The Development of a Respiratory Supplies Indexing System to Improve Retrieval Time

David Blalock RRT  
*Lehigh Valley Health Network, David.Blalock@lvhn.org*

Heather A. Skiles RRT  
*Lehigh Valley Health Network, Heather_A.Skiles@lvhn.org*

Kenneth Miller MEd, RRT-NPS  
*Lehigh Valley Health Network, Kenneth.Miller@lvhn.org*

Raymond W. Smith RCP  
*Lehigh Valley Health Network, Raymond_Wally.Smith@lvhn.org*

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David Blalock RRT; Heather Skiles RRT; Raymond Smith RCP; Kenneth Miller MEd, RRT-NPS
Respiratory Care Department, Lehigh Valley Health Network, Allentown, PA

Background
- Often locating specific equipment can be overwhelming or time consuming in a large respiratory care equipment office.
- Not being able to locate equipment in a timely manner can cause delays in patient care.
- These delays can also lead to staff frustration and dissatisfaction.

Methods
- We conducted an assessment of our current arsenal of equipment and supplies.
- When staff was questioned to locate supplies in a timely manner:
  - Common items could be located promptly
  - Less common items resulted in a significant delay in locating

Development of Inventory Indexing System
- Conducted an analysis of all equipment currently listed on inventory.
- Determine current inventory.
- Organized all equipment by clinical application and frequency of utilization.
- Developed a computerized catalog system and hard copy notebook.

Results
- Pre indexing: it could take as long as 10-20 minutes per item.
- Post indexing: the time was reduced to about one minute, even for seldom used items.
- Critical time delays have been reduced and staff satisfaction has been enhanced.
- Facilitated the orientation process.

Conclusions
Development of an on-line searchable equipment inventory system has:
- Increased equipment retrieval time
- Reduced therapist frustration
- Helped in the orientation process