

## ENGLISH VERSION: SELF-MANAGEMENT AS AN IMPORTANT COMPONENT FOR THE SUCCESSFUL WORK OF A TEACHING DOCTOR\*

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*The most important aspect in training medical specialists is the development of future doctor's professional knowledge, skills, abilities. The effectiveness of training is largely dependent on the teacher's role, and this function is multifaceted. Mastering the art of self-management encourages teachers of the Department of Children's Infectious Diseases at Kharkiv Medical Academy of Postgraduate Education to conduct their work more efficiently, with active motivation for work, which promotes professional development, and enables to attain professional and life goals, taking a short cut.*

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An integral part of the development of the entire society is the constant improvement of professional training of specialists. Purposeful formation of the physician's personality, care for their professional and spiritual growth remains the most important aspects in the training of medical specialists. Under the term "personality formation" modern pedagogy understands the process of the formation of human individuality under the influence of purposeful pedagogical action on the cognitive process. Modern scientific and practical requirements for training set the following goals:

- improving the quality and professional level of education;
- use of modern scientific developments and technologies in the educational process and in practical medical activities.

In medical education (in university and postgraduate) two tasks are envisaged:

- 1) to teach the basics of a specialty or expand knowledge on diagnosis and treatment;
- 2) to educate the doctor as a spiritually rich, honest, merciful person, or promote the cultural development of doctors who have come to improve their skills.

The effectiveness of training, especially in the system of postgraduate education, largely depends on the teacher, whose role and functions are multifaceted. He defines the goals, objectives of the training, plans the educational process, ensures the implementation of the plan and program. In preparing the lesson, the lecturer prepares methodological materials, educational and training aids, a clinical demonstration of patients on the topic of classes, etc. This facilitates the acquisition and deeper assimilation of knowledge and skills. Thus, the medical lecturer should have all the components of pedagogical skill: constructive, organizational, communicative, and also high professionalism.

The abovementioned requires a high mobilization of forces, correct distribution of the lecturer's personal time [1, 3, 4]. Nowadays, there is a very modern management system and self-management is one of its integral elements [5].

The art of managing oneself, one's time, one's life activity, developing and improving oneself is an incomplete list of tasks which self-management considers. The main goal of self-management is to make maximum use of personal opportunities, consciously manage the course of one's life (self-determination) and overcome external circumstances both at work and in personal life. That is,

be able to turn the situation into a certain number of goal-oriented tasks and at a certain time.

The constant lack of time in the work of the teaching doctor, the great emotional tension (sick children, their parents), methodical, "paper" work, communication with colleagues, the pedagogical process, family and life issues lead to chronic fatigue, emotional burnout, which can negatively affect the successful performance of official duties.

In order to manage others (interns, doctor-listeners, colleagues), it is needed first to learn to control oneself. Who does not learn to control oneself, will not be able to control others – says the ancient wisdom. How can you understand others well if you do not understand yourself? Therefore, first of all, one has to know oneself. Self-management is not only the optimal use of time, but also work on oneself.

The process of self-management includes 6 phases [5]:

- 1) setting goals – analysis and the formation of personal goals;
- 2) planning – development of plans, schedules and alternative options for their activities; drawing up a plan for the day using the "Alps" method;
- 3) decision-making on specific cases;
- 4) organization and implementation – compiling a daily routine and organizing a personal labor process, taking into account your own biorhythms with the aim of realizing the assigned tasks;
- 5) control, self-check and monitoring of the results (if necessary, adjustment of goals);
- 6) information and communication – a phase that is characteristic to a certain extent of all functions, since both communication and information exchange are necessary at all phases of self-management.

Mastering the art of self-management gives the following advantages: doing work at a lower cost; best organization of work without haste and stress; more pleasure from work, active motivation of work, advanced training; reduction of workload; reduction of errors during the performance of the function; achievement of professional and life goals in a short way. The main methods of self-management (the "Alps" method) [2] are as follows:

- 1) compiling the tasks of the day;
- 2) an estimation of duration of each kind of work;
- 3) reservation of time "in reserve";
- 4) making decisions on priority;
- 5) follow-up control, transfer of the work that was not done.

