



TIME MOTION STUDY ON NURSING & HOUSEKEEPING GENERAL DUTY ASSISTANTS (GDAs)



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INTRODUCTION

Time motion study – Time motion study is used to assist in finding the most efficient method of doing work and to understand the meaning of time motion importance, and to ensure optimal utilization of human resource.

Lean management – Lean management seeks to eliminate any waste of time, effort or money by identifying each step in a hospital operating process and then revising or cutting out steps that do not create value.

Project time motion study in Fortis escort Jaipur is done for optimal utilization of General duty assistants both nursing and housekeeping and to know required numbers of GDAs to provide quality service. General Duty Assistants (GDAs) help nurses and other members of the healthcare team. They work within hospital or community settings under the guidance of a qualified healthcare professional. The role can be varied depending upon the area in which the person is employed.

OBJECTIVE

- . To know the activities that Nursing GDA perform during their daily shifts
- . To know the activities Housekeeping GDA perform during their daily shifts.
- . To know the time consumed in each activity
- . To know the scope of modification for increasing their efficiency

METHODOLOGY

STUDY TYPE: Descriptive & Exploratory

SMPLING TECHNIQUE: Convinient Sampling.

SAMPLE SIZE: Total 30 General duty assistants(16 nursing GDAs & 14 Housekeeping GDAs)

DATA COLLECTION: PRIMARY DATA by Observation meth SECONDRY DATA by Interview, Literature review, Office files, Organization job description etc

DATA COLLECTION DURATION: 159 Hours

TOOL USED

Tables, Percentages, Bar Diagrams, Pie Diagrams , Measure of central tendency- Mean.

A statistical tool was developed including the activities of respective department GDAs as par their job description given by the organization.

