

Handouts for Topic: Practical Application of Lean Six Sigma in Infection Prevention

Wednesday, March 17, 2021

Presented by: Matt Enright, MSIE, FACHE, Six Sigma Black Belt
Piedmont Healthcare, Project Manager Value Based Care
Mercer University, Adjunct Faculty Stetson-Hatcher School of Business

Instructions to Prepare for 2 Exercises:

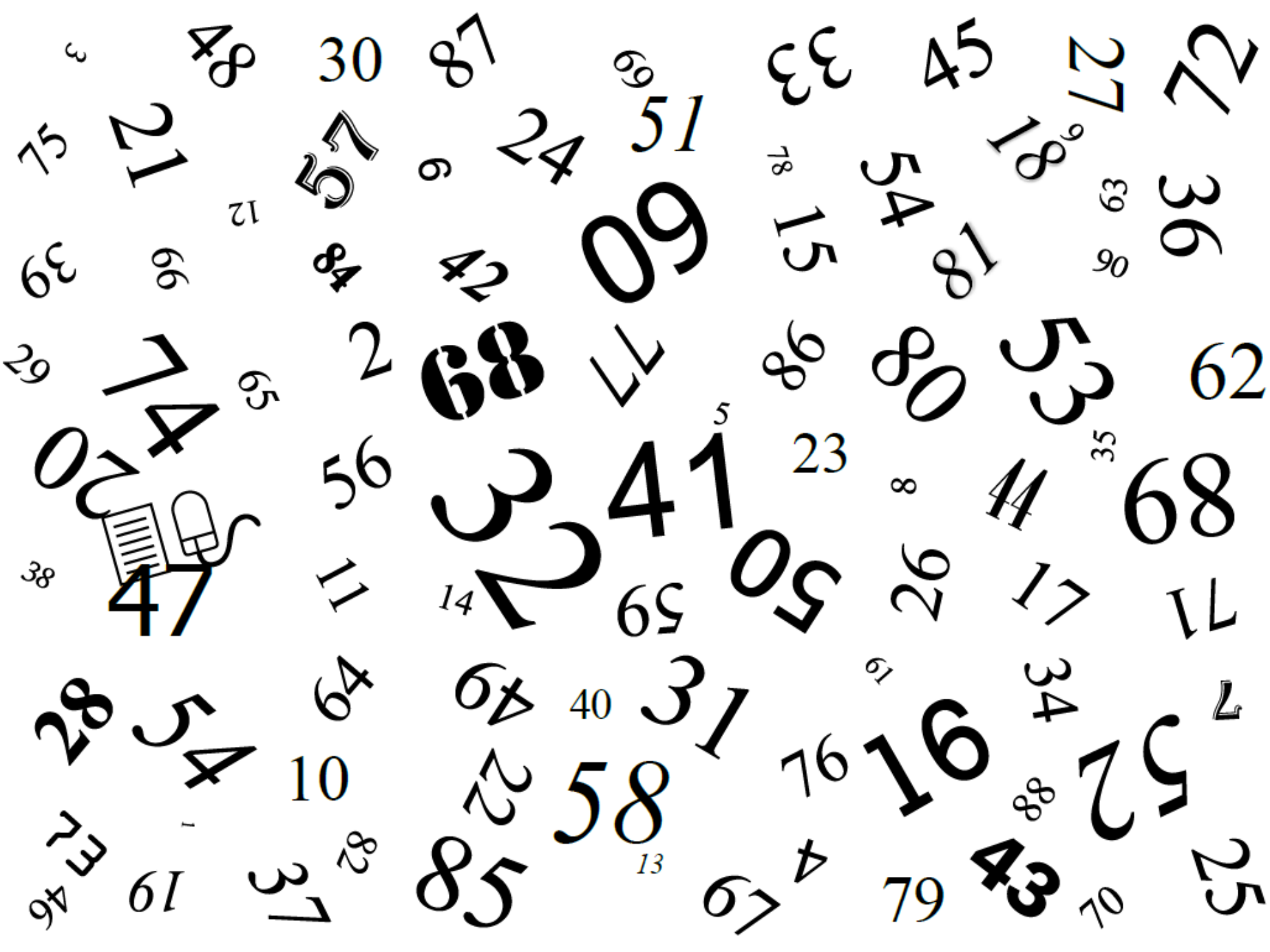
- 1) Please print these handouts which are required for the interactive session during this discussion. For the best experience, please print these handouts prior to the session, **single-sided**, and staple them in the top-corner. Please **do not review** these prior to the session as it will impact the participant experience.
- 2) Please bring one short-sleeved t-shirt.

