

# TIME MANAGEMENT: MANAGING TIME FOR HEALTH PROMOTION

## 1. Maximize time for health promotion.

- Use accurate methods that minimize documentation time
- Ask family to complete forms in waiting area
- Organize chart in consistent manner
- Scan chart before meeting with the child and family
- Train staff to elicit information and to provide follow-up with family

## 2. Clarify health professional's goals for visit.

- Review screening forms and other basic health data
  - Observe parent-infant interaction
  - Clarify key issues for visit
- Example: Review age-appropriate anticipatory guidance.*
- Identify needs, then rank them in order of importance

## 3. Identify family's needs and concerns for visit.

- Selectively use Bright Futures general and age-appropriate interview questions
  - Include open-ended questions to draw family into visit
- Example: "Tell me about Sabrina's sleeping habits. What position does she sleep in?" (Elicits more than yes/no answer, and presents "teachable moment" on "Back to Sleep" and SIDS.)*

## 4. Work with the family to prioritize goals for visit.

- Explain purpose of visit (identify, address specific concerns and overall health and development)
  - Identify family's and health professional's shared goals
  - Prioritize needs through family-friendly negotiation
- Example: "I appreciate your concerns about \_\_\_\_\_. While you are here, I would also like to talk about \_\_\_\_\_."*

## 5. Suggest other options for addressing unmet goals.

- Acknowledge importance of issues that could not be fully addressed during the visit
  - Offer additional resources (handouts, audiotapes, videotapes, Web-based materials)
  - Suggest a follow-up visit or phone call
- Example: "I'm sorry we weren't able to talk about \_\_\_\_\_ during today's visit. Could I call you one afternoon next week to follow up on that?"*
- Or: "Would you be able to come back next week so we could talk more about that?"*
- Provide referral to professional or community resource
- Example: "I know we haven't had a chance to cover your concern about \_\_\_\_\_ today. Would you like to pursue it with a specialist in that area?"*

Source: Reproduced with permission from Green M, Palfrey JS, Clark EM, Anastasi JM, eds. 2002. *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents* (2nd ed., rev.)—Pocket Guide. Arlington, VA: National Center for Education in Maternal and Child Health.