

February 5, 2016

## *6E & 6W: Sorting, Setting, Shining, Standardizing and Plans to Sustain Changes*



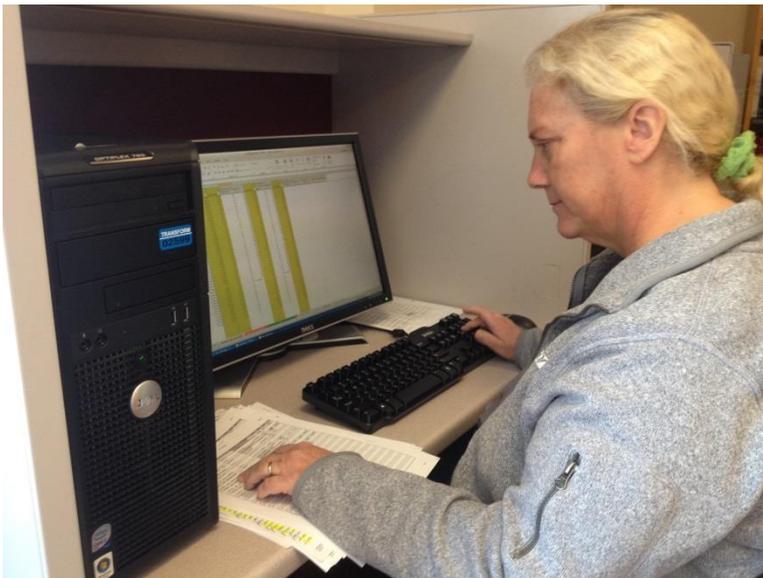
*Some of the improvements made by 6E & 6W during the most recent "5S" event at Ouellette Campus*



Congratulations to the 5S Team that spent the week of January 26<sup>th</sup> conducting a 5S on 6E and 6W at the Ouellette Campus!!! The goal was to eliminate as many barriers as possible in the workspace that is keeping nurses away from their patients' bedside (i.e., time spent looking for, searching for and collecting items or information). Some highlights of the work completed on the units include the following:

- Relocating the Pyxis machines & associated supplies/items (6E);
- Establishing staff workstations (6E & 6W);
- Optimizing the clean and soiled utility rooms;
- Improving storage locations for equipment; and
- Ensuring that all equipment & items on the unit are organized and have a clearly identified location.

## *Clinic Leads Empowered to Make Change*



*SOP Lead Cheryl entering data for the Fracture Clinic*

The Fracture Clinic SOP leads feel empowered to make changes to their processes to help decrease the patient wait time and increase efficiency. Cheryl Brush, the lead representing the clinic at Met campus said, "Being involved in the SOP project for the Fracture Clinic has been a real eye opener for me and my colleagues. How we have organized and set up the grid has made the flow much easier on staff and patients. I notice the patients are less frustrated when you do approach them for their information; therefore, it makes us as staff happier. I found there was some resistance at the beginning, but now everyone is commenting on how well the clinics are running. I'm confident in the ideas myself and my co-lead have brought forth to make this project a success."

## Ortho and ENT Complete Rerrals!

The OR Scheduling team would like to thank the Ortho and ENT services for their excellent work in submitting 'complete' referrals. A complete referral means all required documentation for the patient was submitted together and on time, allowing booking staff to proceed with their process. The Ortho and ENT services are doing so well, that the team no longer needs to collect manual data in this area and are ready to move the process on to another service. Great job!

Have a great weekend!!

The SOP Team

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MET		or OUEL		ORTHO REFERRAL TRACKING SHEET													IF INCOMPL				
#	Total Knee or Total Hip?	Other Ortho?	Surgeon	If booked, how many weeks out from date of submission?													H&P		Surgical Consent		
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	Updated		Doc. # Missing	
1		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
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13		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
14	K	✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
15		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
16		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
17	H	✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
18		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
19		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
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21		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	
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23		✓	A E J K L M P T Y	0	1	2	3	4	5	6	7	8	9	10	11	12	13	U	#	M	

Example of a manual data collection sheet from the Ouellette campus with 100% of complete Ortho referrals!