

The Role of Leadership in Resource Decisions

领导者在资源决策中的角色

Jere Crispens, MA
Lionel Nkaya, MS, MA



Embrace Change:
Building today's leaders
拥抱变革:打造今天的领导者

Sunday, October 21, 2018

Disclosure of Conflict of Interest

利益冲突声明

I do not have any relevant financial relationships
with any commercial interests.

我与任何商业利益没有任何相关的经济来往。

Learning Objectives 学习目标

1. Describe how leadership makes decisions related to the purchase or use of resources. 描述领导如何做出购买或使用资源相关的决定。
2. Describe the importance of tracking assets. 描述追溯固定资产的重要性
3. Describe the importance of a physical plant and equipment maintenance program. 描述机器设备维护保养项目的重要性

What is a Fixed Asset?什么是“固定资产”?

»“Long-Term Pieces of Property that will be used in the operation of your hospital and that won't be converted to cash in less than a year”长期的财产，将用于您的医院的运作，并不会在一年内转化为现金

~Examples:举例

- Equipment设备
- Furniture家具
- Electronics电子产品
- Vehicles车辆
- Buildings建筑
- Land土地
- Office Equipment 办公设备



What is Fixed Asset Management?

什么是固定资产管理？

» Specifies the process to 特定的流程包括

~Track 追踪

~Protect 保护

~Value and 价值和

~Maintain your investments 继续你的投资

» Manual process using a spread sheet 使用分布图表手工记录

» Automated process using specialized software 使用专用软件的自动化过程



Necessity of Fixed Asset Management

固定资产管理的必要性

- » Volume of Fixed Assets is Massive 固定资产规模庞大
- » Need to properly maintain is Crucial 需要正确维护是至关重要的
- » Availability of Assets are Critical 资产的实用性至关重要
- » Financial risks are Daunting 资金风险令人气馁



Fixed Access Register (FAR)固定存取登记

» Contains all the Fixed Assets of the Facility 包含所有固定资产设施

» FAR Contents 固定存取登记包括

~ Asset Tag or Label and Description 产品标签和描述

- Unique Number or 独特的数字或者
- Bar-coded Label or 条形码标签或
- Radio Frequency Identification (RFID) tag 射频识别(RFID)标签

~ Quantity of the Asset 资产数量

~ Cost 花费

~ Name of Supplier 供应商名称

~ Physical Location 实际位置

~ Maintenance Schedule 维护计划

~ Depreciation Status 折旧状态



Fixed Asset Equipment Maintenance

固定资产维护

» Objective: Prevent equipment failure and minimize production loss
目的:防止设备故障, 减少损失

» Importance of Maintenance Management 维修管理的重要性

- ~ Improves facility productivity 提高设备运行效率
- ~ Keeps equipment in their optimum operating condition 使设备处于最佳运行状态
- ~ Decreases operating costs of the equipment 降低设备的运营成本
- ~ Lack of maintenance leads to unscheduled down time 缺乏维护会导致非计划停机时间
 - Loss of production 产品损失
 - Causes rescheduling 导致延期
 - Results in overtime 导致加班
 - Possible need for contract employees 或许还需要签约更多的员工



Maintenance Management Functions

维护管理功能

» Develop maintenance policies, procedures, and standards

制定维护政策、程序和标准

» Schedule preventive maintenance work

安排预防性维护工作

» Complete repairs in a timely manner

及时完成维修工作

» Document and maintain a record of each maintenance activity

记录并保留每次维护的记录

» Facilitate periodic inspection of specific equipment

便于对特定设备进行定期检查

» Prepare and maintain an inventory list of spare parts

准备和保留配件的盘点清单

» Recruit and train staff to conduct effective maintenance

招聘和培训员工进行有效的维护

» Implement necessary safety standards 实施必要的安全标准



Fixed Asset Management Best Practices

»Address “ghost” assets

- ~ Remove lost, stolen, or unusable assets from the FAR

»Conduct physical asset inventories

- ~ Performed at regular intervals
- ~ Develop process to add new assets
- ~ Ensure that the FAR is accurate and current

»Tag assets

- ~ Use unique identifiers
- ~ Use of bar-code or RFID will reduce the time to take inventory



More Best Practices 更多的最佳实践

- » Migrate from a spread sheet solution to fixed asset management software 从资产分布表改为固定资产管理软件
 - ~ Reduces the amount of human error 减少人为错误的次数
 - ~ Includes audit trails and asset tracking history 包括审计追踪和资产追踪记录
 - ~ Provides ease of incorporating and changing depreciation methods 提供易于合并和更改的方法



