

Module 9 – Time Management

Activity #1 – Timing Tasks

Look at the following list of home care aide tasks. ***How long should each task take a home care aide to complete?*** Put a time limit on each task. It is ok to put a time range if the circumstances could vary a great deal. Discuss those circumstances. Compare your answers/thoughts with the class.

<u>Assigned Task</u> <i>e.g. Washing the patient's dishes from lunch</i>	<u>Time Limit/Range</u> <i>10-15 minutes</i>
Making the patient's bed	
Changing the linens on the bed – unoccupied	
Changing the linens on the bed – occupied	
Cleaning the bathroom	
Assisting with incontinence care	
Bathing an ambulatory patient	
Assisting with a bed bath	
Bathing an infant/baby	
Shaving a patient	
Dressing a patient	
Taking vital signs	
Catheter care	
Mouth care	
Meal preparation	
Assist with feeding	
Cleaning the kitchen	
Vacuuming	
Mopping floors	
Grocery shopping for a patient	

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Activity #2 – Case Scenario

Part 1 – Mrs. Willis

You are assigned to care for Mrs. Willis. She is partial care, ambulatory with standing assistance. She is alert and oriented. Today, the tasks for Mrs. Willis includes assistance with bathing, grooming, and dressing, assistance with lunch, and laundering her bed linens. Light housekeeping tasks will need to be completed.

How should the home care aide approach this list of activities? List these tasks in the order in which you would plan to do them.

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Activity #2 – Case Scenario

Part 2 – Ms. Coals

Ms. Coals is 96 years old. She is incontinent and has diabetes. She is also bed bound. She lives with her daughter who works every day. Her daughter leaves for work at 7:30am and gives her all her medications before she leaves. You are scheduled to arrive at 8am and leave at 11am.

Your assigned tasks include bed bath, get the mail, change the linens, prepare breakfast and lunch, light housekeeping, and laundry.

You arrive at Ms. Coals' home to find that she is covered in stool and urine.

She is sweaty and reports that she feels like her sugar is dropping. She is still alert and oriented.

What do you do first? Why?

What would you do the remainder of your day?

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Activity #2 – Case Scenario

Part 3 – Mr. Walker

Mr. Walker is ambulatory with a cane and can still perform his personal care. He receives 3 hours of services for housekeeping. Duties today include vacuuming, mopping, cleaning the bathroom, changing the sheets, doing laundry, cleaning the kitchen, and dusting.

How should the home care aide approach this list of activities? List these tasks in the order you would do them. Discuss why you chose the order that you did.

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Activity #3 – Class Discussion: Personal Strategies

As a group, discuss personal strategies that are practiced in the students' lives to save time each week.

Examples to start the discussion include making lunches the night before, setting out/ironing clothes the night before, freezing smaller portions of food to reheat later, etc.

Open the class discussion and then ask students how they can apply these same strategies to patient care.