Please print, but **do not review** these prior to the session. Thank You!

ROUND 1

Please do not turn over
sheet until instructed by
the facilitator.

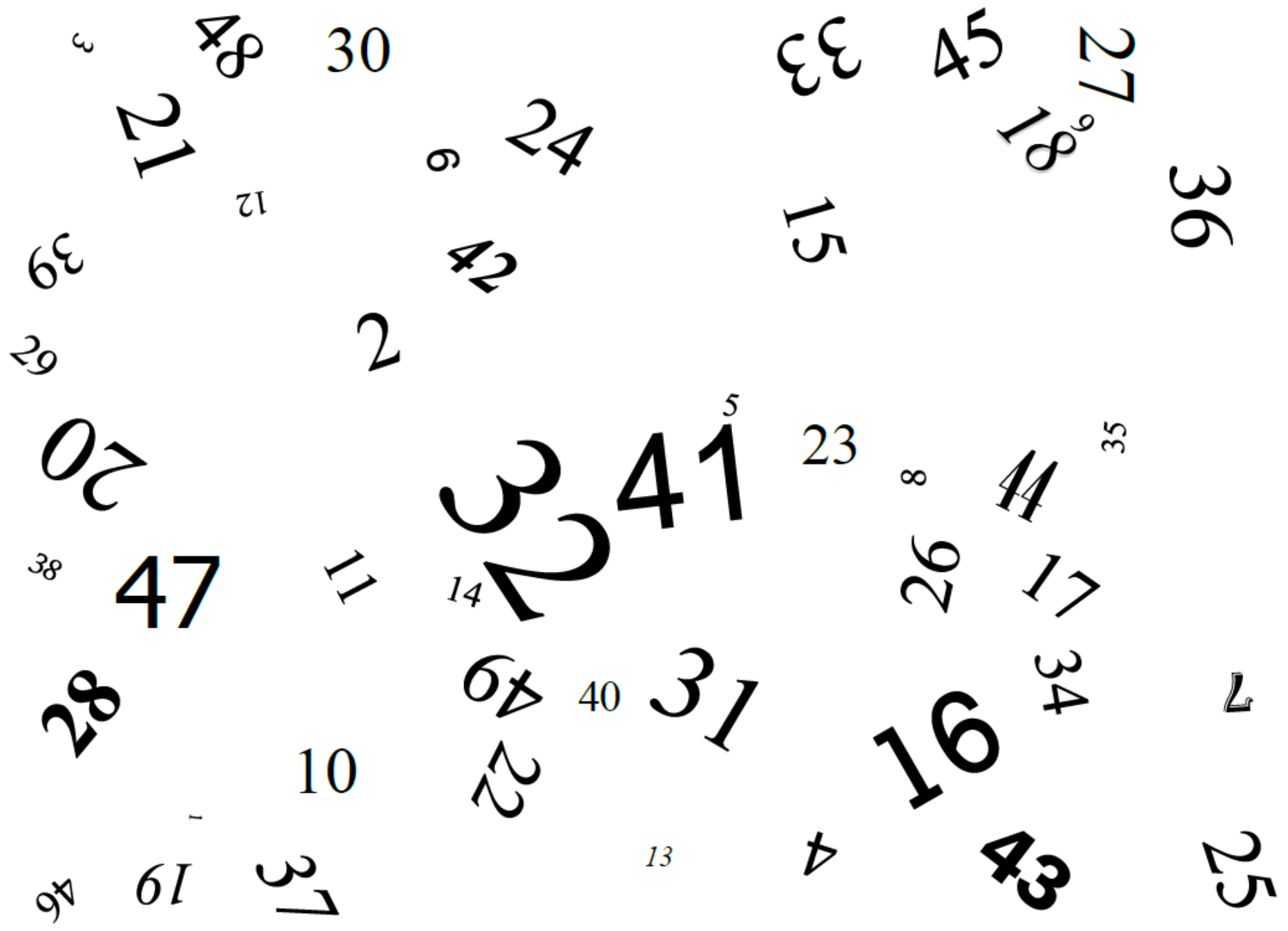
Thank You!



