

Module 9 – Time Management

Introduction

The home care aide will have multiple tasks assigned each day. It is essential that the home care aide be able to prioritize and work efficiently so that tasks are completed in a competent and timely manner.

Objectives

At the end of this module, the nurse aide will be able to:

1. Explain the importance of time management and organizational skills
2. Apply applicable organizational techniques
3. Explain how time management can impact patient care
4. Demonstrate skillful time management and organizational decision making

Instructional Resource Materials

- Power Point for Module 9 – Time Management
- Handout/Activities

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Slides	Instructor’s Script	Notes
Slide 1 Title Slide	Script <ul style="list-style-type: none"> • Module 9 – Time Management 	
Slide 2	Script <ul style="list-style-type: none"> • Objectives - At the end of the module, the nurse aide will be able to: <ol style="list-style-type: none"> 1. Explain the importance of time management and organizational skills 2. Apply applicable organizational techniques 3. Explain how time management can impact patient care 4. Demonstrate skillful time management and organizational decision making 	
Slide 3	Script <ul style="list-style-type: none"> • Time management and organizational skills are especially important for a home care aide. • There are typically many assigned tasks, which must be completed in a specified amount of time, often with no direction as to what order to complete them. • Staying organized and managing one’s time efficiently while with a patient is key in completing the tasks outlined on a patient’s care plan, which ensures good patient care. 	
Slide 4	Script <ul style="list-style-type: none"> • Learning, and implementing, time management and organizational tips is considered an important life skill. • Better organization and use of time can have a positive impact on one’s personal <i>and</i> professional life. • As well as increasing productivity, skillful time management and organizational skills can decrease stress and anxiety and give one a sense of accomplishment – all by simply being organized! 	
Slide 5	Script <ul style="list-style-type: none"> • Home care aides have many tasks they are assigned to perform. • Some common tasks include: <ul style="list-style-type: none"> ○ Assisting with activities of daily living (bathing, dressing, toileting, grooming, etc.) ○ Preparing food ○ Taking/monitoring vital signs ○ Housekeeping chores (making the bed, laundry, light cleaning) ○ Medication reminders 	
Slide 6	Script <ul style="list-style-type: none"> • Try to incorporate the following tips into your daily schedule. For best results, tips should be practiced daily 	

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	<p>to start forming patterns and to get the most out of them:</p> <ul style="list-style-type: none"> ○ Create a to-do list. For home care aides, this will be your care plan. However, while your care plan may say bathe, you know that will include gathering all the bathing tools, soap, shampoo, towel, etc., which can take extra time if not planned out ahead of time. 	
Slide 7	<p>Script</p> <ul style="list-style-type: none"> ○ Prioritize your to-do list/care plan. If you have several tasks to complete, put them in order before you start. Be sure to check off or cross out each completed task – it gives one a sense of accomplishment to watch the to-do list dwindle. Likewise, if you see a patient several times a week, you can prioritize the week in advance. That way you do not plan too many tasks for one day that might not get finished. 	
Slide 8	<p>Script</p> <ul style="list-style-type: none"> ○ Establish a routine. If your patient requires the same services each week, developing a routine and sticking to it can save you time. 	
Slide 9	<p>Script</p> <ul style="list-style-type: none"> ○ Multi-task. If the laundry is in the washing machine, instead of waiting around for it, use that time to complete another task on your care plan. If you are assigned to do laundry, put it in the washer as soon as you arrive as so that you may do other things while the clothes are washing. Waiting is wasting time. 	
Slide 10	<p>Script</p> <ul style="list-style-type: none"> ○ Try to figure out where you might be slowing down or wasting time. If you are spending more time than necessary on a task, try to recognize that and change that behavior. 	
Slide 11	<p>Script</p> <ul style="list-style-type: none"> ○ Try to time-limit your tasks. If a task is on the care plan, it must be completed, but if you can assign a minute amount to each task, it will help you to see how to organize your tasks and will give you an idea of how much time to spend on each assigned task. 	
Slide 12 Activity #1	<p>Script</p> <ul style="list-style-type: none"> ● Activity #1 – Timing Tasks ● Break the class up into small groups. ● Have the groups assign approximate times to the tasks listed. 	

