

RealCareer™ Employability Skills Program

Sports Medicine Careers

Time Management

Scenario: Jason, the manager of a busy sports medicine clinic, has been overbooking appointments to offset no-shows and cancellations. As a result of these management decisions, staff are forced to rush to maintain workflow and get through all of their appointments each day, cutting corners wherever they can. This has led to an increase in errors and on-the-job injuries incurred by staff. Recently, Jason sustained an injury when he rushed around a hallway corner and tripped over an equipment cart that had been placed outside of a treatment room.

Points of view to consider

- Jason, the manager
 - The clinic management
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Key questions

- What time management skills are important for running a successful sports medicine practice?
- What time management practices are in evidence or are lacking in this clinic?
- What responsibilities does clinic management have and what are the responsibilities of staff in this regard?
- How could this practice improve its time management approach?