

QCN DAILY

DAYS →	M	T	W	T	F
IN					
OUT					

FOCUS

QCN WEEKLY

[illegible]

KANBANS ADJUSTED

DAYS →	DB	M	T	W	T	F
EXT. HOT						
VERY HOT						
SLOW						
STALE						
OTHER						

DAILY STATS

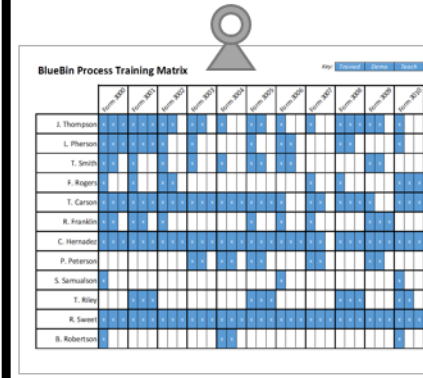
DATE	
SCANS	
FILL RATE	
STOCKOUTS	
CONES IN FIELD	
TOTAL KANBANS	

CONES

[illegible]

EQPT & OTHER

TRAINING MATRIX



CENSUS

DAILY CENSUS	
INPT. ADMINIS	
ED VISITS	
OR CASES	

GEMBA ROUNDING

SUP												
MGR												
DIR												

S.MESS

SAFETY	METHODS	EQPT	SUPPLIES	STAFFING

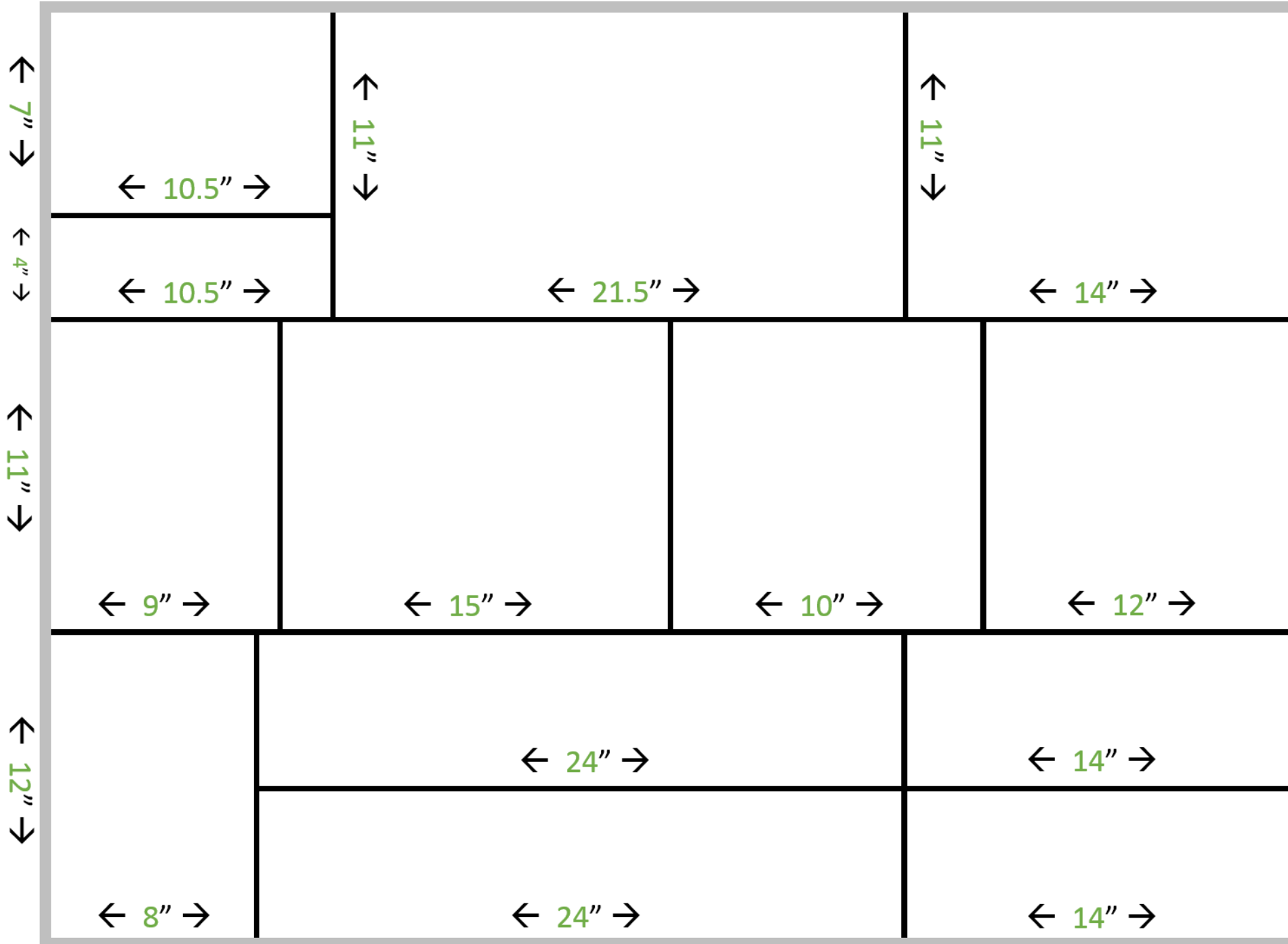
ISSUES

QUICK FIX

PROJECT

PRIORITY GEMBA ROUNDING CORRECTIONS

ASSOCIATE RECOGNITION/SUGGESTIONS



Using 1/4" black art tape, create the compartmentalized frames identified here. Use a ruler, dry erase markers, utility knife, and any other material necessary to create straight, proportioned lines.

Note the gray outline indicates the metal border of the dry erase board, do not use black tape for the outside border (leave as-is).

***DO NOT STRETCH TAPE, IT WILL SHRINK AND LOSE ITS SHAPE**

QCN DAILY	QCN WEEKLY		KANBAN ADJUSTEMENTS
DAILY STATS	CONES	EQPT/OTHER	TRAINING MATRIX
CENSUS	S.MESS		PRIORITY GEMBA CORRECTIONS
	GEMBA ROUNDING		ASSOCIATE RECOGNITION & SUGGESTIONS

TAG ONLY
NO TAPE

