



Waste Walk Workbook Definition

Definitions:

Value-added activities

- 1) Work that results in anything important to the customers or patients
- 2) Work that physically transforms patient care
- 3) Work that is done right the first time (without corrections or rework)

Non-value added activities

- consumes resources but does not add value to the customer

Necessary but non-value added activities

- does not add value, but must be done anyways (i.e. regulations)

The 8 Wastes

- 1) **Rework**—Work that is not completed accurately or correctly the first time and delivers poor quality of care or requires correction, reconciliation, or rework.
- 2) **Transportation**—The transportation of supplies, equipment, information and residents. This includes handoffs and transfers.
- 3) **Motion**—Added time looking or searching for items needed to perform value-added activities. Includes any unnecessary movement to complete an activity
- 4) **Waiting**—Idle time created when material, information, people, or equipment are not available JIT..
- 5) **Inventory**—More raw, work-in-process, or finished materials, supplies, equipment, parts on hand than what is needed.
- 6) **Over production**—Producing more than what is required by the customer.
- 7) **Over Processing**—Unnecessary or redundant processing that is unnecessary to meet customer or regulatory requirements.
- 8) **Underutilized Staff**—Failure to recognize or use the talents, creativity, or skills within the workforce.