Continuing Professional Education Credits (CPE): Course Duration:

> Reading materials are included electronically as part of the course Microsoft Word, Excel, and PowerPoint Computer with Internet access Basic computer skills Most recent version of Java Flash Player

The experienced environmental services professional and other related healthcare professionals such as infection preventionists who share a vested interest in developing a culture of continuous improvement to achieve quality patient care.

This is a 6-week self-directed course for independent learners. Self-directed learning is learning initiated and directed by the learner, and places the responsibility for learning directly on the learner. Learners who take the initiative in learning and are proactive, learn more and better than passive learners. The independent learner is one who is more involved and active within the learning process.

What can Lean do for you and your organization? This self-directed online course will examine

Ever-increasing healthcare costs are a critical financial concern for healthcare facilities and the nation. What seems to be their

secret to success? Certainly, lean management techniques have proven to be a critical factor in the success of many organizations.

This course will provide the information and tools needed to guide your department, staff, and dinical teams to increase the quality of patient care and eliminating waste from your organization. Environmental services professionals, infection preventionists, and dinical staff should use the information obtained in this course to:

Discuss and implement the five lean principles within their organization Incorporate various Lean and Kaizen concepts and tools needed to develop a continuous improvement organization

Implement brainstorming concepts to effectively lead team activities

Each assignments must be completed in order for learners to pass the course. Learners who do not complete the minimum required assignments by their due dates will not receive continued professional education (CPE) credits. The readings must be completed on time in order to prepare learners to participate fully and contribute to online discussions.

Lesson one will discuss the framework of Lean Management, lean principles, tools, and lean methods used to develop a culture of continuous improvement.

Discuss the five principles of lean; value, value stream, flow, pull, and perfection Review the eight types of waste

<u>Navigate</u> and become familiar with the AHE Learner Community site.

Read

PostintroductionIntroduce yourself to your fellow learnersViewInteractive PLesson 1

<u>View</u> Lesson One Media Portfolio: [Mini Webinar Lean History]
Media Tour Lean Sx Sgma Overview for Environmental Services
Directors, Leaders, and Supervisors in Healthcare

View 8 Types of Waste

ReadChapterProven Solutions for Success in Health Care: From the Eyes of an
[Chapter Sx]PostYour answer to thequestion

This lesson will provide simple and effective techniques to gather data and create value stream

- <u>View</u> Root Cause Analysis (RCA) Fishbone Diagram
- o <u>Review</u> and complete Pareto Chart and Fishbone Diagram in conjunction with

Tools Interactive Presentation <u>Read</u> Chapter DMAIC: A Common Sense Approach to Healthcare [Chapter Thirteen] <u>Post</u> Your answers to the Three questions

Learn about visual workplace, why 5S is a valuable tool for eliminating waste; the use of Kanban for managing inventory; and how to use mistake proofing for preventing errors.

Identify and evaluate the 5Sprocess, which provides stability and assists with the elimination of waste in the lean process.

Discover and analyze how incorporating mistake proofing prevents errors. Define Kanban and apply this method to managing materials and inventory.

<u>View</u> Interactive P Lesson 4 Visual Workplace, 5S, and Kanban

 <u>View</u> Lesson 4 Media Portfolio: (complete BOTH of the following)
<u>View</u> Lesson 4 Mini Webinar Case Study-Transportation Productivity Improvement

Listen to Podcast - Lesson 4 Podcast-Kanban [Pull System]

Read Lean ES- Process improvement for environmental services leaders,

Post Your answers to the Four questions

The following tools are mentioned in the Lesson 4 Visual Workplace, 5S, and Kanban presentation. View/Download:

- o 5SAudit History Sheet & 5SAudit Sheet (Excel Sheets)
- 5S_Standards Sheet & 5S_Action_Items (Word Docs)