

# NZIM Certificate in Practice Management (Health)

## PAPER DESCRIPTOR

**Title:** INTRODUCTION TO THE MANAGEMENT OF HEALTH PRACTICES

**Code:** 824

**Credit:**

This paper is the equivalent of 10 credits at Level 4.

It is a core paper for the NZIM Certificate in Practice Management (Level 4)

**Length:**

The paper should take around 100 student hours of learning.

For other providers the paper should require about 40 hours teacher directed work, and 60 hours student preparation, reading and self-directed work.

The paper is currently available only online, through the New Zealand School of Business and Government

**Purpose:**

Students will be able to understand and respond to contexts and environmental influences on the management of a health practice

**Approach:**

There is in this paper a strong emphasis on familiarity with the essential background knowledge required to manage a health practice. This includes the health system, health funding, and legal frameworks and requirements. Students need to show how these factors impact on the management of a health practice.

The other major focus in the paper is on issues of cultural awareness and cultural safety. Students need to show understanding of cultural issues and the ability to implement policies in their workplace.

The approach is a traditional one of gaining knowledge and applying it in a specific workplace.

The paper will initially be available only on-line, through the New Zealand School of Business and Management.

**Outcomes:**

Students will gain the following knowledge:

- Health system and current policies
- Health funding mechanisms
- Key health legislation relating to health practices
- Social and cultural differences
- Treaty of Waitangi and biculturalism
- Cultural awareness

Students will gain the following skills:

- Ensure compliance with relevant legislation
- Demonstrate appropriate relationships with clients
- Demonstrate appropriate relationships with staff
- Demonstrate ability to undertake financial reporting roles
- Demonstrate ethical behaviour

**Assessment:**

Evidence for assessment of this paper will primarily be in the form of

- Exercises indicating knowledge of health policies, legislation and operations (Up to 30% of marks)
- Analysis and review of a health practice familiar to the student (Up to 70% of marks)

Formative assessments should occur throughout the course, to ensure that students understand concepts relating to people at work. These assessments may be taken into account when deciding on a final mark.

**Resources:**

Resources relating to this paper will be provided through the programme delivery or within the resources of the health practice.

*Suggested texts*

## Learning Outcomes

This paper has five learning outcomes:

- 1. Demonstrate understanding of the health system and current policies and their effect on the management of a health practice**
- 2. Demonstrate understanding of health funding and how it is reflected in the budgeting process of a health practice**
- 3. Demonstrate understanding of the key legislation relating to the management of a health practice**
- 4. Ensure that appropriate processes are in place in a health practice to understand and respond appropriately to different social and cultural practices among staff and clients, including understanding of the role of the Treaty of Waitangi**

These outcomes should relate to real or simulated workplaces relevant to the students.

## Course outline

### **Outcome 1: Demonstrate understanding of the health system and current policies and their effect on the management of a health practice**

Students will be able to:

- 1.1 Identify key assumptions on which the health policy is built.  
*including primary and secondary care, the public/private split; access and affordability issues, ACC, and special needs*
- 1.2 Review current policies to show their impact on health practices.
- 1.3 Develop a profile of a health practice showing how the policies affect the work of the health practice and the decision-making processes

### **Outcome 2: Demonstrate understanding of health funding and how it is reflected in the budgeting process of a health practice**

Students will be able to:

- 2.1 Analyse four or five funding streams relating to the health practice  
*Including District Health Board, ACC, co-payments and fees, and other contracts*
- 2.2 Analyse the budget of a health practice to show the funding streams and their effect on the decision-making and operation of the practice.

**Outcome 3: Demonstrate understanding of the key legislation relating to the management of a health practice**

Students will be able to:

3.1 Develop a good understanding of key health legislation.

*Including:*

- *Health Act 1956*
- *NZ Public Health and Disability Act 2000*
- *Injury Prevention, Rehabilitation and Compensation Act 2001 (ACC)*
- *Privacy Act (1993)*
- *Health Information Privacy Code (1994)*
- *Health Practitioners Competence Assurance Act (2003)*
- *Health and Disability Commissioners Act (1994)*

3.2 Review a health practice to ensure that all legislative requirements are met.

**Outcome 4: Ensure that appropriate processes are in place in a health practice to understand and respond appropriately to different social and cultural practices among staff and clients, including understanding of the role of the Treaty of Waitangi**

Students will be able to:

4.1 Analyse a health practice to identify processes used to acknowledge and respond to social and cultural needs of clients and staff.

*Including language and communication barriers; religious and cultural differences; understanding of and attitudes to health care; relationship with elderly and children; special needs*

4.2 Ensure that all staff respond appropriately to social and cultural needs of clients

4.3 Ensure that the values and principles of the Treaty of Waitangi are reflected in the work of a health practice.