

CC9 Time and workload management

Assessment of this module can be carried out as part of clinical workplace assessments or ACAT-EM; appropriately cross-linked, and with aspects included from MSF summary. Alternatively, it can be assessed via separate AA or reflective log.

Potential situations that would be suitable for assessment of these competencies include prioritisation of the management of more than one severely unwell patient presenting at once.

Trainees are expected to achieve EPA level 3 (Indirect active- partial supervision by senior clinician, no prompting or help provided, direct line of vision or supervisor immediately available) in these competencies, unless indicated separately in specific clinical modules.

Knowledge/ Skill/ Behaviour	Detail of competency
Knowledge	Understands that some tasks are more urgent or more important than others, prioritises care
	Understands the need to prioritise work according to urgency and importance, prioritises resources and delegate appropriately
	Outlines techniques for improving time management
	Understands the importance of prompt investigation, diagnosis and treatment in disease management as key to reducing morbidity and mortality
Skills	Identifies clinical and clerical tasks requiring attention or predicted to arise with minimal organisational supervision
	Recognises the most urgent / important tasks and ensure that they are managed expediently
	Estimates the time likely to be required for essential tasks and plan accordingly
	Groups together tasks when this will be the most effective way of working
	Recognises and appreciates the knowledge and skills of other team members in order to delegate tasks
	Knows when to ask for senior assistance or additional support

Knowledge/ Skill/ Behaviour	Detail of competency
Behaviour	Ensures that tasks are prioritised according to importance and completes appropriately. Anticipates when priorities should be changed
	Is able to work flexibly and deal with tasks in an effective fashion
	Ensures all discharge summaries/diagnoses are completed during the shift
Paediatric specific competencies	No additional competences