

CLINICAL WORKFLOW: TWO-BIN KANBAN (STATIC BOARD)

Clinical Staff must move tags to trigger the replenishment of supplies.

Step 1



Use supplies from the Primary (front) Bin until empty.

Note: if the bin is split into smaller sections (Picture 2 above), you will use supplies from the front bins until empty. In Picture 2 above, notice the example grouping of supplies (A's are the same item, B's are the same item, etc.).

Step 2



Remove the white tag from the front of the bin when the Primary Bin is empty.

*This will initiate the replenishment process.

Step 3



Hang the white tag on the Static Board.

*A supply order is created for the tags placed on the Static Board when Materials Management staff scan the tag's barcode.

Note: the blue bin (pictured on the right) should only be used by Materials Management staff to indicate tags that have already been scanned.

Step 4



Use stock from the Secondary (back) Bin until empty.

*When the Secondary Bin is empty, **remove the red tag** from the front of the bin and hang it on the Static Board.

Note: As replenished inventory arrives, Materials Management staff rotate stock, backfill new stock, and return the appropriate tags to the corresponding bins.

If you need immediate supply replenishment, contact your service center.

Note: In Summer 2022, more information and training will be available in preparation for the implementation of Tecsys in Fall 2022.

ITEM FAMILY COLOR CODING

Color coding will be used on Kanban bins and tags for clinical staff to easily identify items that pertain to a certain service area.

Color	Service Type
Blue	Respiratory/Airway
Gray	Miscellaneous/Office Supplies
Green	Dressings & Wound Care
Orange	Procedural Supplies
Fuchsia	Admissions/Assessment/Personal Hygiene/PPE
Violet	Medication Administration
Red	Blood Draw/IV/Needles
Lavender	Central Line
Yellow	Urinary & GI

This key correlates with the colored stripes that will be on the bin tags to identify the family grouping that the item belongs to.

Note: new bin configurations should not be changed or moved. These have been set up to optimize the replenishment process.



Color coded bin label

Color coded bin tag

Note: Lime green labels indicate chargeable items to be scanned when the Tecsys system goes live in Fall 2022.



QUESTIONS?