

Thesis Title A Study of Time Management in Performing
 the Job of Nurse Supervisors in Hospital
 Under the Jurisdiction of Ministry of
 University Affairs

Name Miss Duangjan Tippreecha

Thesis Advisor Assistant Professor Somkit Raksasataya

Department Nursing Education

Academic Year 1985

ABSTRACT

The purpose of this research was to study the time management and time utilization on administrative, academic, and nursing service activities performed by the nurse supervisors in hospitals under the jurisdiction of Ministry of University Affairs. The research population consisted of 91 nurse supervisors of 5 university hospitals. The instrument was an interview form constructed by the researcher. The form composed of 2 main aspects, the first was on time management on planning, implementation, and evaluation of the work plan; the second was the time spent to perform administration, academic and nursing service activities. Each of above activities was catagorized into the most important, fairly important, and the least important activities performed by the nurse supervisor. The statistical procedures of this research were percentage, mean, and standard deviation.

The major findings were :

1. There were 74.7 percent of the nurse supervisors having manage their time on administrative, academic and nursing service activities, and 58.6 percent prepared their planning schedule annually, monthly, weekly, and daily. It was only the writing of daily work plan that 77 out of 87 nurse supervisors were able to indicate the time spent that was 10 minutes approximately for each writing.

2. Most of nurse supervisors provided guidelines, explanation, and reviewed the work plan prior to its implementation. None of them able to indicate time spent to perform implementation activities.

3. There were 59.8 percent of the nurse supervisors did evaluate the performance plan with colleagues. The Evaluation was performed during and at the end of the performance by 89.6 percent of the nurses; and the evaluation result was presented to the superiors as well as to the colleagues involved by 67.8 percent. None of them able to indicate time spent to perform evaluation activities.

4. There were 48.3 percent of the nurse supervisors having problems on management planning, and 58.6 percent out of this group had limited decision making authority to perform their supervisory functions.

5. The most important administrative activity: The activity the nurse supervisors had averagely spent their time mostly (1 hour 24 minutes) was the item concerning those activities demanded an immediate decision making of the nurse supervisors.

The fairly important administrative activity : The activity the nurse supervisors had averagely spent their time mostly (11 hours 30 minutes) was the participation in orientation program for newly recruited on newly appointed personnel. The engagement in series of meetings came the second.

6. The most important academic activity : The activity the nurse supervisors had averagely spent their time mostly (13 minutes) was teaching and demonstration nursing techniques in which immediate action were called for.

The fairly important academic activity : The activity the nurse supervisors had averagely spent their time mostly (16 hours) was the arrangement of an orientation program for newly appointed staff nurse in the patient wards.

7. The most important nursing service activity : The activity the nurse supervisors had averagely spent their time mostly (22 minutes) was giving advices and helps in providing nursing care to those patients who were in acute stage as who afflicted with rare diseases.

The fairly important nursing service activity : The activity the nurse supervisors had averagely spent their mostly (1 hour 49 minutes) was participating in meetings arranged by the nursing service and by the wards' head nurses.

8. The least important administrative, academic, and nursing service activities : The average time spent on each category by nurse supervisors of each hospital was not much different.