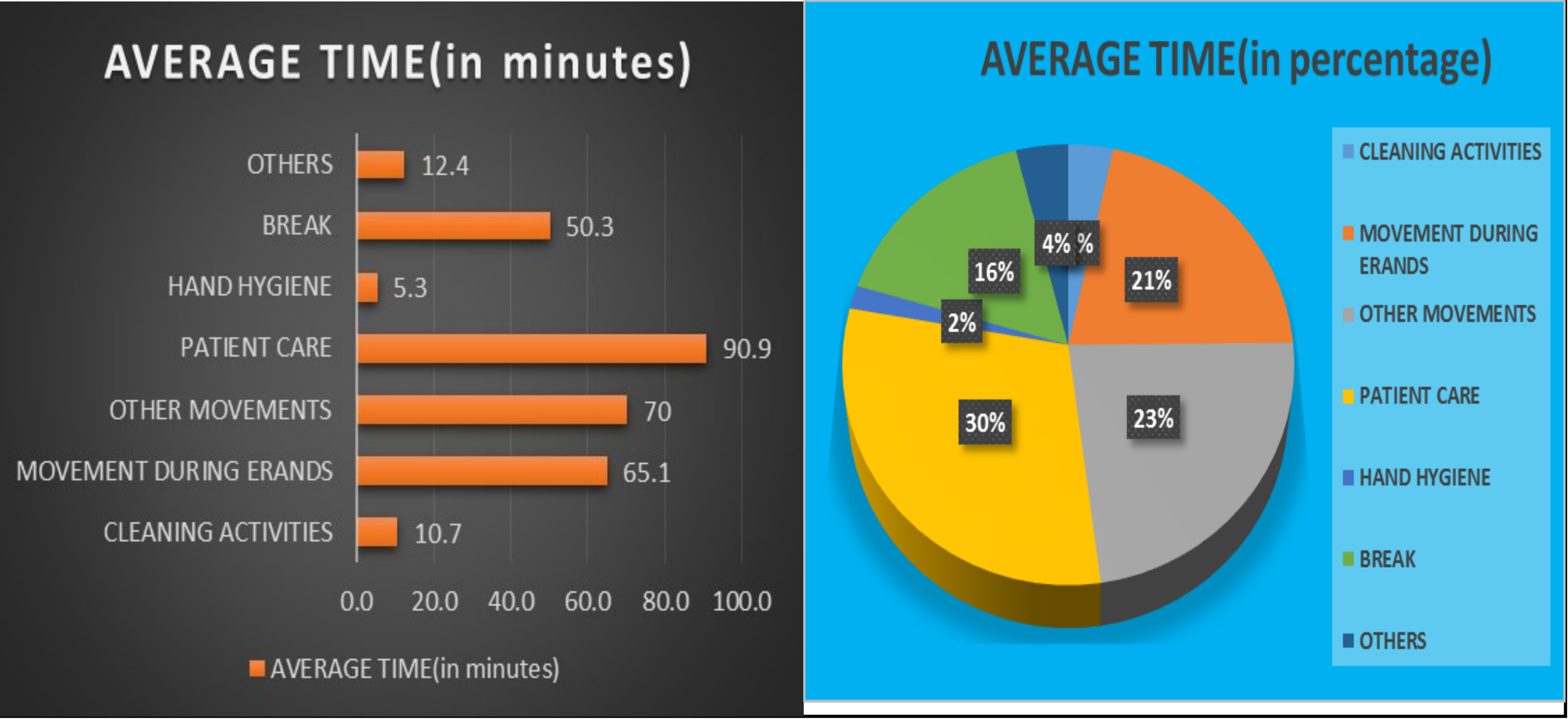
TOOL FOR NURSING GDAs

CLEANING ACTIVITIES	MOVEMENTS DURING ERRANDS	PATIENT CARE	OTHER MOVE-MENTS	HAND HYGIENE	BREAK	OTHERS
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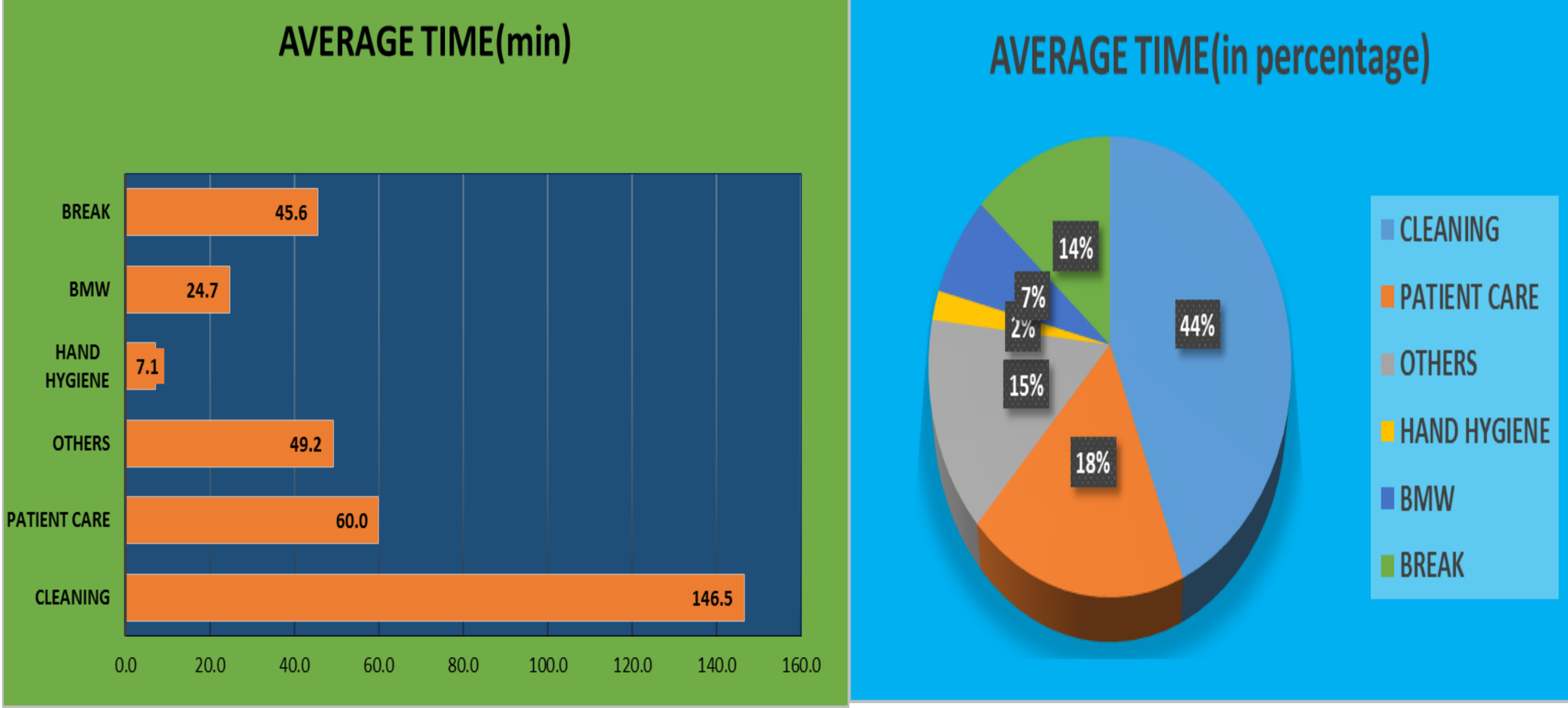
TOOL FOR HOUSEKEEPING GDAs

