Reduce processing time of Ward stock Medication checking and ordering
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Keywords:
Efficiency and Effectiveness
Quality Services
Staff engagement

Introduction
Nurse needs to check and order enough ward stock medication every week. Currently 55 minutes in average is used to complete the stock checking and ordering process, as sample taking from 9th to 16th Nov 2014. Also 30% medications were found over stocked. Our target is to reduce the overall 'stock taking and ordering' processing time by 60% and 0% over stock.

Objectives
1. Reduce processing time on stock taking and ordering by 60% (from 55 minutes to below 22 minutes) 2. By simplifying the work flow, the over stock medication will be reduced to 0% by effective checking method.

Methodology
Visual management method has replaced the clumsy procedure of checking 80 drawers one by one. Staff is informed to place a colour card onto the opening of the drawer where the medication needs to be refilled. Therefore, nurse could easily spot what medication will soon need to be refilled. Implementation of two-bin system in medication trolley is to allay fear of nurses for not enough stock of medication. Therefore, they will not order over stock medication.

Result
Mean of processing time has been reduced from 55min to 12.6min (77% reduction), so far no more over stock medication has happened since we have implemented the new methodology.