Getting started with your FAR

开始使用你的FAR系统

»Equipment needed: 设备需要

~Desktop / Laptop / Cell phone 桌面/笔记本/手机

~Google Account to setup the form 设置表格的谷歌账号

。

»Live demo:现场演示

~browse to: ghcdemo.haitiadvantisthospital.org

浏览网站:



GLOBAL HEALTHCARE CONFERENCE

Getting started with your FAR开始使用你的FAR系统

ghcdemo.haitiadvantisthospital.org

Getting started with your FAR

Item name
Your answer:

Serial number / Unique Identifier
Your answer:

Vendor
Your answer:

Purchase Date
Date
mm/dd/yyyy

Item was purchased
Choose: ☐

Cost
Your answer:

Location
☐ GHC 2018 Conference Room
☐ Other:

Notes
Planned time of utilization, maintenance schedule, notes about the condition of the asset, other notes...
Your answer:

SUBMIT

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. Report Abuse · Terms of Service · Additional Terms
Google Forms

Getting started with your FAR (Responses)

File Edit View Insert Format Data Tools Form Add-ons Help

100% \$ % .0 .00 123 Arial 10 B I A

	A	B	C	D	E	F	G	H	I
1	Timestamp	Item name	Serial number / Unique id	Vendor	Purchase Date	Item was purchased	Cost	Location	Notes
2									
3									
4									
5									
6									



GLOBAL HEALTHCARE CONFERENCE

Haiti Adventist Hospital FAR海地基督医院FAR系统

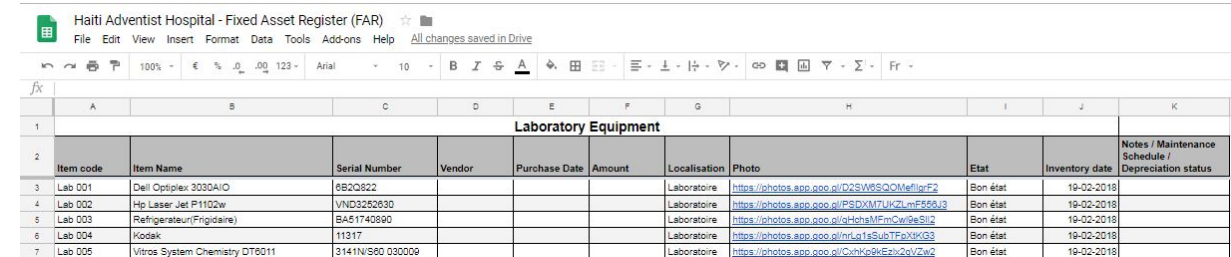
» Actually done on a spreadsheet

实际上是在电子表格里完成的

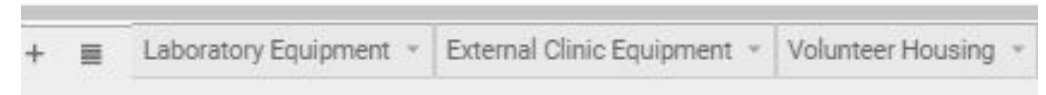
~ Distributed using Google Sheets

使用谷歌表分布

~ Using different tabs for different asset location
为不同的资产位置使用不同的选项卡



Item code	Item Name	Serial Number	Vendor	Purchase Date	Amount	Localisation	Photo	Etat	Inventory date	Notes / Maintenance Schedule / Depreciation status
Lab 001	Dell Optiplex 3030AIO	6B2Q822				Laboratoire	https://photos.app.goo.gl/P2SW8SQCMellgrF2	Bon état	19-02-2019	
Lab 002	Hp Laser Jet P1102w	VND3252630				Laboratoire	https://photos.app.goo.gl/PSDXMTUKZLwF555j3	Bon état	19-02-2019	
Lab 003	Refrigerateur(Frigidaire)	BA51740890				Laboratoire	https://photos.app.goo.gl/Hch3MFmCw3eSli3	Bon état	19-02-2019	
Lab 004	Kodak	11317				Laboratoire	https://photos.app.goo.gl/nri-g1sSubTFoYKq3	Bon état	19-02-2019	
Lab 005	Vitros System Chemistry DT6011	3141N/S60 030009				Laboratoire	https://photos.app.goo.gl/CvrtKp9xEzKqUZe2	Bon état	19-02-2019	



» Next step: 下一步

~ Migration to a Fixed Asset Management Software
迁移到固定资产管理软件



GLOBAL HEALTHCARE CONFERENCE

References参考

Speakers - Please list at least 3 references:

讲者- 请列出至少三项参考

1. Listing website links are okay 列出网站链接是可以的
2. Listing books and other resources are okay 列出书籍和其他资料是可以的
3. Should be from within the last 5-10 years 应该来自最近5-10年



Questions

有问题吗？