ROUND 2

Please do not turn over
sheet until instructed by
the facilitator.

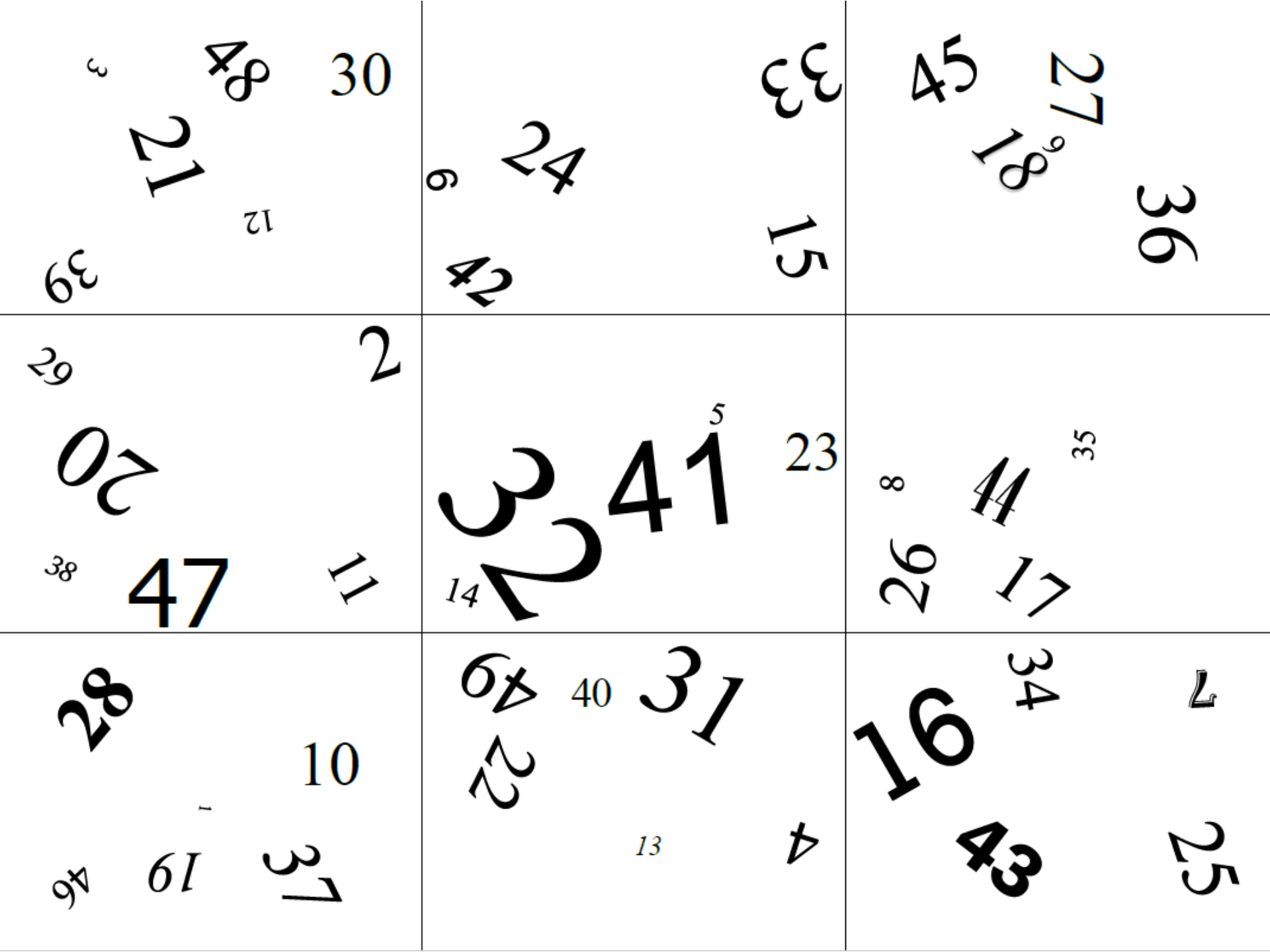
Thank You!



