

Time Management/Work Organization

Plan for Shift:

- Get Report-list of clients& their needs. Prioritize for higher needs. Never begin giving care without having all the information you need, such as:
 1. Do any residents have special needs today?
 2. Do I need to the charge nurse at any time (treatment or assessment) or will I need help from coworker for any tasks like lifting? (coordinate with them ahead of time)
 3. Are there any activities the charge nurse or other delegator wants done first?
 4. Do any residents have any appointments?
- Set Goals-certain tasks to be completed by_____. Average out number of minutes you will have for each client to reach the time goal.
- Watch the clock. If not going to make it, find a way to pick up your pace or ask for help.
- Keep plan flexible. Make sure tasks are done by the goal & try to surpass it, so if anything unexpected happens....
- Client physical needs come first in determining what to do, always before housekeeping needs
- Frame of mind-stay mentally focused on the work you do. Leave personal problems at home. Throw emotional energy into work.
- Teamwork
- Concentrate on Residents-(not your own agenda) Try to allow for their choice in time for various activities.

TOOLS OF ORGANIZATION

Listening closely to entire report on all clients

Writing things down (keep paper and pen with you at all times to get and pass on info)

Consulting chart to help make plan

Asking nurse for info (best source of info on clients)

Asking co-workers (valuable tidbits on clients)

Recalling preferences of client

Making rounds at end of shift before you leave to make sure nothing was missed so leave work feeling good about your work.