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| **Title:**  |
| **Performed By:** | **Date:**(created or last updated) |
| **Owner:** | **Revised By:** | **Revision #:** | **Takt Time:** |

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| **Purpose:** |

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| **Major Steps** | **Details** (if applicable) | **Time** | **Diagram, Work Flow, Picture, Time Grid** |
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| **Major Steps** | **Details** (if applicable) | **Time** | **Diagram, Work Flow, Picture, Time Grid** |
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Complete the Standard Work Instructions Sheet as follows:

1. Preparation: Meet with people in the workplace and explain that you are documenting standard work to increase patient safety and satisfaction and to make the work easier for clinicians and staff members to remember and perform right the first time.
2. Header information: Complete the header of the form (from left to right).
	1. Title. Enter the title of the standard work instruction. (The title normally identifies the scope of the work.)
	2. Performed By: Enter the names of the positions of clinicians and/or support staff who are required to adopt this standard work.
	3. Date: Enter the date that the standard work was created or last updated.
	4. Owner: Enter the name(s) of the individual(s) who created this standard work.
	5. Revised By: Enter the name of the person who last revised the standard work instructions.
	6. Revision Number: Enter the sequential revision number. (e.g. If the last Revision Number is 2, then the next Revision Number will be 3)
	7. Takt time: Enter the takt time for the operation.

*takt time = time available / average demand*

*Example: If a clinic is open from 9 am-12 pm (180 min) and has average of 60 patients, then takt time is 180 min/ 60 pts = 3 min*

1. Purpose: Describe the purpose/goals for this standard work.
2. In the body of the Standard Work Instructions:
	1. Major steps: Enter the major steps in the process, in sequence.
	2. Details: Include applicable details needed for each step to be performed. Include a list of equipment, tools, supplies or other job aids required. Highlight quality or safety checks built into the process. The description should be succinct yet sufficient to conduct an effective in-service training.
	3. Time: Enter the standard task time (in seconds or in seconds and minutes) for each task.
	4. Insert Comments: Briefly describe reasons why each step is important for the process.
		* To insert a new comment, place the cursor in the box it’s referring to, then go to Review 🡪 New Comment
		* To print or view without comments, go to Review 🡪 Track Changes 🡪 under Display for Review 🡪select Final
3. Diagrams, workflow, picture, time grid: Include diagrams, charts, pictures, time grid showing the appropriate actions in sequence as needed.
	1. Merge rows as necessary to include diagrams, charts, pictures, or time grid.
		* To merge rows: highlight the rows you want to merge, then right click on the mouse, select Merge Cells
4. Page numbers: Insert current page number and the total number of pages for this standard work instruction.
5. Footer information: Include file location and name of the document.