

Time-use study 2013

District:	Job title:						
Month							
Date:							
Managing and monitoring service provision	Please note hours and minutes spent for activities such as: 1:15, for 1 hour and 15 minutes						
Planning health activities/services/programmes							
Organising and coordinating health activities/services/programmes							
Health service monitoring and evaluation							
Health data management and reporting (incl. HMIS)							
Writing project reports							
Community visits and community durbars							
Research/study activities (including PERFORM)							
Human resource							
Management of HR (including reporting for HR system)							
Training and supervision of staffs (including preparation and organisation of such events)							
Staff durbars							
Material resources							
Management of buildings, and of medical and technical equipment (incl. procurement, maintenance, repairing and rehabilitation)							
Drugstore management and provision of drugs to health facilities							
Financing							
Management of finances and financial reporting							
Preparation of insurance claims							
General management activities							
DHMT/Committee meeting							
Other <i>planned</i> meetings and appointments (including preparation and organisation of meetings)							
Unplanned/emergency meeting							
Receiving unannounced visitors (such as health staff, clients, etc.)							
Participation in government workgroup, workshop, or conference							

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Participation in third party (donor, NGO, etc.) workgroup, workshop, or conference								
Phone calls, mailing or letter writing/delivering								
Self-study								
Clinical activities								
Delivery of health promotion and prevention services								
Provision of clinical/curative services								
Other activities not mentioned above (please specify)								
Non-productive activities								
Waiting for the activity to start								
Travelling								
No activity due to electricity breakdown								
Break								
Devotion								
Private social commitment								
Total day:								
		<i>Mo</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fr</i>	<i>Sa</i>	<i>Su</i>
	morning: from							
	to							
	afternoon: from							
	to							
	Total hours worked							
Absence in days (tick)								
	on leave:							
	sick leave:							
	public holiday:							