

3837805 PHPH/M : MAJOR : HEALTH ADMINISTRATION ; M.Sc. (PUBLIC HEALTH)

KEY WORDS : TIME MANAGEMENT / HEAD NURSES

BUDSAKORN MONGCOLNIMITE: ANALYSIS OF TIME MANAGEMENT OF COMMUNITY HOSPITAL OF HEAD NURSES IN REGION II. THESIS ADVISORS : PIYATHIDA TRIDECH,Dr.P.H.,SUJITRA NINLERT,Ph.D.,DUSIT SUJIRARAT,M.Sc.(BIOSTAT). 131 p. ISBN 974-662-370-2

The purpose of the study was to analyze the time management in one week of head nurses in community hospital in Region II, in the fields of administration, service, academic and others, according to individual factors, external factors and the importance and urgency of job. The study population were 51 head nurses. Questionnaires, time record sheets and in-depth interview were employed as research instruments. The data were analyzed by descriptive statistics: percentage, mean and standard deviation and analytical statistics: Pearson's Product - Moment Correlation and Stepwise Multiple Regression Analysis.

The results show that regarding the head nurses' time management, 53.9% of time was spent on service, 30.2% on administration, 10.3% on others, 5.6% on academic duties. The administration was the most important priority. The less important priorities were service, academic, and others, respectively. There was a negative relationship between time allocated for administration and bed occupancy rate together with importance and urgency of job at the level of significance at 0.05 ($r = -0.3351$ and -0.3815). There was a positive relationship between the time allocated for service and bed occupancy rate together with work load index at the level of significance at 0.05 ($r = 0.4507$ and 0.4010). There was a negative relationship between time allocated for other fields and the importance and urgency of job at the level of significance at 0.05 ($r = -0.3690$). The importance and urgency of job can predict 12.6% of how to manage the time for administration. The bed occupancy rate predicted 20.3% of the time allocated to service. It can predict 13.6% of how to manage time for other fields. But there was no factor related to the academic time management.

It is recommended that a workshop on training about the time management in job performance should be provided to head nurses. The head nurses should set suitable priorities concerning emergency work and job delegation and distribution.