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	<ul style="list-style-type: none"> • Come back together and compare what each group put down for each task. • Discuss the times that each group assigned and compare/explore reasons for the differences. <p>Teaching Tip: There are no right or wrong answers for this exercise. It is just to compare what the students feel a time limit should be on various activities. It takes one student 1 hour to give a bath, and another student takes 30 minutes. Compare why that difference exists. Are the students doing the task differently or are there time saving techniques the student can share?</p>	
<p>Slide 13</p>	<p>Script</p> <ul style="list-style-type: none"> • It can be challenging to complete all assigned tasks in the specified time frame. • Therefore, utilizing skillful time management and organizational skills are key in caring for one’s patients. • The first step when going to any patient’s home is to have a plan. • The care plan will outline your assigned tasks; however, the home care aide should develop a plan for completing those tasks. • If you feel like you do not have enough time to complete your assigned duties, speak to your supervisor. Do not go back to the patient’s home on your off-duty time to complete those tasks. 	
<p>Slide 14</p>	<p>Script</p> <ul style="list-style-type: none"> • When planning out tasks, the home care aide should consider several factors: <ul style="list-style-type: none"> ○ What tasks have been assigned? ○ How much time do I have to complete them? ○ How much time will each task take to complete? • Once the tasks have been considered with regards to time, the home care aide should organize them in the order they will be completed. 	
<p>Slide 15 Activity #2</p>	<p>Script</p> <ul style="list-style-type: none"> • Activity #2 – Case Scenarios • Part 1 – Mrs. Willis • Have each student put the list of activities in order. • Review the answers with the class and compare answers. • Ask students their reasoning for their choices. 	
<p>Slide 16</p>	<p>Script</p> <ul style="list-style-type: none"> • Start with the linens. Washing linens takes the most amount of time (in the washing machine, that is). However, the home care aide can start the laundry and then move to the next task. 	

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Slide 17	Script <ul style="list-style-type: none"> Gather all necessary items and then assist Mrs. Willis with her bath. Assisting with dressing and grooming come after the bath. 	
Slide 18	Script <ul style="list-style-type: none"> By this time, it will be time to put the linens in the dryer. Afterwards, depending on the time, start lunch. 	
Slide 19	Script <ul style="list-style-type: none"> After lunch, light housekeeping duties can be completed. 	
Slide 20	Script <ul style="list-style-type: none"> The linens can now be taken out of the dryer and the bed made. 	
Slide 21	Script <ul style="list-style-type: none"> <i>All tasks have been completed in the allotted time!</i> 	
Slide 22 Activity #2 Continued	Script <ul style="list-style-type: none"> Activity #2 – Case Scenarios, Continued Part 2 – Ms. Coals Have each student answer the questions regarding the case scenario. Review the answers with the class and compare answers. Ask students their reasoning for their choices. 	
Slide 23	Script <ul style="list-style-type: none"> While it is uncomfortable to be wet and soiled, the medical part of Ms. Coals' care should take top priority. Due to her medical condition, it would be best to call your nurse supervisor at this time. He/she will better assist you with Ms. Coals' status. In addition, your supervisor needs to be informed of how you found your patient. This may need to be addressed with Ms. Coals' daughter; however, that would be at your supervisor's discretion. Your supervisor will give you direction as how to handle this situation. You may be instructed to get the patient something to eat and drink – something to raise the sugar immediately and then a protein source. Orange juice and peanut butter crackers, if available, would be an appropriate choice. You may be instructed to have the patient check her blood sugar. If you have been checked off on this competency by your supervisor, you may be instructed to assist the patient. 	
Slide 24	Script <ul style="list-style-type: none"> Once Ms. Coals is feeling better, you can attend to her incontinence. Clean the area and check for any signs of 	

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	<p>skin breakdown. You do not know how long she has been sitting in stool and urine.</p>	
Slide 25	<p>Script</p> <ul style="list-style-type: none"> • A bed bath would now be appropriate, especially given how you found her. Assist the patient to dress in clean clothes. 	
Slide 26	<p>Script</p> <ul style="list-style-type: none"> • Even though Ms. Coals has just had a snack, preparing breakfast for her now would be best. • While she is eating, you can take the dirty sheets off the bed and start the laundry and light housekeeping. You want to wash the soiled sheets separately from Ms. Coals' other clothes. Remember, you only have 3 hours to wash, dry and fold the laundry and to complete your other tasks. During this time, it is important to maintain conversation with your patient. Person-centered care should occur in every aspect of care delivery. 	
Slide 27	<p>Script</p> <ul style="list-style-type: none"> • While the laundry is washing, you can get the mail. Finish any laundry and light housekeeping that was not completed. • Prepare her lunch before you leave, and make sure she is clean and dry. • Accurately document the condition of your patient when you arrived. Document the steps you took in reporting and what you did based on your supervisor's instruction. 	
Slide 28	<p>Script</p> <ul style="list-style-type: none"> • Activity #2 – Case Scenarios, Continued • Part 3 – Mr. Walker • Have each student answer the questions regarding the case scenario. • Review the answers with the class and compare answers. • Ask students their reasoning for their choices. • Encourage the students produce the best order this time and discuss as a group. 	
Slide 29	<p>Script</p> <ul style="list-style-type: none"> • 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. 	

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Slide 30	Script <ul style="list-style-type: none">• Congratulations! You are now well versed in the importance of time management! Implementing these strategies into your own work will make your day, and your job as a home care aide, more manageable.	