

# EASE MY DAY FORM

TODAY'S DATE: _____ DEPT: _____ YOUR NAME: _____	WHAT COUNTERMEASURES <b>CAN</b> BE TAKEN: TODAY'S FIX: _____  PREVENTATIVE ACTION: _____				
DESCRIBE THE PROBLEM:   					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%; padding: 5px;">           LIST AND QUANTIFY THE WASTES:  <b>DOWNTIME</b> </td> <td style="width:20%; padding: 5px;">           Staff Time Savings (Calc = \$ .523 per minute, per person)         </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;">           Other Cost Savings:         </td> </tr> </table>	LIST AND QUANTIFY THE WASTES: <b>DOWNTIME</b>	Staff Time Savings (Calc = \$ .523 per minute, per person)		Other Cost Savings:	WHAT COUNTERMEASURES <b>WILL</b> BE TAKEN:
LIST AND QUANTIFY THE WASTES: <b>DOWNTIME</b>	Staff Time Savings (Calc = \$ .523 per minute, per person)				
	Other Cost Savings:				
POSSIBLE ROOT CAUSES:					

LEAD AGREEMENT ON PROBLEM



LEAD AGREEMENT ON PLAN

DATE COMPLETED

Waste Type	Waste Definition	Clinical Example	Office Example
D	Defect – Work that contains errors, rework, mistakes or lacks something necessary	Medication errors; Wrong patient; Wrong procedure; Missing information	Incorrect phone numbers, personal data incorrect, data entry errors, missed customer due dates
O	Over Production – Producing more than a customer needs right now	Pills given early to suit staff schedules; Testing ahead of time to suit lab schedule; Treatments done to balance hospital staff or equipment workload	Multiple people working on the same project; too many meetings
W	Waiting Time – Idle time created when material, information, people, or equipment is not ready	Waiting for... Bed assignments, Admission to Emergency Dept., Testing & Treatment, Discharge, Patient lab test results	Slow network, info waiting an overnight batch run, multiple approval levels, delayed decisions
N	Not Complete Use – Not fully utilizing resources, not best use	Having an MD do a task that a HUC could do; running two ORs when you don't have capacity to fill one with cases; a procedure kit with more supplies/instruments than are needed	Use one label from a sheet of label, surfing the net, empty desks or cubicles, meetings with unclear outcomes
T	Transportation – Movement of product that does not add value	Moving specimens; Moving patients for testing; Moving patients for treatment; Moving equipment	Inter-office mail, ergonomics, poor desk layout, unnecessary travel, shipping document that require signature, navigating multiple screens to input data
I	Inventory – More materials, equipment, or products on hand than the customer needs right now	Bed assignments; Pharmacy stock / Lab supplies; Specimens waiting analysis; Paperwork in process; Patients in beds	Excessive form, order just in case, too many emails, keeping drafts and revisions
M	Motion – Movement of people that does not add value	Searching for patients; Searching for meds; Searching for charts; Gathering tools/supplies; Handling paperwork	Not clear description on work orders, unlabeled supply cabinets, undocumented tribal knowledge, unclear directions or confusion locations
E	Extra Processing – Effort that adds no value from the customer's viewpoint	Multiple bed moves; Excessive paperwork; Unnecessary procedures; Multiple testing; Retesting	Looking for email, duplicate forms, meetings with no agenda, objectives, clear purpose or expected outcomes