Use **1/8"** black tape to create all internal tables for laminated tags and boxes for hand-writing

***DO NOT STRETCH TAPE**

Make sure top of this table and QCN Weekly table are level

1.5"x3"

1.5"x1.5"

TAG ONLY
NO TAPE

QCN DAILY					
DAYS →	M	T	W	T	F
IN					
OUT					
FOCUS					

Make sure top of this table
and QCN Daily table are level

**TAG ONLY
NO TAPE**

1.5"x3.5"

QCN WEEKLY												
WEEKS →	1	2	3	4	5	6	7	8	9	10	11	12
IN												
OUT												
BALANCE												
OLDEST												

1.5"x1.5"

Gap at bottom of box is ok, as long as
top of table is level with QCN daily box

TAG ONLY
NO TAPE

KANBANS ADJUSTED

DAYS →	DB	M	T	W	T	F
EXT. HOT						
VERY HOT						
SLOW						
STALE						
OTHER						

1.5"x4.5"

1.5"x1.5"

~1/2" gap from right ledge of
table to ledge of board is ok

**TAG ONLY
NO TAPE**

1.5"x4"

DAILY STATS	
DATE	
SCANS	
FILL RATE	
STOCKOUTS	
CONES IN FIELD	
TOTAL KANBANS	

1.5"x5"

TAG ONLY
NO TAPE

<div>CONES</div>				
DATE	NODE	ITEM#	DESC	SUB

1.5"x2"

7.5"x2"

7.5"x3"

7.5"x3.5"



A diagram showing a large rectangle divided into three horizontal sections. The top section is labeled 'EQPT & OTHER' and is outlined with a thick black border. The middle section is labeled 'MATERIALS' and the bottom section is labeled 'LABOR'. An orange arrow points from the top-left corner of the diagram to the 'EQPT & OTHER' label.



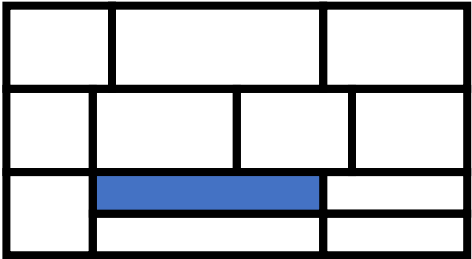
This is a customizable compartment based on hospital preference. Can be used for equipment rounding, listing daily route striders, etc. New tags can be made to caption box if appropriate (follow dimensions of other tags for consistency)

TAG ONLY
NO TAPE

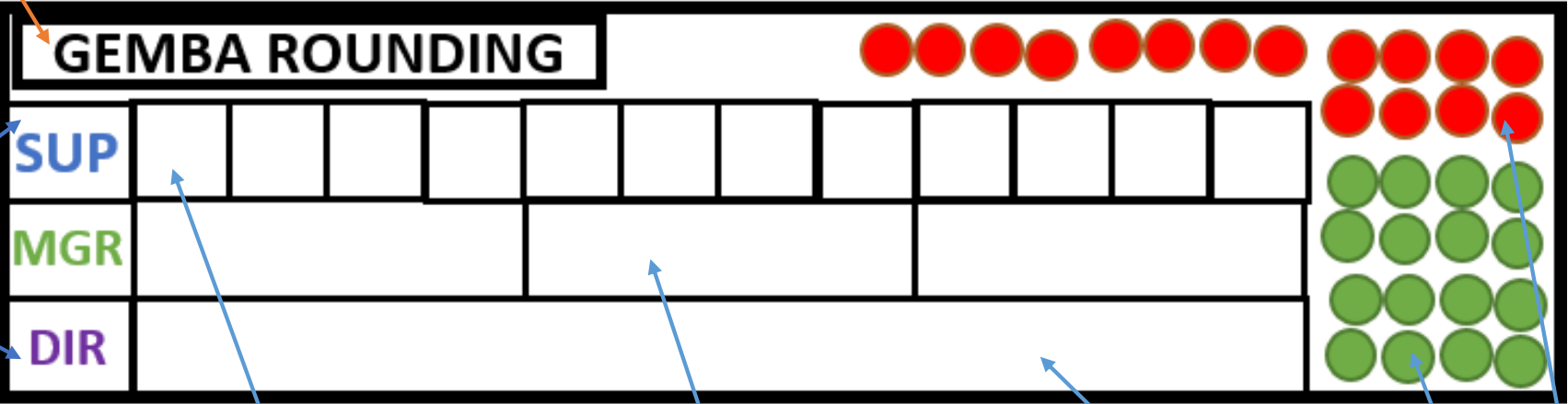
TRAINING MATRIX																																																																																																																																																																							
<div>BlueBin Process Training Matrix</div> <div><div></div><div>Trained</div><div>Demon</div><div>Teach</div></div> <table><tr><th></th><th>Form 3002</th><th>Form 3001</th><th>Form 3003</th><th>Form 3007</th><th>Form 3004</th><th>Form 3005</th><th>Form 3006</th><th>Form 3007</th><th>Form 3008</th><th>Form 3009</th><th>Form 3010</th></tr><tr><td>J. Thompson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>L. Pherson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>T. Smith</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>F. Rogers</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>T. Carson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>R. Franklin</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>C. Hernandez</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>P. Peterson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>S. Samuelson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>T. Riley</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>R. Sweet</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>B. Robertson</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr></table>													Form 3002	Form 3001	Form 3003	Form 3007	Form 3004	Form 3005	Form 3006	Form 3007	Form 3008	Form 3009	Form 3010	J. Thompson	x	x	x	x	x	x	x	x	x	x	x	L. Pherson	x	x	x	x	x	x	x	x	x	x	x	T. Smith	x	x	x	x	x	x	x	x	x	x	x	F. Rogers	x	x	x	x	x	x	x	x	x	x	x	T. Carson	x	x	x	x	x	x	x	x	x	x	x	R. Franklin	x	x	x	x	x	x	x	x	x	x	x	C. Hernandez	x	x	x	x	x	x	x	x	x	x	x	P. Peterson	x	x	x	x	x	x	x	x	x	x	x	S. Samuelson	x	x	x	x	x	x	x	x	x	x	x	T. Riley	x	x	x	x	x	x	x	x	x	x	x	R. Sweet	x	x	x	x	x	x	x	x	x	x	x	B. Robertson	x	x	x	x	x	x	x	x	x	x	x
	Form 3002	Form 3001	Form 3003	Form 3007	Form 3004	Form 3005	Form 3006	Form 3007	Form 3008	Form 3009	Form 3010																																																																																																																																																												
J. Thompson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
L. Pherson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
T. Smith	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
F. Rogers	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
T. Carson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
R. Franklin	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
C. Hernandez	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
P. Peterson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
S. Samuelson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
T. Riley	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
R. Sweet	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												
B. Robertson	x	x	x	x	x	x	x	x	x	x	x																																																																																																																																																												