ROUND 3

Please do not turn over
sheet until instructed by
the facilitator.

Thank You!



ROUND 4

Please do not turn over
sheet until instructed by
the facilitator.

Thank You!

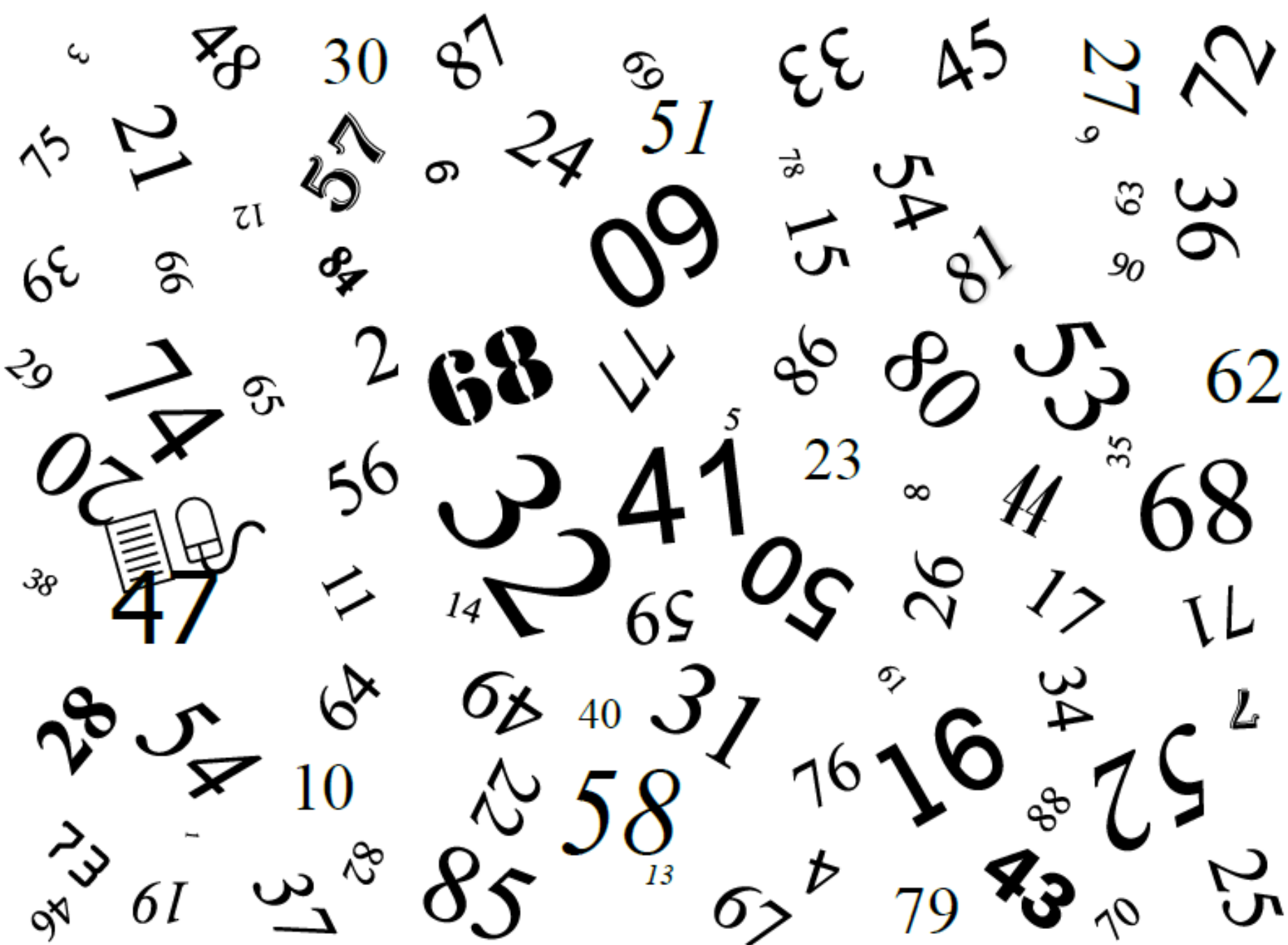
Numbers from 1 to 49

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	

ROUND 5

Please do not turn over
sheet until instructed by
the facilitator.

Thank You!



ROUND 6

Please do not turn over
sheet until instructed by
the facilitator.

Thank You!

Numbers from 1 to 49

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17		19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41		43	44	45	46	47	48	49	

Job Breakdown Sheet

Description of the task:	FOLDING A T-SHIRT	List Common Key Points:
Parts (UPN, describe the parts)	T-SHIRT, CLEAN LAUNDRY!!	
Tools & supplies required:	—	
Safety equipment required:	—	

Important Steps		Key Points		Reasons	
WHAT?	A Logical segment of the operation that advances the work.	HOW?	Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier	WHY?	List the reasons for the key points
1	LAY FLAT	- NECK TO THE RIGHT - FRONT UP - SLEEVES FLAT			- EASY TO UNCROSS ARMS - WON'T FOLD INSIDE OUT - NO TWISTS OR WRINKLES
2	FIRST FOLD	- LH GRAB: MIDDLE, INLINE WITH TOP OF SHOULDER - RH GRAB: TOP OF SHOULDER - QUICKLY	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		- FOLDS SLEEVE INTO SHIRT - FOLDS SLEEVE INTO SHIRT - FLOPS SLEEVE INTO CORRECT POSITION
		- RH TURN HAND, GRAB HEM & TOP SHOULDER	<input type="checkbox"/>		- CAN'T MAKE A PROPER FOLD IF YOU DON'T GRAB TOGETHER
