**Gemba walk**

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| **Program/Department:** |  |
| **Project Name:** |  |
| **Team Facilitator:** |  |

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| **Type of Waste** | **Describe an example of this work in your work environment** | **Describe your ideas about what can be done to reduce or eliminate it** |
| **Defects**  Rework, work done because of errors |  |  |
| **Overproduction**  Making/processing more than is needed *(E.g. Requesting unnecessary tests)* |  |  |
| **Waiting**  Waiting for things/information to arrive *(E.g. Waiting for results/doctors)* |  |  |
| **Non-Utilized Talent**  Not utilizing the sills of the staff *(E.g. RN writing the same information in five locations)* |  |  |
| **Transport**  Unnecessary handoffs, transfers, distances of materials and/or information *(E.g. Transport of samples across hospital before bringing them to lab)* |  |  |
| **Inventory**  Information or things *(E.g. Excess stock in store rooms not being used/Patients waiting for discharge)* |  |  |
| **Motion**  Unnecessary people movements, travel, walking, searching *(E.g. Staff walking to other end of unit to pick up paperwork)* |  |  |
| **Extra Processing**  Redundant or unnecessary processing. *(E.g. Requesting tests that are not required, asking for patients details several times)* |  |  |