

SHORTENED ADMISSION BOOKLET – SURGICAL ASSESSMENT UNITY (SAU), 2018

Goal: To reduce the paper work associated with short-term admissions.

Background: The unit decided to review the use of admission booklets for patients. The team identified that admissions booklets for short-stay patients were too long and used an unnecessary amount of time and paper. By reducing the short-stay admissions booklet the team realised that they would be able to dedicate more time to patient care while reducing paper procurement and paper waste.

Approach:

1. The SAU team worked together to assess the admission booklet.
2. Together, they identified the key pages to keep and reduced the booklet from 27 pages to 6 pages.
3. They began using the 6-page admission booklet with short-stay patients, roughly 3 or 4 a day.

Savings:

The annual paper savings from the admission booklet reduction, assuming 4 shortened booklets a day, amount to 15,750 sheets of paper. This totals to 6.3 boxes of paper at £7.50 each, generating a yearly procurement saving of £47.25. Further downstream, this averts 69 kg of paper from the waste stream, generating an additional £6.90 in yearly recycling costs. The yearly carbon savings from this amount to 64 kg CO_{2e} for paper production and 1.4 kg CO_{2e} for paper disposal. The time savings for the work are impressive, with 1.5 hours of band 5 nurse time save a day, amounting to 375 hours a year. Assuming a £23,000 salary cost for a band 5 nurse, the yearly time savings amount to £4,739. **The total annual savings could amount to £4,793.15 and 65.4 kg CO_{2e}.**

‘The project allowed us to spend more time with patients and to give them more attention and proper care.’

- Cristian Jupoiu