

Business case template for a nurse clinic

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Section explanations

1. Executive summary

An executive summary provides the reader with a 'snapshot' of the entire document so that they can easily understand it. It is useful for a reader that feels they do not have time to read the whole document.

2. Rationale

In this section, document the reasons that the nurse clinic should be established using evidence to support your argument. Evidence may come from an analysis of the practice's patient population through a clinical audit; from patient feedback; from discussions within the practice about known clinical service delivery gaps or opportunities for improvement; and from many other sources.

3. Standards and evidence

This section should describe the standards and evidence that will be used as a basis for clinical care in the nurse clinic. Once the standard is described, it may also be an opportunity to identify and describe professional development needs within the clinic.

Standards may include general standards for general practices and primary health care organisations, as well as best practice clinical standards for particular clinical topics.

4. Aim, objectives and scope

This section should outline the objectives of the nurse clinic – what it is setting out to achieve, by when, and for whom. It should also make clear to the reader what the scope of the clinic is including what sorts of services will be delivered, which staff and contractors will be involved, and how the clinic will link with external services.

5. Resources required

Requirements for both human resources and treatment resources to establish and maintain the clinic should be outlined in this section.

6. Finances

Sources of revenue to pay for the services and resources required to run the clinic should be outlined here. They may include Medicare, patient co-payments, grants and government programs.

7. Risk management

This section should list key risks involved, and strategies.

8. Implementation plan

An implementation plan may not be considered necessary for a business plan; however, it may be helpful to provide details and outline responsibilities associated with implementation of the proposed clinic.

The following table is suggested as a brief operational plan template.

9. Monitoring and evaluation

This section should outline how the setup and implementation of the clinic is monitored. It should consider monitoring whether the clinic is on track to achieve its goals; how risks will be reported and mitigated; and patient and staff satisfaction. It may also outline whether there will be reports to management.

10. Conclusion

The conclusion section is an opportunity to restate your compelling plan to establish the nurse clinic to those who have taken the time to read through the entire business plan. It should also outline the immediate 'next steps' that need be taken, such as a meeting to make a decision about whether to proceed, or more consultation.

Author Name:

Practice Name:

Date:

1. Executive summary

2. Rationale

3. Standards and evidence

4. Aim, objectives and scope

5. Resources required

6. Finances

7. Risk management

Identified Risks <i>What could happen</i>	Manage the Risks <i>Outline actions required to treat the risk, where applicable</i>	Person responsible <i>Person that is responsible for managing the risk</i>	Timeframe <i>Where applicable</i>

8. Implementation plan

Task #	Task Name	Task Description	Person Responsible	Task Deadline
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

9. Monitoring and evaluation

10. Conclusion