



Using 5S to re-organize the positioning aids and accessory cart in MOT

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Background

Daily, positioning aids and accessories are used by the Operating Theatre (OT) staff to position patients for all types of elective and emergency surgeries.

The weekly number of these surgeries is about four hundred and sixty-five. For every 10 cases, at least 8 cases would require the Ancillary Staff to search for positioning aids from the other ORs.

Current Conditions

When positioning aids and accessories are required for use, they cannot be easily located on the cart (fig.1). Also, all other kinds of items are placed and stored on the positioning aids and accessories cart. The cart looks untidy and disorganized. This results in surgery delay as staff have to spend 10 minutes to search for them.

Positioning aids and accessories cart are checked daily by the operating room (OR) ancillary staff using the inventory checklist (fig.2). However, missing or misplaced positioning aids & accessories were still not discovered till the point of usage causing undue stress to OT staff.

Fig. 1 Positioning aids and accessory cart with items non related to positioning (Mask, gown)

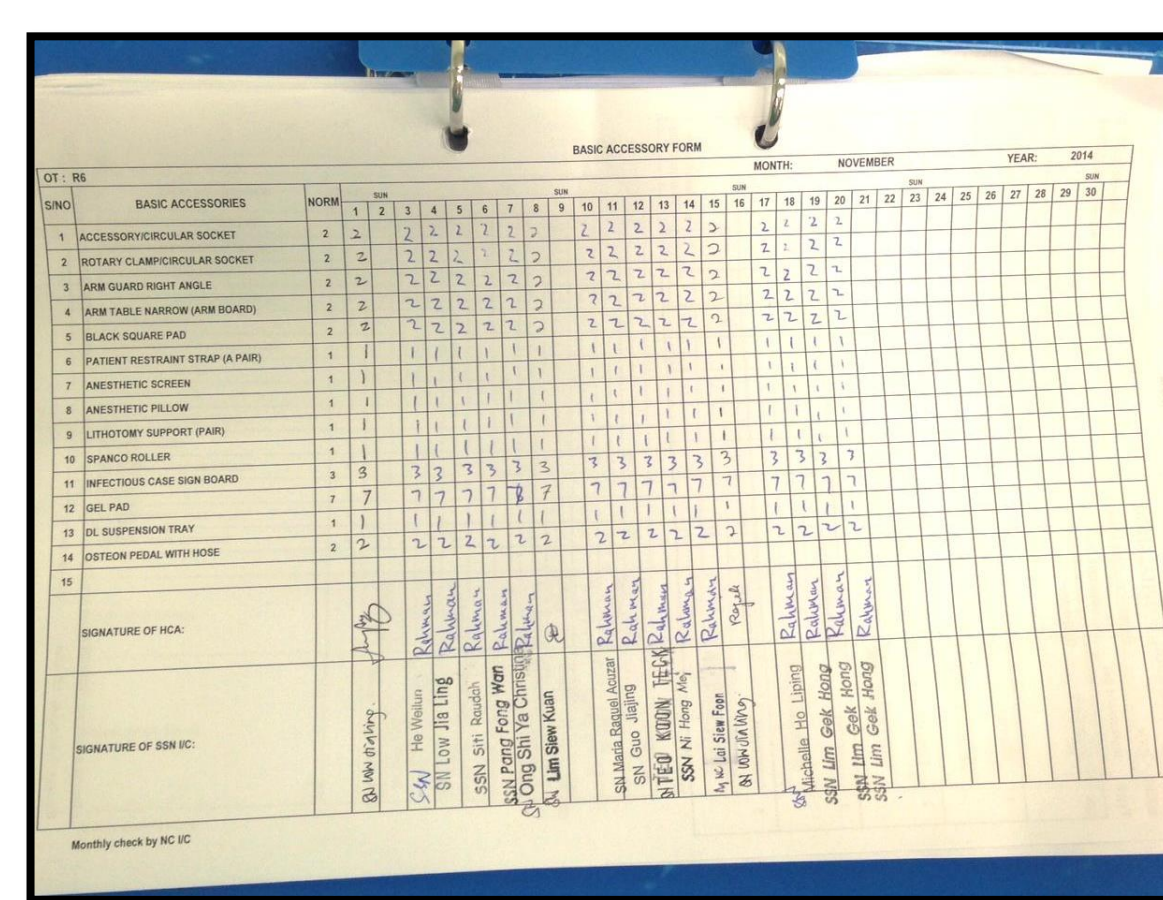


Fig. 2 Inventory checklist

Analysis

Difficulty to locate positioning aids and accessories

Ancillary staff hides positioning aids & accessories

Positioning aids & accessories were not returned to cart after use

Placement of positioning aids & accessories on the cart is not consistent

Checking & completion of checklist were not done according to protocol

Fear of not able to find them in time for use

Staff are not familiar with cart usage

Labelling of storage is inconsistent

Staff lack knowledge

Goals / Targets

To reduce the frequency to locate positioning aids and accessories by 80% within 3 months

Results

We implemented the changes to three positioning aids & accessories carts in three ORs.



Fig. 4 Labeled Checklist

The pictorial checklist with names of positioning aids & accessories (Figure 4) standardized.

It is kept in the front page of the positioning accessory file. It serves as a reference guide for OT staff.

Now, there is an increase in compliance to inventory check.

Results:

Now, the cart looks neat & tidy (Fig 3) and OT staff are able to locate positioning aids & accessories easily.

Fig. 3 Completed, reorganized and labeled cart



Proposed Countermeasures (Future State)

Sort	Set-in-order	Shine	Standardize	Sustain
Sort and select positioning aids & accessories according to OR surgical discipline.	Arrange positioning aids & accessories according to properly labelled storage spaces.	Clean positioning aids, accessories & cart according to department protocol.	Create pictorial checklist and standardize names of positioning aids & accessories.	Conduct inventory checklist audit by NC in-charge of individual OR

Implementation Plan

S/No	Implementation Plan	Responsible	Date
1.	Sort and select positioning aids & accessories according to OR surgical discipline.	Noraini	02/01/2015
2.	Arrange positioning aids & accessories according to the properly labelled storage spaces.	Noraini	02/01/2015
3.	Clean positioning aids, accessories & cart according to department protocol.	Venilla	02/01/2015 to date
4.	Create pictorial checklist and standardize names of positioning aids & accessories.	Noraini & Siew Foon	09/01/2015
5.	Conduct inservice sessions to Ancillary Staff & OT Nurses on proper handling & documentation of positioning aids, accessories & cart.	Noraini, Gloria & Siew Foon	14/01/2015 – 17/01/2015

Follow up

Now, with the reorganized cart, the frequency to locate positioning aids and accessory has been successfully reduced to 80% and items can be found within 2 minutes.

We will continue to follow-up with the rest of the ORs, to reorganize the positioning aids & accessories carts. Members will also conduct random audits to ensure compliance to the inventory checklist documentation & re-inforce to all OT staff to be accountable to the safeguarding and maintaining of positioning aids & accessories.