

# STANDARD WORK

**Process Name: Runners for Materials Management**

**Executive Sponsor:**

**Date: 3/26/2020**

**Author:**

**Revision Date:**

Step	Process Step Description	Person Responsible
1	Check in with Materials Leader on 2nd floor for any new directions/priorities for the day	Runner
2	Complete any urgent duties as assigned	Runner
3	Complete rounds on COVID units at least twice during your shift, but more often as needed, using inventory log wearing an N 95 mask (get one per day from materials)	Runner
4	When you arrive on a unit, introduce yourself to the ANCC or Charge RN "Hi, I'm ___ a runner for the materials management department, I'm here to make sure you have enough supplies for the rest of the day, can you show me where I can count any PPE you have on the unit? I'll be back with any supplies that you need after I've checked what you have"	Runner
5	Complete current "Current QTY" on inventory log, adding together supplies stored in multiple locations.	Runner
6	When you return to materials, subtract the "Current Qty" from the "Par Level" column and fill in the number in the "Qty Needed" column.	Runner
7	Collect needed inventory from materials.	Runner
8	After delivering to unit, place a checkmark in the "delivered" column of the inventory log.	Runner