



GENERIC NURSE PRACTITIONER BUSINESS CASE – TEMPLATE

This generic template has been developed as a guide to assist Nursing Management and potential Nurse Practitioners in putting forward a business case, to health care executives, for the purpose of implementing a Nurse Practitioner Service.

TITLE

TABLE OF CONTENTS

AIM

Include a short one to two sentences about the aim of the paper

INTRODUCTION

Provide a short introduction – one paragraph

EXECUTIVE SUMMARY

The summary should be able to stand alone as a logical, clear and concise overview including costs. It is usually no longer than 10% of the original document. No references are used in an Executive Summary.

I. CONTEXT

1. BACKGROUND

Brief but comprehensive description of current workplace setting including:

- epidemiology data
- any previous studies to support the position

Information brochures and material describing the service may be included as an Appendix.

1.1 Rationale

What is the rationale or reason for applying for the designation of a service to be provided at this particular time?

- Briefly describe how the needs are currently being met, or not met; and the gap between the current service delivery and the stated aims / objective(s).
- Brief overview of the strategies needed to ensure a sustainable service

1.2 Key Objectives of the Nurse Practitioner Service

The key objectives of the nurse practitioner service

- objective description;
- how will the role impact on health care delivery.

2. ORGANISATIONAL AIMS AND OBJECTIVES

Outline the organisational aim of the health service /organisation in applying Nurse practitioner service. State the objectives for introducing nurse practitioners into the service. How do the aims and objectives relate to the organisational goal(s)/ Strategic plans / Generational Health Review and / or Service Delivery Priorities?

3. DESCRIPTION OF SERVICE REQUIRED

Define and describe the proposed service including:

- staffing – multi disciplinary, including visiting health professionals and frequency;
- location;
- size of service;
- client group/ the intended target population, and
- relevant environmental conditions.

4. POTENTIAL BENEFITS

4.1 Patient Population

Outline the need for a nurse practitioner service in the specified work unit. State the current practice position and potential benefits for patients or the community from the service provided by a nurse practitioner(s).

4.2 Service

Clearly, identify the benefits expected to accrue from the nurse practitioner role in relation to service provided. State the expected potential benefits related to the implementation of the role.

4.3 Staff

Clearly, identify the benefits expected to accrue from the nurse practitioner service in relation to staff. State the expected potential benefits related to the implementation of the role.

5. KEY OUTCOME CRITERIA

Provide an appropriate set of performance indicators for the proposed service. These indicators can be used to provide data for benchmarking purposes.

- Assessment of quality dimensions of safety
 - i. Access
 - ii. Appropriateness
 - iii. Efficiency
 - iv. Effectiveness
 - v. Consumer participation
- Intended outcomes

6. AUDIT AND RESEARCH PLAN

The audit and research plan needs to include:

- details of items to be evaluated and the process for data collection, collation, analysis and reporting;
- ongoing monitoring and review of the service, consistent with the principles of continuous quality improvement, performance management, and local health service evaluation strategies, and
- formal evaluation of nurse practitioner services to be completed (timeframe) from the commencement of the service delivery.

II SCOPE OF PRACTICE

This section needs to describe the nurse practitioner scope of practice; role definition and relationships within the service; and other Professional Services.

1. POSITION DESCRIPTION

Include a proposed job description for the NP in the unit (as an Appendix).

Generic Nurse Practitioner Job Description template is available on the nursing website: www.nursingsa.com

Ensure that the position description is endorsed by the delegated manager.

Define the role of nurse practitioner within the context of:

- **clinical practice;**
- **professional development, and**
- **clinical leadership.**

(% contribution of total time for each area) including but not restricted to:

- Responsibility)
- authority and) refer to position description
- accountability)

2. RELATIONSHIPS WITHIN THE SERVICE AND OTHER KEY SERVICES

The implementation of the role of the nurse practitioner will only be achieved by the development of positive partnerships and collaboration with nursing management, medical practitioners and other key health workers. List all relevant parties who will be inherent within the consultation process to develop the new service (*refer to Job / Position description.*)

- Describe how the health service/organisation will develop the new service in collaboration and partnership with these key groups and stakeholders.
- Identify the process of how the nurse practitioner will work in partnership with the medical practitioners and in collaboration with other key health workers within the area of practice.
- Identify the networks that will be available to support the role of the nurse practitioner. Include the availability of this support and how it will be accessed.

3. IMPACTS ON THE HEALTH SERVICE/ORGANISATION

Describe any implications on the health service/ organisation following the implementation of the role of the nurse practitioner in regard patient, community, stakeholders, employees and other health care professionals. Any possible issues that may affect the implementation of the role of the nurse practitioner need to be identified.

Outline a **Risk Management Plan** for the new service

An example of the criteria a Risk Management Plan may include as follows:

Risk	Risk management	Lead
Investigations – follow-up	How will the risk(s) be managed?	
Inadequate communication		
High risk patients		
Misdiagnosis of failure to diagnose		
Other Specific risks / complications of procedures etc. to speciality area		

III INFRASTRUCTURE / RESOURCES

This section may be done by or in consultation with Nursing Management.

1. BUDGET FOR THE POSITION

Provide evidence of funding to support the role of the Nurse Practitioner and development of future nurse practitioners. Detail how the Nurse Practitioner position will be funded with the current health service or organisation budget. Estimates provided should include description of costs; description of tangible and intangible costs; sources of funds be clearly identified.

Administration)

Line reporting) refer to Job & Persons Specifications

Hours worked)

Rosters (nursing and medical)

Productive

- Direct
- Indirect
- Non-Productive

Allocation practice leave replacement plan

Payment and EB implications

Staff Plan to support and resource NP role across required hours of work.

FTE	Current	Planned	Variance	\$ implication
Nursing				
Medical				
Other staff – allied health professionals				

1.1 Other Support Requirements

Resources / supports required that will enable the nurse practitioner to function successfully – consideration of points such as in the following list should be made:

- is this position a reallocation of existing funding or will it require a new position?
- nursing;
- ASO, PSA in terms of administrative support;
- space and furnishings;
- medical records;
- clinic time;
- diagnostic and therapeutic equipment as required for practice in the area;
- information technology requirements inc. software and hardware and access to support;
- access to appropriate communication links with medical practitioners and other health professionals via telephone, fax, teleconference, video link and e-mail;
- access to research applicable to the area of practice such as library resources, tertiary institutions and the Internet;
- networking opportunities;
- opportunities for undertaking professional development relating to the area of practice; and
- facilities to evaluate work, undertake research and develop and provide evidence-based services
- access and use of vehicle

2. CONSTRAINTS

Describe the key issues which may effect the implementation of a Nurse Practitioner such as:

- clinical environment
- technology and or
- access to resources.

3. APPENDICES AND GLOSSARY

The various appendices are referred to in the body of the document by number eg Appendix 1. An appendix should not be included unless there is a reference to it in the main body of the document.

Reference: WA Nurse Practitioner Project (2003) Western Australian Nurse Practitioner Business Case Template

6 February 2006

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