3	SECOND FOLD	- PICK UP SHIRT, UNCROSSING ARMS	<input checked="" type="checkbox"/>		- MAKES FOLD, BRINGS FRONT OF SHIRT TO OUTSIDE
4	THIRD FOLD	- LAY SHIRT DOWN, FOLDING SLEEVE UNDERNEATH	<input type="checkbox"/>		

Training Aid: (put hand sketches, diagrams, parts, or layouts here. Insert a digital picture if available.)

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Key Point reminders:	<input type="checkbox"/> Critical check or inspection	<input type="checkbox"/> Quantity Check	<input checked="" type="checkbox"/> Could injure the person	<input checked="" type="checkbox"/> Makes the job easier	Owner of this document: BRYAN	Page: 1 of 1	Rev: A Date: 2/15/18
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"If the person hasn't learned, the instructor hasn't taught."

Job Breakdown Sheet (Standard Work)

Description of the task:					List Common Key Points:		
Parts (UPN, describe the parts)							
Tools & supplies required:							
Safety equipment required:							
Important Steps		Key Points		Reasons		Training Aid: (put hand sketches, diagrams, parts, or layouts here. Insert digital pictures if available.)	
WHAT?	A logical segment of the operation that advances the work.	HOW?	Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier	WHY?	List the reasons for the key points		
Key Point reminders:	<input type="checkbox"/> Critical check or inspection	<input type="checkbox"/> Quantity check	<input type="checkbox"/> Could injure the person	<input type="checkbox"/> Makes the job easier	Owner of this document:	Page: _____ of _____	Rev #: _____ Date: _____