QSight Clinical Inventory Control System Endoscopy Implementation Project Charter

Document Version 2.0 Final
Document Date: 2015-07-15
# Revision History

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<td>2015-07-07</td>
<td>Steve Prevost</td>
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<td>2.0</td>
<td>2015-07-15</td>
<td>Cathy Bauer</td>
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Project Charter

Date: July 15, 2015

Executive Sponsor: Catherine Bauer, Endoscopy Department
Project Owner: Kevin Mays, Endoscopy Department
Sponsoring Department: UVA Health System (UVAHS) Digestive Health, Endoscopy Department
Project Manager: Steve Prevost, Program Management Office (PMO)
Project Title: QSight Clinical Inventory Control System Endoscopy Implementation

Current Environment
Currently, the management of endoscopy supplies is a manually driven process that is both time-consuming and open to error. In addition, EpicCare has limited inventory management reporting functionality which inhibits the ability of the UVAHS to make timely and informed decisions on product selection and replacement.

Project Stakeholders
The following UVAHS clinical department will be impacted by the project: Endoscopy. Other UVAHS departments impacted by the project are: Supply Chain Management, Health System Technology Services (HSTS) – PMO, PeopleSoft, Technical Services, Epic, Information Security, Communications and Infrastructure. Additionally, members of the Owens & Minor project team are stakeholders in the project.

Business Need and Impact
Primary business needs to be addressed with the implementation of QSight are:
- Increasing patient safety through more effective management of supply expiration dates
- Improving the financial metrics of UVAHS, specifically that of the Endoscopy Department, through prudent inventory reduction and increasing inventory turnover
- Improving regulatory compliance – patient documentation, implants component, device recall

The business needs of UVAHS will be addressed with the successful implementation of QSight by:
1. Enhancing the automated inventory management function for Endoscopy
2. Accurately tracking and managing supply expiration dates from a patient safety perspective
3. Actively managing supply utilization including a cost per case metric through standard and custom reporting
4. Automating the Endoscopy ordering process using par levels to reduce the number of manually generated Electronic Procurement (ePro) requests (approximately 10 per day)

Project Goals
Successful implementation of the QSight system will enable UVA to institute the following within 90 days of Go Live:
- Development and utilization of a more formalized and structured inventory review process
- Development of an inventory management dashboard to enable the proactive management of Endoscopy inventory
- Reduce the need for creating, reviewing, and approving electronic procurement requisitions (ePros) for Endoscopy supplies (% to be determined in the project scope statement)
- Manage inventory through par levels
- Reduce Endoscopy inventory by (% to be determined in the project scope statement)
- Real time cost control reporting
- Actively managing pricing information through a decision support
- Zero incidents of expired supply utilization for implants

Project Evaluation
All of the above Project Goals are to be achieved within 3 months of go live.

Linkage with UVA Health System Key Strategies
Which UVA Health System Key Strategies will this project enhance?
- I Care Accurate billing of what material was used during the procedure. Inventory stock outs eliminated not to cancel procedure
- I Build Effective stewards of medical supply resources by tracking actual expenses to budget
- I Heal Effective management of expired supplies; i.e., implantable devices

Project Timeline
Q2-Q3 2015 – Initiation and Planning
Q3 2015 – Execution
Q4 2015 – Monitoring and Controlling, Closeout

Estimated Financial Costs
The project will be funded out of the Endoscopy department's operating budget; the product being purchased is a 26 month subscription fee service for a total cost of $55,700.

Requirements

Successful implementation will require the following interfaces to be built and tested:
- Siemens (A2K3) – Patient ADT
- PeopleSoft – Materials Management Information System (Order Worksheets, Item Master Updates and P.O. Updates)
- EpicCare (Scheduling)

Implementation of the QSight system in the Endoscopy department will require approximately 5 people to be trained on its management and use.

Deliverables

TBD – These will be determined during scope statement development.

Assumptions

The following assumptions are made with regard to implementing the QSight system:
- Integrated with Epic with single documentation of supplies
- PeopleSoft master product index is accurate and up-to-date
- Owens and Minor materials database is accurate and up-to-date
- One in-bound file from PeopleSoft to validate and add new products
- Charting is real-time with information is sent at end of day
- All systems (Ensemble, EpicCare, QSight) are operational during normal business hours
- Owens and Minor can engineer the automated order/re-order interface into PeopleSoft
- Multiproduct integration – barcode scanning of a product in QSight results in real-time charting in EpicCare

Constraints

Due to the large number of competing IT projects within the UVA Health System, there is a significant potential for the project to be adversely impacted by resource constraints, particularly for project team members coming from the PeopleSoft, Interface, and Cupid build team members. These constraints will be addressed through proactive planning and communication throughout the life of the project.

Risks

Known risks to the project are:
- Health System build team resources and their commitments to current and future UVAHS initiatives
- The level of accuracy of product barcode labelling is believed to be high but won't be known until a scan of inventory is completed by O-M.

**Project Managers Assigned and Authority Level**
Alex Foley of Owens and Minor and Steve Prevost of the UVA Health System PMO have been assigned as the Project Managers for the QSight Clinical Inventory Control System Implementation project and will be responsible for the completion of the project and escalations, as appropriate. Selena Culpepper of Owens and Minor will be responsible for the development and implementation of all required interfaces.

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**Project Approval**
The undersigned hereby endorse this project and agree to support the project through the due diligence and analysis phase to determine if this project should be implemented or cancelled.

_Catherine Bauer_  
Executive Sponsor – Catherine Bauer  
7/20/15  
_Date_

_Kevin Mays_  
Project Owner – Kevin Mays  
7/20/15  
_Date_