

Project Title

Declutter with SHP Central Depository

Project Lead and Members

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Organisation(s) Involved

SingHealth Polyclinics

Healthcare Family Group(s) Involved in this Project

Healthcare Administration

Aim(s)

- Less poster clutter is seen in clinics and collateral display in some of the clinics have improved.

Background

See poster appended/ below

Methods

See poster appended/ below

Results

See poster appended/ below

Conclusion

See poster appended/ below

Project Category

Care & Process Redesign

Quality Improvement, Lean Methodology

Keywords

Facilities Management Improvements

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Declutter with SHP Central Depository

1) Background of issue / problem identified

- Feedback on cluttering of collaterals (e.g. posters, signage, notices) in clinics due to improper placement, outdated collaterals, etc. via tracers or patient safety walk rounds.
- Lack of a consistent type, size and design for poster frames in the clinics to create that consistent look and feel.
- Lack of a common consolidated resource page for staff to refer and locate latest collaterals and guidelines.



2) Improvement and results

Installation of a standard size and type of snap frames in all clinics.



These frames are planned to be placed at alternate wall spaces between consult room doors or after every 3 consult rooms (for smaller clinics).

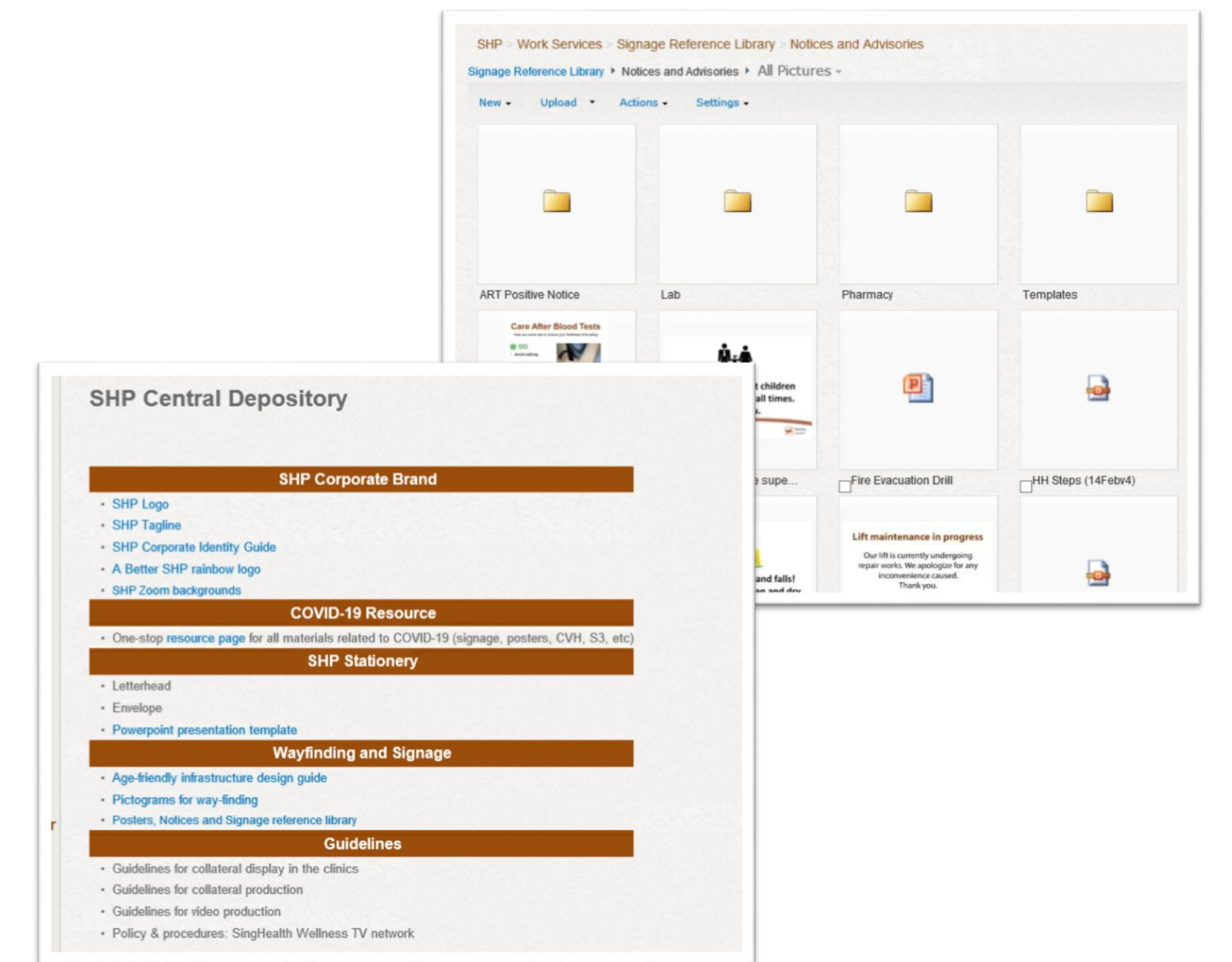
Guidelines for poster display and recommendations for housekeeping.



All posters should be portrait, A3 and should only be displayed in the assigned frames at designated areas in the clinics.

Regular housekeeping to remove obsolete posters to keep communications current and reduce clutter.

SHP Central Depository for clinics to access collaterals easily.



Hosted on SHP Infopedia, the SHP Central Depository is a one-stop portal for staff to access the signages and notices that have previously been produced.

Staff can now access some of these notices and signages, and can easily print them onsite for immediate use.

3) Conclusion

- With the set-up of SHP central depository, installation of A3 snap frames and the introduction of the poster display guide for staff, less poster clutter is seen in clinics and collateral display in some of the clinics have improved.
- Queries from the clinics for artwork of collaterals will be expected to decrease since the materials for some of the notices/posters are now readily available on the SHP central depository.
- Clinics can also have timely access to the collaterals by printing them onsite instead of waiting for printed copies to be dispatched to them.
- New polyclinics can also refer to the depository to get ready the suite of standard collaterals required for their clinic's opening.

