

Minor Task I Time Management

Today's focus is Time Management.

A key skill for an emergency physician is time management. You should observe how the resident:

- organizes his/herself to complete key tasks ASIDE from the initial patient encounter and decision making process (i.e. the resident's efficiency in completing tasks that need to be done once the a care decision has been made - consults, paperwork, reassessments)
- prioritizes tasks to be done next

RATE THIS TASK CIRCLE THE NUMBER THAT BEST DESCRIBES THE RESIDENT'S LEVEL OF PROFICIENCY						
1 Needs assistance	2	3	4	5	6	7 Ready for the next level
<ul style="list-style-type: none"> • Needs constant reminders to reassess patients. • Inefficient with time in the department 		<ul style="list-style-type: none"> • Needs a few reminders about patients. • Returns to reassess patients multiple times (> 3 times) before arriving at a plan 		<ul style="list-style-type: none"> • Functions independently regarding patient assessments and reassessments • Orders appropriate tests, reassess pts only 2-3 times before arriving at diagnosis and disposition plan. 		<ul style="list-style-type: none"> • Is flow conscious with his/her portfolio of patients (assessments, reassessments, investigations). • Efficiently sees multiple patients, arriving at diagnosis/disposition in a time-efficient manner.

The Evidence: Please provide an example of the learner's behaviour with an explanation that supports your rating. Add enough details to ensure another faculty member can quickly understand your rationale for the above score. (MANDATORY)

The next step: Based on the above evidence, please give one specific suggestion (Education Prescription) for the resident to attempt during his/her next shift.