CLEANING ACTIVI-TIES	PATIENT CARE	BMW WASTE	HAND HYGIENE	BREAK	OTHERS
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DATA ANALYSIS AND INTERPRETATIONS OF NURSING GDAS



DATA ANALYSIS AND INTERPRETATIONS OF HOUSEKEEPING GDAs



OBSERVATIONS OF NURSING GDAs

- . Nursing GDAs spend a large amount of time in other movements and movement during the Errand which is going to pharmacy, for assisting in physical out after discharge, bringing patient reports, going to MRD department etc. which lead to less time available for actual time spend on patient care.
- . There is no proper defined delineated cleaning activities between nursing and housekeeping GDAs.
- . There are already less number of nursing GDAs that also are mostly occupied in movement during errands and other movement because of that many times they are not available when actually required to assist nurses.
- . There is a little gap in communication skills of the nursing GDAs too.
- . Nursing GDAs faces a great problem in pharmacy as it is very chaotic leading to a substantial amount of time waste.
- . Nursing GDAs spend a very less time in hand washing.

OBSERVATIONS OF HOUSEKEEPING GDAs

- . House keeping GDAs spend a substantial amount of time in cleaning activities. But a substantial amount of time is also wasted during their free time when they are not having any work after regular cleaning of all rooms in morning till any discharge.
- . Housekeeping GDAs are not gaining proper knowledge of training to which they are going through.
- . Housekeeping GDAs spend very less time in Hand washing.
- . There is gap in communication skills of the housekeeping GDAs.

CONCLUSION

- . Nursing GDAs are among the important human resources in patient care, and the efficient use of their time and energy is also critical to the future of the hospital. Our study evaluated the time that nursing GDA spent. The results demonstrate that nursing GDAs devote large proportions of their time in movement during Errands, other movements and in break and somewhat less time to patient care activities
- . Housekeeping GDA are not directly associated with patient care but are very important part of patient care. And the efficient use of their time and energy is also critical to the future of the hospital. Our study also evaluated the time that the housekeeping GDA spent. The result shows that the housekeeping GDAs remain free for a substantial amount of time without work when their regular cleaning of the rooms, corridor and other area is completed till there is any discharge. This time can be utilized by sharing the work of nursing GDAs for eg. Movement during errands and other movements so that their knowledge can also be enhanced .

RECOMMENDATIONS

- . GDAs housekeeping can also be involved in movement during errands and other movements when they are free so that GDA nursing can find more time for patient care.
- . Both GDA nursing and housekeeping should be trained on behavioural, motivation and communication skills so that they connect much better with patient.
- . Both GDAs nursing and housekeeping should be assessed after the training module is complete.
- . There should be defined Tea break, lunch break time and should be scheduled in such a way that every time there is some GDA nursing available so that nursing GDA having lunch or tea have not to rush in between for patient urination and defecation.
- . There should be proper training on Hand hygiene of both nursing and housekeeping GDAs.
- . OPD and IPD should be well managed so that nursing GDA time does not get waste.
- . Pharmacy should be well managed and the Nursing GDA coming to pharmacy, their task should be taken on priority so that their time does not get waste.