

Web resources

The following resources are designed to support the implementation of specific Productive Ward modules.

Executive Leader's Guide

- Introductory Presentation**

Cartoon 1

For best results print at A0 size. To do this you will need to save the file to your computer and outsource to a printing company)

- Cartoon 1 Guidance Notes**

- Cartoon 2**

For best results print at A0 size. To do this you will need to save the file to your computer and outsource to a printing company)

- Cartoon 2 Guidance Notes**

- Strategic Alignment Grid

Project Leader's Guide

- Milestone Checklist Multiple Ward Master Planner**

- Learning Objectives Matrix**

Knowing How we are Doing

- Measures Tool
- Safety cross (33.50 KB)
- Measures Tool Guidance

Well Organised Ward

- 5S Numbers Game*

- 5S Inventory Sheet*
- 5S Numbers Game Guidance Notes

Toolkit Section 3 Activity Follow

- Activity Follow Totaliser
- Activity Follow Sheet

Please note this document needs to be printed as A3

Section 4 Video Waste Walk

- Blank Waste Walk

Section 7 Video

- Film Poster

Section 12 Module Action Planner

- Module Action Planner Sheet
- Detailed Action Planner

Section 15 Audit Planning

- Audit Planner

Section 16 Visit Pyramid:

- Visit Pyramid 1 Ward Quarter Year
- Visit Pyramid Half Year 10 Ward Master

Please note that for certain versions of Excel you will need to turn on the Analysis Toolpac facility in order for the spreadsheet to function correctly. This can be done by going into:

Tools menu

Add-ins

Analysis Toopac

If you are experiencing difficulty with the Visit Pyramid, follow these instructions:

In the bottom left of the sheet there is a yellow box, the first Monday of the visit pyramid intended period should be entered. The sheet will auto complete the rest of the dates on the sheet. Be careful to make sure the date is entered in the correct format (as directed in the instructions next to the yellow box)

- Visit Guide Sheet BLUE
- Visit Guide Sheet GREEN
- Visit Guide Sheet RED

- Visit Guide Sheet PINK
- Visit Guide Sheet YELLOW

The colours of these files are relevant. Either print on coloured paper or if you have a colour printer, go to the Print dialogue box, click on 'Options' and in 'Printing options' check 'Background printing' and in 'Include with documents' section check 'Background colours and image'.

Miscellaneous

- Patient Information Leaflet (1.06 MB)

This is a pdf of a suggested patient information leaflet. The artwork to enable you to customise the leaflet is available from the NHS Institute by emailing productiveward@institute.nhs.uk. A CD will be posted to you, so please provide your

name and full postal address.

- Productive Ward Problem Countermeasure Sheet

- Productive ward launch poster (522.88 KB)

Notes

* These files can be printed. However, they cannot be saved to your computer.

** Not yet available