinator; when a client needs the supplies, the Case Coordinator goes downstairs to the incontinent product room, gathers the supplies and then puts them at the front desk for family to pick up.

Unnecessary Waiting: Back ordered items; Lead times for products are not known so products are not ordered as soon as needed.

Inventory: Incontinent products are ordered and sit in the stock room until clients call for them.



Project Aim

To reduce the area that supplies are stored in the Steinbach Home Care Office by 25% by March 31, 2017.

To create a standardized ordering process and top up list for Home Care by March 31, 2017.

Implementation Plan

	PDSA – Brief Description	Implementation Date
1	Create a top up list	March 31, 2017
2	Organize the supply space	April 27, 2017
3	Create a process for ordering supplies	April 27, 2017

Controls Utilized

<input type="checkbox"/> Fundamental Change	Moved supply locations; put them in bins; removed items that were not needed
<input type="checkbox"/> Error Proofing	Removing certain items from the top up list to avoid them from being ordered.
<input type="checkbox"/> Visual Control	Labeling; KAN BAN system; picture of what the room is supposed to look like
<input type="checkbox"/> Standard Work	Top up list; written process;
<input type="checkbox"/> Training	Include procedure when orientating new staff
<input type="checkbox"/> Continue to Measure	Periodic evaluation of top up list, minimums, maximums, usage reports.
<input type="checkbox"/> Audit	Future control: Point in time audits
<input type="checkbox"/> Checklist	Top up lists
<input type="checkbox"/> Policy & Procedure	Written policy; KAN BAN Cards/System
<input type="checkbox"/> Written Sign	Labels; category labels (Gauze; cleansers; exudate management; etc)

Outcomes – Qualitative and Quantitative Outcomes



A3 Report

Prepared by:
Over Storage
Wars Team