**Rapid Improvement Event Scope & Objectives**

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| **Project Name** | Inventory Management |
| **Facility and Facility Location** | Billings Clinic Broadwater ER – Townsend, MT  110 N Oak St. 59644 |
| **Event Dates** | June 20 – July 1 2022 |
| **Project Point of Contact** | **Name**: April Baker  **Contact Info**: (406) 266-3816 [abaker4@billingsclinic.org](mailto:abaker4@billingsclinic.org) |
| **Sponsoring Department(s)** | BCB ER  *+ Central Supply (Shienne)* |
| **Issue/problems experienced with current process** | Need to move ER supplies from old space to new space. **The new space has less storage, needs to look at PAR levels and optimize the space**.  *Two ER beds in one space, just built on 3 additional ER bays and those are in preparation for use. Currently all supplies in old space and will need to be moved to new space. There is more space, but less storage (cabinets etc) in new space. Keep from getting cluttered and overstocked. Anticipate being in the space in 4-6 weeks (waiting for monitors etc). Even if not officially ready the student can still be in the space. Will still use old space (2 beds) for overflow patients – not planned to be fully stocked.*  *2 bays are mirrored.*  *Central supply stocks facility Mon-Fri (single staff).*  *A scan gun is available but is not functioning so the process is more “look and see”.*  *Staffing: 1 provider, 1 RN on 24/7 (6-6). During day other site on staff that can come as needed. Second RN for IP care. Providers work 24s. Student can expect to work with 3-4 providers during the 2 week period.* |
| **Objectives** | Reduce waste, reduce amount of revenue lost on **outdates and overstocking**. Keeping appropriate PAR levels. |
| **Metrics** | PAR levels are easy to maintain with a process in place to increase or decrease levels based on usage. Reduction in time wasted looking for supplies in too many locations.   * *$ value of supply stored on hand in the ED* * *Students may be able to determine a way to measure/quantify waste.* |
| **In Scope** | Supply room ordering/stocking – **maintenance of PAR leve**l  *There are resources for shelving, etc depending on solutions proposed by student.*  *Student will look at current state and what the current use of supplies in ER is like.* |
| **Out of Scope** | Limited storage in new space, unk PAR levels  *Students can do checklists likely just not all of the documentation linking depts such as billing, SOPs, etc.* |
| **Existing Data** | All supplies are currently kept in the old ER space. Area cluttered and overstocked. Difficult in finding supplies needed in acute situations.  **+ Restock, Waste, and times running out of stock data for the last 90 days.**  *Dr. McCrory suggested to think ahead on what rolling stock may look like.*  *100 ED visits per month – approx. 4 per day.*  *Students can work with Shienne to get historical par levels.* |
| **Participants** | *Person(s) participating in the event*   |  |  |  | | --- | --- | --- | | Name | Department | Availability during event? | | April Baker | Acute/ER | Yes | | Nursing Staff | Acute/ER | Yes | | Shienne | Purchasing/Supplies | **Might be out – Jenny will f/u and confirm.** | | Provider Staff | ER | Yes | |  |  |  | |  |  |  | |

**Logistics**

1. *What is the student housing arrangements? Does the student need to bring any supplies such as their own bedding?  
   Room available in upstairs hospital/clinic and room available in rental on Walnut St.*

*Jenny will confirm and finalize.*

1. *What is the meal arrangements?   
   All 3 meals in cafeteria – Sign up sheet available-*
2. *Who will be the student’s main point of contact – someone they can contact Sunday afternoon when they arrive? Name and phone #.****Call or text Jenny Clowes 406-580-1983***

*If Jenny is unavailable then call/text April Baker 406-200-5149*

1. *Student(s) will be arriving in town on Sunday. What time should they arrive to the facility on Monday morning and who should they see upon arrival?   
   0900, April Baker*
2. *Has a workstation or desk been arranged for the student use during the two weeks? Internet access?  
   Upstairs education center*
3. *What forms or requirements from the facility?*
   1. *immunization/testing is required and what documentation?*
   2. *HIPAA?*

*Any other forms from facility?* We can work to get this done prior to arrival. Jenny will let us know what works best to get that back to Broadwater.

a) a copy of your CDC COVID-19 Vaccination Record Card (or a legible photo of the card);

b) documentation of vaccination from a health care provider or electronic health record;

c) state immunization information system record;

Tuberculosis screening is required by one of the following methods:

a)    2-step TST (tuberculin skin test) (one test within 1 year prior to date of hire and one test within 30 days prior to hire)  or

b)    An IGRA Blood test (either a QuantiFeron or TSpot within 30 days prior to date of hire

c)    Negative chest x-ray (within 12 months prior to date of hire)

The following vaccines are strongly recommended for employment at Billings Clinic:

a)    (2) Measles, Mumps, Rubella (MMR) vaccinations or quantitative titers showing immunity

b)    (2) Varicella vaccinations or a quantitative titer showing immunity

c)    Annual Influenza vaccine, or proof of current year vaccine

1. d)    Hepatitis B vaccine series

*Contact person: Katie Hagenbuch – Billings clinic*

**Approximate Timeline:**

1 day: orientation, introductions and project scoping

3 days: data collection and analysis of current system

3 days: solution development

2 days: implementation and tweaking

1 day: report out and finalization

*Goal is an implemented solution!*