**Identifying Waste – Worksheet**

**WASTE WALK FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (problem/process) Week # \_\_\_\_ TEAM Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Type of Waste** | **Please describe the waste identified as part of your work project/observation exercise** | **Is this a symptom or a root cause?** | **How can the waste be reduced or eliminated?** |
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| 1. **1. Defects**   Rework, work done because of errors in a previous process  **Example of waste**  **Repeating things because correct information was not provided in the first place** |  |  |  |
| **2. Motion**  Unnecessary people movements and journeys, travel, walking, searching  **Examples of waste**  **Staff walking to other end of ward to pick up notes or having to walk to theatre to collect paperwork. Poorly located scanner/fax/photocopier** |  |  |  |
| 1. **3. Overproduction**   Making or processing more than I necessary of making things faster than is necessary  **Examples of waste**  **Requesting unnecessary test from pathology that are not required. Just in case requests for information.** |  |  |  |
| 1. **4. Transport of products or materials**   Unnecessary handoffs, transfers, distances of material & information.  **Examples of waste**  **Transporting phlebotomist blood samples across the hospital before brining them back to lab for processing. Moving notes round the hospital.** |  |  |  |
| 1. **5. Unnecessary waiting**   People waiting for things or information to arrive. Information waiting on people to arrive.  **Examples of waste**  **Patients waiting to see GPs or community professionals or for theatre staff or waiting for results, TTOs, waiting for doctors to discharge them, etc.** |  |  |  |
| 1. **6. Inventory**   Information or things e.g. patients or specimens waiting in a queue  **Examples of waste**  **Excess stock in storerooms that is not being used. Patients waiting to discharged** |  |  |  |
| 1. **7. Processing**   Redundant or unnecessary processing. Things we do that don’t add any value but add cost.  **Example of waste**  **Duplication information. Requesting tests that are not required. Asking for patient details several times.** |  |  |  |