



Service Priorities and Programmes Electronic Presentations

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Inventory Management – Experience from Physiotherapy Department

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Introduction

The Physiotherapy Department of Queen Elizabeth Hospital has more than 1,200 inventory items. These items were placed in different venues. There are risks of misplacement of equipment and lead to equipment loss if the items are not managed properly. Besides, it was labour consuming to identify assets for Annual Asset Verification exercise as it was difficult to locate inventory items that solely based general information from the asset master list.

Objectives

To evaluate the effectiveness of the new asset management strategies

Methodology

Our department has set up an Inventory Management Team since 2012. The main objectives were to:

1. Enrich the information of the asset master list
2. Standardize the format of team-base equipment list
3. Standardize the inventory management format in different venues
4. Implement “Five S system” for better inventory management

To enrich the asset list, a “Specific Description” was added in addition to the “Standard Description”. Moreover, a precise location and the responsible staff were added for each asset for better management. Moreover, team based inventories were checked and recorded daily by supporting staff each day to ensure that the quantity and conditions of the inventories were all correct. The record was weekly counter-checked by team in-charge. Respective Senior Physiotherapists would perform monthly surprise check of the inventories to verify the record.

For storage, our department adopted the “Five S” system so that all items were properly placed and handled after used. To prevent loss of small equipment in the treatment area during patient care, supporting staff registered patient's name and type of equipment before use. He/she was also responsible to sign out the record after the equipment was returned by the patient. Furthermore, all small equipment would be

anchored with a large container so that the equipment was not easy to be mistaken away by other personnel in the treatment area.

Result

There was zero incidence of equipment loss since 2012. In addition, the department completed the Annual Asset Verification 12/13, 13/14 and 14/15 exercises without writing-off any equipment.

Inventory Management is a challenge to our department whom provided more than 1,500 patient attendances per day. Our department has introduced "Change management" so that inventory items can be managed in an organized and systematic way. These changes can minimize risk of equipment loss and save time to prepare the Annual Asset Verification exercise.