



# Lean Tool – Standard Work

## Purpose

- Makes work expectations for people clear in terms of:
  - Content
  - Sequence
  - Timing
  - Outcome
- Aligns staff on best practices
- Develops processes with flow and consistent outcomes
- Creates robust processes that are not dependent on “tribal knowledge”
- Helps ensure improvements are sustained over time

## Application

- Can be used any time you need to align staff to a defined best practice



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## Methodology

1. Create a step by step list of the activities or tasks to be performed
  - Most organizations will already have a defined template that includes:
    - A heading section defining the subject, process owner, and revision
    - A section defining purpose, scope, and any associated documents
2. Include details on information, tools, or other inputs that are needed
3. Define How long each step should take (if appropriate)
4. Include pictures or diagrams to help the reader visualize how to perform the task

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## LOADING MEDICATIONS INTO THE PYXIS WORKSTATION

1. Log into the Pyxis Machine
2. Click onto “LOAD” icon
3. Click onto “SCAN BARCODE ITEM” icon
4. Take handheld scanner and scan the barcode label on the bag or container
5. In this field, make sure amount is correct, and if it is, click on the “ACCEPT” icon
6. If count is incorrect, you must change the load amount from the Pharmacy main computer as this will cause a discrepancy if you don't
7. Enter date of the earliest expiration date of the product after you fill
8. Click on the “ACCEPT” icon
9. Close drawer \*\*
10. Log out of Pyxis Machine

\*\* Steps 3-9 should be able to be accomplished in 30 seconds or less per medication. Repeat steps 3–9 if you have more than one medication to load

