

NZIM Diploma in Practice Management (Health)

PAPER DESCRIPTOR

Title: MANAGEMENT OF HEALTH PRACTICES

Code: 996

Credit: This paper is the equivalent of 20 credits at level 6. It is a core paper for the NZIM Diploma in Practice Management (Health).

Length: The paper should take around 200 hours of learning.

Purpose: To provide managers and administrators of health and medical practices with the knowledge, skills and competencies to undertake their roles efficiently and effectively.

Aims:

To provide participants with:

- detailed understanding of the health system, including policy and economics, as well as the roles of private and public entities
- overview of all legislation and regulations relating to health practice, as well as the ability to call on legal expertise
- detailed knowledge of health legislation, regulations and compliance processes directly relating to practice management
- ability to develop cultural awareness and cultural safety processes and practices
- understanding of the Treaty of Waitangi and current issues relating to Maori health and welfare

Outcomes:

The Management of Health Practices paper will cover three major areas:

The health system and health economics

- Overview of the health system
- Health policy issues
- Health economics

Legislation

- Key legislation
- Compliance
- Overview of other legislation
- Using legal experts

Cultural sensitivity and Treaty of Waitangi issues

- Treaty of Waitangi
- Giving effect to the Treaty
- Cultural awareness
- Cultural safety

Management planning and review**Assessment:**

The assessment for the paper **Management of Health Practices** will be designed by NZIM and the e-learning provider in association with the PMAANZ. The assessment will involve practical assignments related to the workplace of each participant.

Moderation:

Management of Health Practices will be moderated by a person appointed by PMAANZ. As the paper will initially be offered by a single provider, the moderation will consist of a review of the content and standard of delivery and assessment of the provider.

Resources:

The resources for **Management of Health Practices** will be developed by NZIM and the e-learning provider from materials and advice provided by PMAANZ. All resources will be approved by PMAANZ before use.

Learning outcomes:

This paper has eight learning outcomes:

1. Students will determine an operational plan for a health practice
2. Students will analyse the effect on a health practice of the current New Zealand health system, and discuss different scenarios for the future
3. Students will demonstrate understanding of key legislation and how it is implemented in the management of a health practice
4. Students will analyse income streams for the practice, taking into account health economics and government funding processes
5. Students will analyse the organisational culture of a health practice
6. Students will ensure that workplace policies relating to biculturalism and Treaty of Waitangi obligations are understood and implemented by all staff in a health practice.
7. Students will demonstrate that a health practice is managed in a manner that takes account of cultural, ethnic, religious, gender and other differences among staff and clients
8. Students will apply processes of workplace audit, evaluation and review to a health practice

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

Course Outline**LEARNING OUTCOME ONE**

Students will determine an operational plan for a health practice

Key elements

- a) Relation of the plan to the business plan of the health practice
 - functions and responsibilities of the manager
- b) Relation to the external environment
 - Health policy
 - Health funding
 - Legislation
 - Other environmental constraints
- c) Planning process
 - Action research cycle
 - Involvement of others

LEARNING OUTCOME TWO

Students will analyse the effect on a health practice of the current New Zealand health system, and discuss different scenarios for the future

Key elements

- a) Structure and administration of current health system:
 - Rationale for decisions and policies
 - Public and private provision
 - Implication for health practices
- b) Current issues
 - Health environment
 - External pressures for change
 - Policy initiatives and responses
 - Implications for future

LEARNING OUTCOME THREE

Students will demonstrate understanding of key legislation and how it is implemented in the management of a health practice

Key elements

- a) Including the following health related legislation:
 - Health Act 1956
 - Injury Prevention, Rehabilitation and Compensation Act 2001
 - Privacy Act 1993
 - Health Information Privacy Code 1994.
 - Health Practitioners Competency Act 2003
 - Health and Disability Commissioners Act 1994

LEARNING OUTCOME FOUR

Students will prepare an analysis of income streams for the practice that takes account of health economics and government funding processes

Key elements

- a) **All funding streams**
 - Health budget
 - ACC
 - Insurance
 - Client
 - Other
- b) Extent and purpose of funding
- c) Budget processes
 - Constraints of different funding streams
 - Rationalisation of budget processes

LEARNING OUTCOME FIVE

Students will analyse the organisational culture of a health practice

Key elements

- a) Staff attitudes
 - SWOT analysis
 - Common ground
 - Problems and deficiencies
- b) Client relationships
 - Client perceptions
 - Current procedures
 - Staff training processes

LEARNING OUTCOME SIX

Students will ensure that workplace policies relating to biculturalism and Treaty of Waitangi obligations are understood and implemented by all staff in a health practice

Key elements

- a) Rationale for biculturalism
 - Treaty of Waitangi
 - Special relationship
 - Specific needs of Maori
 - Foundation for multicultural, multi-ethnic and other inclusive policies:
- b) Implementation
 - Policy
 - Practice
 - Review

LEARNING OUTCOME SEVEN

Students will demonstrate that a health practice is managed in a manner that takes account of cultural, ethnic, religious, gender and other differences among staff and clients

Key elements

- a) Analysis and review
- b) Understanding and acceptance by all staff

LEARNING OUTCOME EIGHT

Students will apply processes of workplace audit, evaluation and review to a health practice

Key elements

- a) Relation to operational plan
- b) Conclusions and recommendations
- c) New areas for development
- d) Formal report