

Improve the ordering and storage of Imprest Stores



Neahdael Model of Care

Overview

Staff responsible for ordering Imprest Stores would go around the Wards Stores Storage areas or use a 10 page list of 204 bar-codes, set out in bar-code order as allocated by Procurement but not in alphabetical or type of item order, and then scan the barcodes using a portable barcode scanner.

Stores were often placed in incorrect places and staff spent a lot of time looking for items as the barcode labels are small and difficult to read. There would be at times be over supply or shortfalls of stores as staff had difficult gauging stores levels.

Project Focus

- To improve the way the ward ordered stores to make it easier and more reliable so to reduce time and reduce over-ordering or shortfalls.
- Reduce the time staff spent looking for items or having to source from other areas.

Measurement

- Survey of nursing staff showed that at times staff spent 10-15 minutes looking for for an item, such as wound dressings, as they had been placed in wrong area, area not properly labeled or that no stock was available.
- Staff responsible for ordering of imprest stock also found the same problem.
- Diagnostics were performed? - Staff Survey, Root Cause Analysis, 5s Audits

Implementation Steps

- Rather than use the 10 pages of 204 barcodes as supplied by Procurement Dept the group reduced them to 172 barcodes of items used on the ward.
- Organised those barcodes into the Stock Colour Codes that represented each item. These Stock Colour Codes being medication supplies, respiratory, urine/gastro, needles/syringe, wound care, hygiene, nutrition and cytotoxic.
- Produced a book where these barcodes were listed as per Stock Colour codes and clearly list.
- Organised the Ward's Store Storage areas according to those Colour codes
- Clearly labelled them with coloured labels that included the barcode for item.
- Set up an early warning system so staff knew to order before stock ran out and a book for staff to write down those items needed



**Improved time of
17 mins per client**

Down from 23.4 mins
before project



**\$14,000 in staffing
per annum**

Staff able to spend more time
completing other tasks



Project Outcomes

- Recent survey of staff discovered that staff are now finding Imprest items
- Easier to find meaning less wastage of staff time.
- Ordering of stock has improved as staff find it easier to gauge Stock levels so reducing over ordering or under ordering of stock.
- Staff feel more involved since introduction of Staff Stock Ordering Book and Early Warning System.

Next Steps

- New Shelving has been ordered for the Cupboards in the Dining room so that all continence aids will be able to be stored in the one place.
- Staff have been encouraged to suggest any improvements that they think of that might improve the project as it is and to report any problems.