Implementing the 5S principle in resource management of a medical ward

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Introduction
Resource Management is the efficient and effective deployment of an organization's resources in the most efficient way possible, maximizing the utilization of available resources to achieve organization goals. However, medical wards always face problems such as inappropriate stocking, excessive storage, expired and damaged items which result in increasing the employer's budget and creating safety issues in the workplace. By using 5S principle (Seiri, Seiton, Seiso, Seiketsu and Shitsuke), the workplace is expected to be improved and more organized.

Objectives
The objectives of this project are to: (a) Classify the difference between in-use and not-in-use items to improve the quality of services (b) Structuralize the storage and placement methods to increase work efficiency (c) Provide a safe workplace to reduce accidents (d) Promote a self-efficacy culture for storage management to nurture a safe culture

Methodology
The 5S principle (i.e. Seiri, Seiton, Seiso, Seiketsu and Shitsuke) strategies are adopted for facilitating the implementation of the project: (a) Discuss with the ward staff about the risk and concern in our resource management, with the collaboration of Ward Manager (b) Use the 5S classification table to list out the workplace resource problem (c) Transfer out some excessive items (d) Standardize the format of all item labels (i.e. picture, number, supplier, category, volume, storage location and total items name) (e) Develop an “Quick reference for storeroom items application” to facilitate colleagues in resource management (f) Explain to ward staff about the resource management (g) Assign ward staff on regular checking to ensure all the items are in good conditions (h) Develop a monthly 5S checking system to keep
monitor the utilization

**Result**

With the collaboration from ward management team, the project was successfully rolled out by phases in 2Q 2014. The project of “Implementing the 5S principle in resource management of a medical ward” was supported by ward staff. This project can enhance and improve the quality of services, increase work efficiency, provide a safety workplace and nurture good safety culture.