N/A for additional tape, just
magnetic tag to caption box, then
post color copy of Training Matrix
w/magnetic bulldog clamp

TAG ONLY
NO TAPE



1.5"x2"



1.5"x1.5" (12)

1.5"x6" (3)

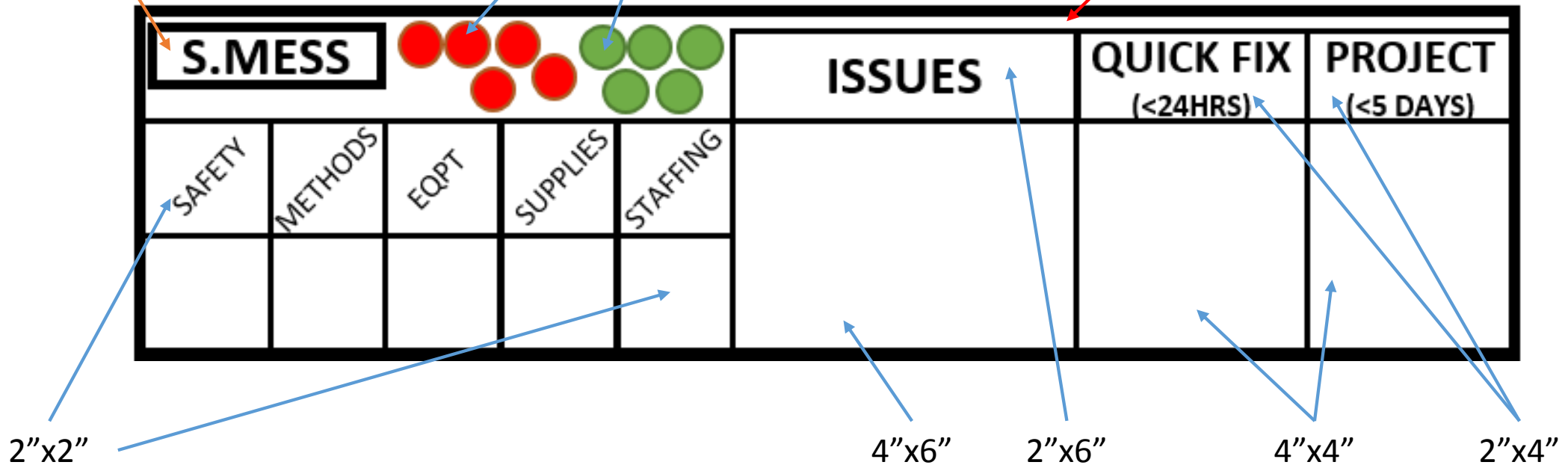
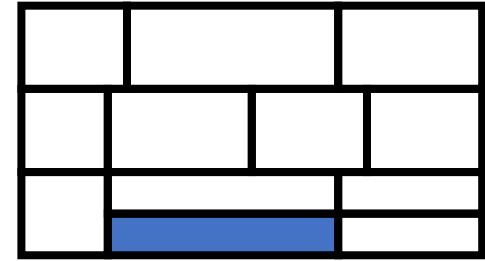
1.5"x18" (1)

Red Dots (15)
Green Dots (15)
*See pg 1 of tag signage
document for instructions

TAG ONLY
NO TAPE

Red Dots (5)
Green Dots (5)
*See pg 1 of tag signage
document for instructions

No gap, stretches from top to bottom



TAGS ONLY
NO TAPE

PRIORITY GEMBA ROUNDING CORRECTIONS

ASSOCIATE RECOGNITION/SUGGESTIONS



May need Facilities department help to mount docu-pockets on wall, to the right of the huddle board.

Docu-pockets can be arranged to the other side of or below the board as well depending on space. Make sure their positions to not inhibit ease of dropping and collecting Gemba Audit Forms.

Pre-laminated tags included in Huddle Board Signage Tags document. Attach with double-sided or carpet tape.

