



Service Priorities and Programmes
Electronic Presentations

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Standardization and reduction of hospital forms

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Introduction

During the stocktaking of forms used in wards of SCH, we found that there was a large amount of different kinds of forms kept in every ward, different versions of forms were co-existing and some of them were created for similar purposes. Moreover, due to limited storage space, various kinds of forms were mixed together in the same drawer, which led to untidiness and brought difficulties in locating the forms.

Objectives

1. To standardize the format of forms so as to establish a systematic way in controlling the creation of forms
2. To assist ward staffs to retrieve the forms easily.

Methodology

1. The format of the forms created by the nursing division was standardized by adding a clear title, a systematic form number and a revision date.
2. The amount of forms were reduced and controlled by deleting the non-used forms, combining forms with similar purposes, removing outdated version forms and forbidding ward staff to create forms without approval.
3. Soft copies of most of the forms were categorized and uploaded to i-hospital for downloading by which form storing space were greatly reduced.

Result

Originally there were 126 forms in wards. After the program, the number of forms were reduced by 35% to 82. Moreover, 69 out of 82 forms i.e. 84% had been uploaded to i-hospital.