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Effective implementation of the goals and objectives of self-management requires constant high individual development, increasing creative potential [4, 6].

Self-development is motivated by incentives such as achieving a career, more efficient performance of current work, more life enjoyment. The effectiveness of the process of self-improvement is viewed from the point of view of thinking (our ideas, beliefs, concepts, and theories), a sense of readiness for action (ability or inability to act depending on the situation). If we take into account not only personal views, but also the views of others, if we are ready to listen to them, treat them with respect, even if we do not share their beliefs, then we have healthy thinking. For a person with common sense is characterized by the ability to see the details and simultaneously have an idea of the situation as a whole.

The influence of our ideas and actions on other people leads to the formation of a system of personal standards and moral values (philosophical, religious, and spiritual) and our sensations. The presence of healthy feelings in a person indicates a balance of personality, mental and physical activity, material and spiritual interests. Self-improvement involves analyzing these aspects in people's lives and avoiding any imbalances. To bring into balance the lecturer's personality, the equilibrium of the four aspects of personality development is important: this is the balance between time and effort spent on improving our health, skills, actions and empirical ego.

The first aspect of personality development is the physical health of a person.

The second aspect is skills, the need to develop a number of mental and conceptual abilities: memory, logical thinking, knowledge, creativity, intuition.

The third aspect of personality development is the "ability to act" in real life, which involves the development of physical, technical and professional skills.

While having mental and physical health, a person can develop their skills, and in the face of determination and the ability to motivate these skills, transform them into action. As a result, there is an awareness of oneself as a person: "It is good that I am what I am" – this is the fourth stage of human development.

Thus, the concept of "self-improvement" provides the strengthening of physical and mental health, development of skills, motivation, determination, awareness of the empirical ego and goals in life, decision-making on specific cases.

On the example of employees of the Department of Children's Infectious Diseases at Kharkiv Medical Academy of Postgraduate Education, it is possible to trace the effectiveness of using elements of self-management. A small team of five lecturers copes with the pedagogical load, despite the different group of listeners (pediatric infectiologists, pediatricians, family doctors, interns, etc.) skillfully applies modern techniques (problem lectures, seminars on the application of a smart system, etc.). Great importance is given to practical studies at the bedside of the patient. It contributes to the profound assimilation of the material, for, as Confucius wrote: "What I hear, I forget, what I see, I remember, and what I understand." Thanks to this, doctors again and again come to the Department to improve their skills, which allows to fulfill the plan one hundred percent per year. In addition, the doc-

tor always successfully passes computer and oral examinations.

The processes of planning working hours, making decisions on specific cases, monitoring the results contribute to maximum self-fulfillment of employees:

1) career growth (after finishing post-graduate studies, doctoral studies at the department and after defending the thesis, four specialists work as heads of the department, laboratory and chair);

2) active scientific activity (four employees planned doctoral dissertations, two – defended);

3) self-improvement (two employees of the department received the second higher education in pedagogy and management in health);

4) professional growth (higher medical category for all employees);

5) active implementation of professional potential (carry out large-scale advisory activities not only at the clinical base of the department, but also outside it (more than a thousand complex patients annually);

6) fruitful publishing activity (in recent years, two monographs, a national textbook, seven manuals, five methodological recommendations have been published);

7) intensive scientific research work (three patents for inventions and four applications for obtaining patents for a utility model);

8) physical activity of teachers (participation in sports competitions, organized by trade unions of medical workers);

9) anti-aging effect (visiting the pool and the gyms helps to look younger than your physical age is).

The development of conceptual abilities is facilitated by the study of foreign languages. Positive emotional background thanks to visiting theaters, concerts, and sightseeing trips increases creative inspiration and desire to work better.

## Conclusions

1. Knowledge of the fundamentals of self-management promotes the rational use of working time with less effort.

2. Applying them in practice, increases the creative potential, physical activity and, as a result, the teaching skills of a teaching doctor.

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