

REASON WHY?

The therapy team currently have a number of files that are kept following interview that may be required for a year post-interview. It can be difficult to find files in a timely manner and there may be files that are no longer required.



To rationalise the storage space for post interview feedback, reducing the time taken to find files by 24th May 2023.

PLAN

The plan is to support the rationalisation of storage space within the therapy admin team. The team plan to utilise the 5S principles to ensure the storage is fit for purpose, having only the necessary items as required.

DO

The team initially began by sorting the necessary from the unnecessary. The filing cabinets contained both personal files and post interview files. Any post-interview files that were no longer required (files over 6 months old) were removed unless relating to a staff member then they were combined within the personal file. All documentation was placed in a file for each individual and colour coded for each profession. The files were alphabetised and placed in profession order.

STUDY

The team measured the success of their work through the use of the 5S levels of achievement grid, moving from level 1 to level 3. Teams now find it easier to locate files, removing the waste of time spent looking and searching.

5s Levels of Achievement Grid

Levels of Achievement	Level V Continuously Improve	cleanliness problem areas are identified and mess prevention actions are in place	map created for each item in storage room showing general location and layout of materials and can be retrieved quickly with minimal effort	potential problems are identified and countermeasures are documented	reliable methods and standards are shared throughout similar work areas	root causes are eliminated and improvement actions focus on developing preventive methods
	Level IV Focus on Reliability	work area has documented housekeeping responsibilities and schedules, and the assignments are consistently followed	items rotating from storage and use, create visual control to identify point of use	inspection of area occurs daily and work areas and equipment are restocked and organized	reliable methods and standards are adhered to by all members of the work group	sources and frequency of problems are documented as part of routine work, root cause of non-compliance are identified and corrective action plans are developed
	Level III Make it Visual	initial cleaning has been completed; items disposed of according to auction disposition	needed items are outlined, dedicated locations are properly labeled and required quantities are determined	visual controls and indicators are established and marked for the work area equipment, files, and supplies	documentation for all visual controls exist	work group routinely checks area to maintain 5S agreements
	Level II Focus on Basics	needed and not-needed items are identified and those not needed are removed from work area	needed items are stored and organized according to frequency of use	work group has agreed on items to be checked and acceptable performance levels documented	work group has documented agreements for needed items, organization, and work area controls	documentation of completed 5S is posted in work area; 5S is incorporated into new staff orientation
	Level I Just Beginning	necessary and unnecessary items are mixed together throughout the work area	items needed are located in various places throughout the work area	key work items are missing and current location is not known	standards for work area organization are not followed or documented	work area checks are not done regularly and there is no visual measurement of 5S performance
		Sorting	Simplifying	Sweeping	Standardizing	Self-discipline

ACT

The next steps for the team are to monitor over 30,60,90 days and continue to keep the standards at the same level.