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 WORKTEAMS-BPA 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.
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