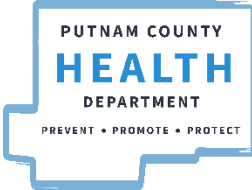


Quality Improvement Story Board -- 11/9/2023

Maximizing Departmental Vehicle Usage

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Putnam County Health Department
256 Williamstown Rd.
Ottawa, OH 45875
419-523-5608
15 (full-time and part-time) staff
Population Served: 34,000



Step 1 Plan

getting started

PCHD purchased 3 vehicles in 2020. Two were purchased with EH funds and one was to be split between EH and other PCHD staff. The process was discussed during a staff meeting but this became outdated and not followed. The old calendar was not useful because miles to be traveled trumps sign out, so may not be able to use vehicle when scheduled. No one kept up on calendar sign out so now outdated anyway

problem

1. have a process from staff meeting minutes in 2020 but no formal policy or procedure
2. process from 2020 is outdated and not what is currently being done
3. don't understand what/who is priority in vehicle usage when needed on same day
4. conflicting schedules when two or more employees have travel on same day
5. equipment stays in vehicle and is needed when someone else has vehicle out

Clarity is needed and process improvement to address what/who is priority in vehicle usage when needed on same day and how to address the equipment staying in the vehicle when someone else has vehicle out for travel

AIM statement

All staff have access to an employer supplied vehicle when needed

examine current approach

- 80% of travel done by EH, 10% Nursing, 10% Admin.
- 7,500 total miles by Nursing and Admin.
 - 3,192 Nursing – 2,347 on personal vehicle
 - 4,308 Admin – 1,354 on personal vehicle
 - 3,701 total miles on personal vehicles not covered in office mileage

potential solution

Develop a shared department outlook calendar for all staff to view. Designate specific days of the week for the vehicle for Nursing/Administration to plan their travel on those days. The other days the vehicle is for EH use.

Step 2 Do

Created an outlook calendar and shared with staff. Color coded and labeled days of the week for Nursing use with flexibility noted to staff. Color coded days where need to switch for maximum usability. Staff instructed to put time and location in calendar.

Decided to trial from March – May for schedule then will look at personal mileage and survey staff to evaluate if working better

Step 3 Study

Reviewed personal mileage incurred for Nursing and Admin. staff 1/1/23- 5/10/23 vs. 1/1/22-5/10/22. Saw an increase in personal mileage from 2022 to 2023. This may be due to pandemic ending and more travel approved. Discussed qualitative feedback from staff and changes made.

Step 4 Act

A vehicle will be designated for Nursing and Administration every Friday, marked in purple on the calendar. Nsg/Adm. will write where they will be going and time. If there's nothing on the calendar for that Friday, then EH will use. Write on the calendar if there is a different day of the week when something is planned and a car would be helpful to use. Dainna will be the primary contact to follow up with via email and conversation to see if vehicle available. Eval. In 6 mos. Showed calendar not being used routinely. Current scheduling of staff indicate car always available on Fridays. Admin/Nsg staff will email EH when a car is requested for other days besides Friday to check availability.