

Importance of Time Management for Nursing Specialization

Weaam.M.Garout¹, Rehaf.A.Alahmadi², Malak.MAlmatrafi¹,
Kutar.I.Mohammed³, Yasser.S.Alzahrani⁴, Roba.S.Almehmadi¹,
Yusra.H.Mandurah¹, Raya.O.Fallatah⁵, Shimaal.Hawsawi¹,
Areej.H.Aledwani⁶

¹Nursing specialist at King Abdulaziz Hospital

²Senior Nursing Specialist at King Abdulaziz Hospital

³Nursing technician at Alzaidi PHC

⁴Nursing Specialist at Hada PHC

⁵Nursing specialist at Maternity and Children's Hospital in Mecca

⁶Nursing technician at King Abdulaziz Hospital

Email: nozizwe.jali@ul.ac.za

Abstract

The current study aims the impact of time management on nursing time management on health services, and its impact on time management among patients and workers in health facilities.? A questionnaire was prepared via Google Drive and distributed to the population aged 25-55 years, men and women in city of mecca. As for the questionnaire, it was distributed via the social networking program (WhatsApp) for the purpose of distancing for fear of the presence of the Corona virus. 390 questionnaires were distributed, 385 responses were obtained via email to the principal researcher. find that most of the participants agreed that the nurse's time management is important for the rest of the day on time for all patients by 100%, and that time management is important in reducing fatigue and ensuring the quality of patient care by 100%, and that planning saves the nurse a lot and thus he can focus a lot of 100% tasks.

Keywords: Importance, of time management, for, nursing, specialization.

1. Introduction

Time management is a plan to control the time a person spends in different areas. ⁽¹⁾

They aim to maximize the overall aggregation space of each other under the condition of limited geographical boundaries, where time cannot be managed because it is fixed. Time management can be aided by a set of skills, tools, and techniques used to create time when completing specific tasks, projects, and goals that determine the due date. Initially, time management referred to work or work activities only, but eventually the term was expanded to include personal activities

as well. A time management system is a designed set of processes, tools, techniques and methods. Time management is usually a necessity in any development project as it determines the project completion time and scope. Key themes emerging from the literature on time management include the following: - Creating an environment conducive to effectiveness. define the priorities. Implement activity around prioritization. Related process of reducing time spent on non-priorities. Incentives to modify behavior to ensure adherence to time-related deadlines. Time management is related to different concepts such as: -Project Management: Time management can be considered a subset of project management and is more commonly known as project planning and project scheduling, and time management has also been identified as one of the basic functions defined in project management. ⁽²⁾ Time management is the way in which time is planned, controlled and utilized and it is very important in health care services. Andongndou ⁽³⁾ reports that time is a precious commodity that should be used effectively to improve quality patient care. Rossenfeld, McEevoy and Glassmen ⁽⁴⁾ also state that health care services are in constant struggle with time management during accomplishment of tasks. They further indicate that effective time management by professional nurses may result in the provision of quality patient care. Effective planning, organization and utilization of time by nurses could contribute towards decreased costs for patient care in health care institutions. Cherry and Jacob ⁽⁵⁾ support this notion that planning is the most important step in time management. They further indicate that ineffective time management could contribute to poor patient care. Rossenfeld, McEevoy and Glassemen ⁽⁴⁾ further indicate that nurse leaders and administrators may be assisted by professional nurses in planning and measurement of time spent when providing patient care. Time management is important in a health care institution because patients' lives depend on the type of health care service rendered to them ⁽⁶⁾. Time is therefore, a valuable resource in a nursing care unit leading to achievement of goals as planned. Thus, professional nurses should plan properly on how patient care activities can be executed within acceptable time frames.

2. Material and Methods:

The study began in (the city of Mecca in the Kingdom of Saudi Arabia), and the study ended with writing the data collection in August 2024. The researcher used descriptive analysis, an approach that uses quantitative or qualitative description of the social phenomenon (Importance of time management for nursing specialization) and the variable. The independent variable (Importance of time management for nursing specialization in general) and the dependent variable (Importance of time management for nursing specialization in Mecca). This type of study is characterized by analysis, reason, objectivity, and reality. It is also concerned with individuals and societies, as it studies the variables and their impact on the health of the individual, society, and the consumer, and the spread of diseases and their relationship. For demographic variables such as age, gender, nationality, and marital status. Status and occupation ⁽⁷⁾, and use the Excel 2010 Office suite pie chart to sort the results ⁽⁸⁾. The questionnaire is a wonderful and useful tool for collecting a huge amount of data, but the researchers were not able to conduct personal interviews with the participants in the online survey, due to social distancing rules at the time to prevent infection between participants and researchers and vice versa (Coronavirus sharing has not completely disappeared. of the community), and the questionnaire

was only answered electronically, because the questionnaire consists of seventeen questions, all of which are closed-ended.

