Appendix 1. The TEAMS-BP card. The left side represents the front and the right side represents the back of the card.

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| HOW TO IMPROVE WORK  TEAMS-BP  A practical plan to help you provide high-quality efficient medical care by making the best use of the Materials, Machines, Facilities and Manpower currently available.  **STEP 1- BREAK DOWN THE TASK**   1. List **all** details of the task exactly as performed in the Current Method section. 2. Be sure to **verbalize concretely** in as much detail as possible.   **STEP 2- QUESTION EVERY DETAIL**   1. Use these types of questions:  * **WHY**: Is it really necessary? * **WHAT**: What is its purpose? * **WHERE**: Where is the best place to do this? * **WHEN**: When is the best time to do this? * **WHO**: Who is the best qualified to do this? * e.g. occupation and number of workers. * **HOW:** what is the “best way” to do this?  1. Question the following at the same time:   Materials, Machines, Equipment, Workplace layout, Movement, Safety, Housekeeping, Standard medical care, Patient perspective | **STEP 3- DEVELOP THE NEW PROCESS**   1. **ELIMINATE** unnecessary details. 2. **COMBINE** details when practical. 3. **REARRANGE** details for better sequence. 4. **SIMPLIFY** all necessary details.   To make the task easier and safer to perform:  - Put materials, machines, equipment into the **best position** and **within convenient reach** for the operator.  - **Prevent** risks.  - Use **better tools**.  5. **DISCUSS** with a multidisciplinary team.  6. **WRITE UP** the proposed new method.  **STEP 4- APPLY THE NEW PROCESS**   1. **SELL** your proposal to the boss, colleagues, and subordinates. 2. Promote **UNDERSTANDING** and **COOPERATION** of other professionals in different departments. 3. Get **FINAL APPROVAL** from all concerned on Safety, Cost, Procedure, and Medical aspects. 4. **PUT** the new method **TO WORK**. Use it until a better way is developed. 5. Give **CREDIT** where credit is due. |