

Rapid Improvement Event Gemba Walk

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|---------------------|--|
| Organization | |
| Facility: | |
| Project: | |

| Type of Waste | Please describe an example of this waste in your work environment | Please describe your ideas about what we can do to reduce or eliminate it? |
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| 1. Defects Rework, work done because of errors in a previous process | | |
| 2. Motion Unnecessary people movements and journeys, travel, walking, searching <u>Example of waste</u> - <i>Staff walking to other end of unit to pick up paperwork.</i> | | |
| 3. Overproduction Making or processing more than is necessary. <u>Example of waste</u> - <i>Requesting unnecessary tests from lab that are not required.</i> | | |
| 4. Transport of products or materials Unnecessary handoffs, transfers, distances of material & information. <u>Example of waste</u> <i>Transporting phlebotomist bloods samples across the hospital before bringing them back to lab for processing.</i> | | |
| 5. Unnecessary waiting People waiting for things or information to arrive. <u>Example of waste</u> <i>Waiting for patients, waiting for theatre staff, waiting for results, waiting for doctors to discharge patients</i> | | |
| 6. Inventory Information or things e.g. patients or specimens waiting in a queue <u>Example of waste</u> <i>Excess stock in store rooms that is not being used. Patients waiting to be discharged.</i> | | |
| 7. Processing Redundant or unnecessary processing. Things we do that don't add any value but add cost. <u>Example of waste</u> <i>Duplication information. Requesting tests that are not required. Asking for patients details several times.</i> | | |