3. Results and discussion:

The participation rate in the blind paper questionnaire was 100%, while the rejection rate was 0%, while the percentage of participants according to their age was as follows: from 25-34 years old it was 8%, from 35-44 years old it was 44%, and from 45-55 years old It reached 48%, and their gender was 80% female and 20% male, and the nationality of the male and female participants was 100% Saudis, and their professions were 100% male and female government employees, and their educational status was university 60%, secondary school 8%, doctorate 32%, while the rest of the categories were 0%,As for the questions of the scientific paper, the responses were as follows: First question: Time management is important for managing the tasks of the rest of the day at their appropriate times for all patients? Yes 100%. The second question: Correct time management is of great importance in reducing fatigue and ensuring quality patient care? Also, the same answer: Yes 100%. The third question: If you do not learn how to manage time in your nursing career, then you may harm your patients or yourself? Yes, 92%, No, 8%, and I don't know, 0%. Fourth question: Nursing is not so much about getting things done as it is about getting the most important things done? Yes, 76%, and No, I don't know, the same year, 12%. Question five: The nurse must set priorities and learn how to be firm in dealings with managers, patients, and colleagues? Yes 84%, no 4%, and I don't know 12%. Question Six: Planning always saves time once you plan what you want to do, and you can focus on doing these tasks? Yes, 100%. Question Seven: If a nurse spends a few minutes planning his shift, it is worth the effort spent saving it, and the same applies to his time? The same response. The eighth question: Must we insist and be determined on the priorities and work on them first? Yes 96%, No 0%, and I don't know 4%. Question 9: The most effective way to improve your time management is to be constantly aware of how to manage time? Same as the previous response. Question 10: Allocating time to yourself is not only a good idea, but it is necessary to avoid exhaustion and enjoy a healthy balance between work and life? Yes, 88%, no, 4%, and I don't know, 8%. Question eleven: Does early arrival affect the nurse's time management effectiveness? Yes, 84%, no, 12%, and I don't know, 4%. Question 12: Dividing large tasks into smaller, more manageable tasks leads to faster performance? Question thirteen: Does creating a schedule help in arranging tasks at the appropriate times better? Yes 100% too. Question Fourteen: Trying to set tasks to complete them all at the same time greatly impairs productivity? Yes 88%, no 8%, and I don't know 4%. Question fifteen: Can the nurse benefit from time recording applications to organize and complete tasks at the appropriate time? Yes 96%, No 0%, and I do not know 4%.

Table.1: The effect of time management for nursing according to the opinions of participants in a questionnaire

Importance time for nurses	Yes	No	I don't know
Time management is important to manage the tasks of the rest of the day at their appropriate times for all patients?	100%	0%	0%
Correct time management is of great importance in reducing fatigue and ensuring quality patient care?	100%	0%	0%

The nurse must set priorities and learn how to be assertive in dealings with managers, patients, and colleagues?	84%	4%	12%
Planning always saves time once you plan what you want to do, and you can focus on doing these tasks.	100%	0%	0%

There is a study entitled (Factors influencing professional nurses' time management at Mankweng Hospital, Limpopo Province, South Africa) in 2014⁽⁹⁾. The factors influencing the time management of professional nurses at Mankweng Hospital, Limpopo Province, South Africa, as this study found that the study found that the hospital has time management guidelines that enabled Professional nurses to provide quality patient care. The study also revealed that Professional nurses spend more time using the telephone, gossiping and socializing among themselves instead of attending to the health needs of patients. These findings indicate that there is a great need for in-service education programs in the hospital particularly on time management and supervision. The standard of nursing care in many public hospitals in South Africa is on the decline. It is therefore the responsibility of professional nurses to revive the Caring values that are fundamental in the nursing profession. Nursing education It also has an important role to play in the socialization of the neophytes with Regards to these fundamental nursing values so as to improve the standard of nursing care.

4. Conclusion:

Summary of this study, find that most of the participants agreed that the nurse's time management is important for the rest of the day on time for all patients by 100%, and that time management is important in reducing fatigue and ensuring the quality of patient care by 100%, and that planning saves the nurse a lot and thus he can focus a lot of 100% tasks.

Acknowledgment:

To start with, I would like to Praise God and thank the researchers whose help me to complete this study, and who make the project come to light.

WORKS CITED

- Stella Cottrell (2013). The Study Skills Handbook. Palgrave Macmillan. s. 123+. ISBN:978-1-137-28926-1. Archived from the original on January 25, 2020.
- Project Management Institute (2004). A Guide to the Project Management Body of Knowledge (PMBOK Guide). ISBN:1-930699-45-X. Archived from the original on 11/04/2008
- Andongndou, W. (2004). Time Management a Strategic Tool for Organizational Re-engineering. South Africa: Zytac
- Rosenfeld, P., McEvooy, D.M. & Glassmen, K. (2003). Measuring practice patterns amongst acute nurses practitioners. Journal of Nursing Administration, 33(3), 159-165.
- Cherry, B. & Jacob, RS. (2007). Contemporary Nursing Issues, Trends and Management. USA: Mosby.
- Werner, A. (2010). Organisational Behaviour: A Contemporary South African Perspective. Pretoria: Van Schaik.
- Alserahy, Hassan Awad, et al (2008), The thinking and scientific research, Scientific Publishing Center, King Abdul-Aziz University in Jeddah, the first edition
- Al Zoghbi, Muhammad and AlTalvah, Abas (2000), Statistical system understanding and analysis of statistical data, first edition, Jordon- Amman.