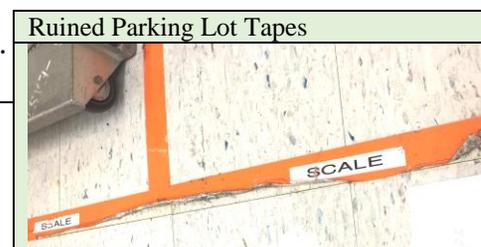


Title: How to Replace Ruined or Ripped Orange Parking Lot Tapes		Date: 1/27/2017 Version: 4
Departments who must adopt: <ul style="list-style-type: none"> All Units (Inpatient & Outpatient), Ancillary Staff, EVS 	Staff who must adopt: <ul style="list-style-type: none"> Nurse Managers, Nurses, Clerks, Providers, USAs, EVS 	

Task #	Task description (include handoffs TO, and signals FROM, other staff, to complete task)	Task time
1.	Identify parking lot area that needs to be replaced. <ul style="list-style-type: none"> <input type="checkbox"/> Include specific location (room number or area) and equipment type. 	2 mins
2.	Contact EVS (x3359) to request for floor care to remove identified parking lot area that needs to be replaced. <ul style="list-style-type: none"> a. Instruct EVS to inform charge nurse or nurse manager once this task is completed. 	5 mins
3.	Once charge nurses/nurse manager has been informed by EVS, charge nurse can contact KPO (x6870) to request for parking lot supplies. KPO will notify unit when to pick up the following from Room 1L2 KPO Office: <ul style="list-style-type: none"> <input type="checkbox"/> orange tape <input type="checkbox"/> ruler <input type="checkbox"/> P-Touch label maker (1 inch wide tape 0.94") <input type="checkbox"/> and heavy duty clear tape 	5 mins
4.	After obtaining orange tape, P-Touch label maker, and heavy duty clear tape from KPO, go to identified parking lot area. <ul style="list-style-type: none"> a. Measure parking lot area, and cut tape accordingly to size of equipment. b. Parking lot area should not exceed ¼ to ½ inch of the parameter of the equipment. 	15 mins
5.	Prepare floor per manufacturer's instruction as follows: <ul style="list-style-type: none"> a. Remove loose debris in parking lot tape area b. Wipe floor using hospital-approved wipes 	5 mins



NOTE: Pictures showing the appropriate actions in sequence and by step are strongly encouraged. Attach as needed.

Sponsor/Originating Unit/Team: KPO	Version number: 2
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6.	<p>Based on manufacturer's guidelines, follow these instruction on how to place orange floor tape:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For new tape: Remove the label holding the tape to the side of the application box <ul style="list-style-type: none"> a. Fold back about 2 inches of the liner from the tape b. Stick the tape at the start point (be careful to align it in the direction desired) c. Pull the box until the tape is stretched along the desired path (keep the liner in place) d. At the end point, set the box down, slot-side face down e. When satisfied with the position, start at one end, peel the liner away from the tape while smoothing down the tape by applying downward pressure. Use a ruler to seal the tape to the surface. Be careful to avoid any wrinkles or entrapped air. <p><i>Reference: https://www.bradyid.com/en-us/featured-products/tape/toughstripe-floor-marking-tape</i></p>	5 mins	
7.	<p>Use 1" label tape to name the item and quantity (for example "WHEELCHAIR x3"). See "Clear Bin P-Touch Label Settings & Parking Lot P-Touch Label Setting" standardized work for more information.</p> <p><u>PARKING LOT LABELS:</u> Using 1 inch wide tape (0.94"): turn ON p-touch. Push the "text" button. Toggle using the arrows to select: Font: "HEL" Size: "48" Width: "x2" Style: "BLD" Push "OK" button. Start typing your text and push "PRINT"</p>	<p>Ideal Parking Lot Tapes:</p> 	5 mins
8.	<p>Use 2" heavy duty clear tape to cover P-Touch label</p>	5 mins	
Cycle time: (enter observed cycle time or sum task times)		47 mins	

NOTE: Pictures showing the appropriate actions in sequence and by step are strongly encouraged. Attach as needed.

Sponsor/Originating Unit/Team: KPO

Version number: 2

Standardized Work Signature Sheet

Standardized Work (Name): _____ Version #: _____

I have read and agree to follow the above referenced Standardized Work. I understand that this is the “current best thinking” of how to do the tasks. If I have ideas on how this work can be improved, I am encouraged to make suggestions directly to my supervisor or I can make a recommendation at a team meeting (if applicable).

Staff Signatures: (attach additional sheets as needed)

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Complete the Standardized Work Sheet as follows:

1. Preparation. It is important to standardize how tasks are performed- Taiichi Ohno, one of the crafters of the Toyota Production System, said “Where there is no standard there can be no kaizen (improvement)”. Standardized work is the “best current thinking of how tasks should be done. It is written by the individuals who do the work. The goal of the Standardized Work Sheet is to document the key steps in sequence to assure patient safety standards are consistently done and to make the work easier for staff to remember and perform right the first time.
2. Header information. Complete the header of the form (from left to right).
 - a. Title. Enter the title of the standard work. (The title normally identifies the scope of the work and who will perform it.)
 - b. Date: Enter the date that the Standardized Work was implemented.
 - c. Departments who must adopt: Enter the name or names of the departments within the organization that are required to adopt this standard work.
 - d. Staff who must adopt: Enter the names of the positions of clinicians and/or support staff that is required to adopt this standardized work (e.g. nurses, clerks, etc.).
3. In the body of the Standardized Work Sheet:
 - a. Task #. Enter the number of each task in the process, in sequence.
 - b. Task description. Clearly describe each task to be performed. Include a list of equipment, tools, supplies or other job aids required. Highlight quality or safety checks built into the process. The description should be succinct yet sufficient to conduct an effective in-service training.
 - c. Task time. Enter how long (normally in seconds or minutes) for each task (median).
 - d. Cycle time: Enter the observed cycle time or sum all task times. This is how long the process takes (e.g. check in, nurse intake, discharge)
4. Photographs. Photographs showing the appropriate actions in sequence may be attached to the document as needed.
5. Footer information.
 - a. Sponsor/Originating Unit/Team: Enter the position of the sponsor/originating unit or team.
 - b. Version number. Enter the version or revision number of the standardized work. Make sure you maintain copies of the most recent version of the standardized work in the work place. Remove older versions each time document is updated.
6. Standardized Work Signature Sheet: It is the responsibility of the supervisor to review each step of the standardized work with the team. Obtain staff signatures documenting training and attach to the Standardized Work Sheet. Repeat anytime the Standardized Work Sheet is updated. Remember to elicit feedback for improvements to this document during routine Standardized Work audits and at staff meetings.