

Servicing BlueBin Technology Nodes

Description: The BlueBin Technology (BBT) Node is where clinical staff go to collect supplies. Everyone is responsible for ensuring the node areas are neat, tidy, and fully functioning. As you round on the floors, remember that a spotless supply node assists both clinical staff in finding what they need and other supply chain associates when replenishing the nodes.

Related:

- Form #3001 – BlueBin Stage Operations
- Form #3002 – Filling BlueBin Supply Orders (Art of Bin Fill)
- Form #3003 – Managing BlueBin Technology Stock-Outs
- Form #3004 – BlueBin Kanban Maintenance
- Form #3005 – Managing BlueBin Stock-Outs

Procedure:

1. Prior to leaving the BBT Stage Area to fill a Supply Node, ensure the Node Delivery Cart that you are using is equipped with an adequate supply of paper cath holders (utilized to hang supplies on BBT pegboards) and rubber bands. These supplies can be found in bulk in the Stage Area.
2. Upon entering a Node, be careful not to obstruct clinical staff who may be working in the room. Offer assistance in finding supplies on the rack, and remember that our standard work is to service the node.
3. Start by placing the full bins in their designated spots on the rack. Use the bin location label on the right-hand side of the full bin to ensure you are placing the bin in the correct area:



Bin Sequence Label:

B 1 20 110

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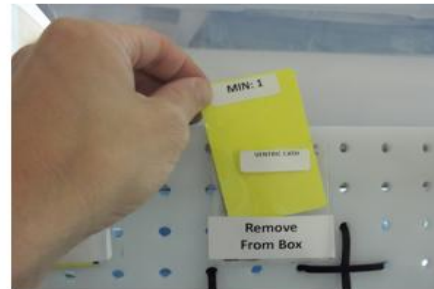
Rack Shelf Position Bin Size

4. Remove the partial bin (bin already on the rack), and place the newly filled bin behind it:

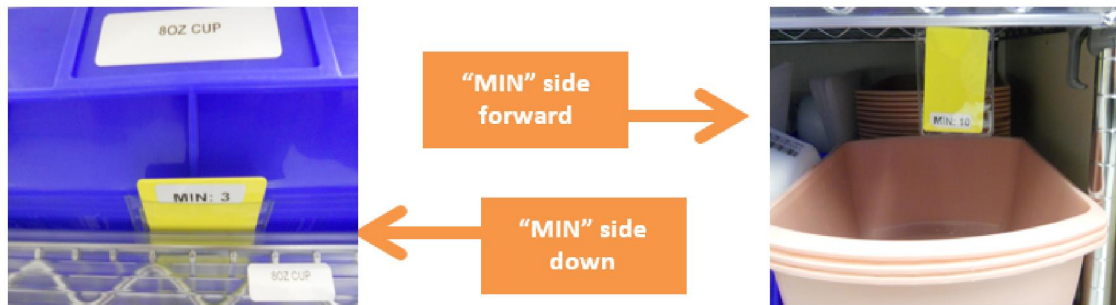


IMPORTANT:
Never place a full bin in front of a bin that was already on the rack, even if the bin on the rack "looks full"

5. Hang replenishment card items on the designated peg board. Again, new stock goes is to be hung/placed behind older stock:
 - a. Replace the kanban card in its designated plastic sleeve, MIN SIDE FORWARD:



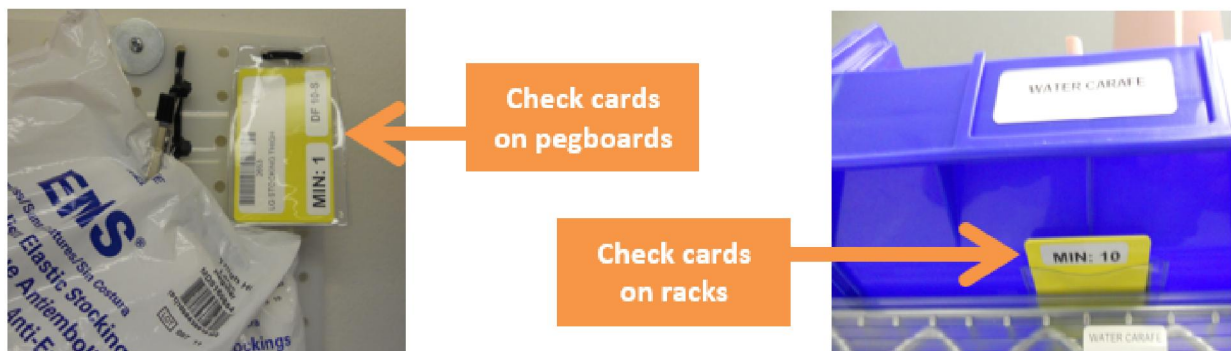
6. Fill the CARD BINS (rotating stock if applicable) and replace the kanban card in its designated plastic sleeve:
 - a. For CARD BINS located on the top shelf, replace the kanban card in the sleeve adhered to the bottom of the bin, MIN SIDE DOWN.
 - b. For CARD BINS located towards the bottom of the rack, replace the kanban card in the sleeve hanging directly above the bin, MIN SIDE FORWARD:



7. Now that all new stock has been placed in designated areas, collect the empty bins to be restocked:



- a. Sweep for card items that have reached their MIN REORDER POINT. Be sure to review every card item in the node (some are within the racks, on sides of racks, and some on the pegboards). If the quantity of supply hanging on the pegboard or in the card bin equals or is less than the MIN quantity stated on the card, pull the card to be scanned (re-ordered) with the other empty bins collected in the area:



NOTE: *Kanban cards are easily lost. After pulling a card for re-order, immediately place it in the card holder bin on the delivery cart until you have returned to Stage.*

8. Now that you have collected empty bins and kanban cards, empty the “Return Items” Bin:
 - a. Return all products that can be restocked into the front bin on the node rack. If products are damaged, expired, or otherwise inappropriate for restock, place in the “Return Items Bin” hanging from the Node Delivery cart.



9. Perform a visual sweep of the node to ensure everything is in good working order:
 - a. Remove any empty bins that may have been left on the racks by clinical staff. Pull forward any full bins that were not pulled forward by clinical staff:

