

How To Manage Nursing Budgets And Staffing Plans

Financial Training Institute, Inc.

Specializing in Financial Training and Consulting for Healthcare Professionals Since 1984

Learning Objectives

- Utilize Customized Nursing Reports
- Calculate and Classify FTE
- Build and Manage a Staffing Plan
- Calculate and Apply Acuity to Budgets
- Read and Analyze Budget Reports
- Understand Budget Terms and Concepts
- Control Nursing Service Budgets
- Analyze and Explain Budget Variances

Fee Includes

Lunch • Refreshments
7.2 Contact Hours • .7 CEU's • Workbook
Excel Spreadsheets • Validated Parking
Certificate of Completion

2010 Cities & Dates

| | | |
|---|--|---|
| Columbia – Jan 13 Courtyard Marriott - Northwest 347 Zimalcrest Drive | Birmingham – Jan 27 Comfort Suites – Fultondale 1325 Old Walker Chapel Road | Oklahoma City – Feb 03 Country Inn & Suites – Airport 2415 South Meridian Avenue |
| Charlotte – Jan 14 Country Inn & Suites - Airport 2541 Little Rock Road | Atlanta – Jan 28 Courtyard Marriott – Airport South 2050 Sullivan Road | Dallas – Feb 04 Courtyard Marriott – Market Center 2150 Market Center Blvd. |
| Orlando – Jan 15 Country Inn & Suites - Universal 7701 Universal Boulevard | Nashville – Jan 29 Country Inn & Suites - Airport 3423 Percy Priest Drive | Houston – Feb 05 Country Inn & Suites – Airport 8778 Airport Boulevard |

To Enroll

Call Toll-Free 800-536-3271 Or Fax Your Registration To 631-929-4926
Or Email To fti@fti1.com Or Visit Our Web Site At www.fti1.com

Your Unconditional Guarantee: We will gladly refund your tuition if you are not satisfied. No questions asked.

Find Out If This Workshop Is For You

| Are You Responsible For ...? | Yes | No |
|--|--------------------------|--------------------------|
| <i>• Planning or managing nursing service budgets or staffing plans</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Preparing proposals or justifying staffing needs utilizing financial and statistical data</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Analyzing and explaining variances to budgets or staffing plans</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Reading and analyzing financial and statistical reports</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Controlling FTE's and labor hours for overtime, per diem, on call, or contract labor</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Utilizing financial and statistical reports for managing budgets and staffing plans</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Tracking screening indicators for measuring staffing effectiveness</i> | <input type="checkbox"/> | <input type="checkbox"/> |

| Could You Benefit More By Knowing "How To" ...? | Yes | No |
|--|--------------------------|--------------------------|
| <i>• Utilize a worksheet for quantifying, analyzing, and explaining budget variances</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Calculate and classify FTE between productive versus non-productive</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Utilize nursing management reports for monitoring hours per unit and labor cost per unit</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Calculate and factor acuity into budgets, staffing plans, and report variance analysis</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Read and analyze a financial and statistical operating report and know what questions to ask</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Utilize a Staffing Plan Tracking Report to assess staffing effectiveness</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Manage FTE, hours, and costs for contract labor, overtime, call, and per diems</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Identify true direct care giving hours from a budget report that includes indirect care hours</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Justify staffing needs and fluctuations resulting from changing census and acuity in analytical terms</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Utilize a Labor Distribution Report and Payroll Analysis Report to manage FTE, hours, and dollars</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Speak the budgeting language by mastering the key financial terms, principles, and concepts</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>• Utilize a Unit Indicator Tracking Report for managing fixed and variable costs in the budget</i> | <input type="checkbox"/> | <input type="checkbox"/> |

| You Will Receive The Following ...? |
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| <ul style="list-style-type: none"> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Worksheet for Calculating Required FTE Hours</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Budget Planning Checklist</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Nursing Operating Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Sample Nursing Budget Worksheets</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Variance Analysis Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Payroll Analysis Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Cause of Variance Checklist</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Staffing Plan Tracking Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Salary Analysis Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Worksheet for Budgeting Coverage Hours</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Budget Assumption Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Overtime Analysis Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• List of Key Budget Questions to Ask Finance</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Weighted Statistics Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Unit Indicator Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Illustrative Explanation of Variance Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Capital Equipment Justification Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Daily Productivity Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Glossary of Financial and Statistical Terms</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Worksheet for Budgeting Benefit Hours</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Acuity Index Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Explanation of Variance Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• List of Questions to Ask on Reading Reports</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• PTO Hours & FTE Report</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Goals and Objectives Worksheet</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• Budget Review Checklist</i> <li style="display: inline-block; width: 30%; vertical-align: top;"><i>• FTE Checklist</i> |

| What You Will Discover At This Seminar... |
|---|
| <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 18 ways to report hours per unit</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 4 ways to report labor hours</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 3 ways to calculate FTE</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 3 ways to calculate length of stay</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 12 ways to report labor cost per unit</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 2 ways to report benefits</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 24 ways to report cost per unit</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 3 ways to report census</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 3 ways to determine minimum fixed staffing needs</i> <li style="display: inline-block; width: 45%; vertical-align: top;"><i>• 2 ways to calculate % of occupancy</i> |

About Your Trainer ... Frank Capone

- CPA, MBA, Fellow in Healthcare Financial Management Association.*
- Has designed and conducted hundreds of workshops for thousands of healthcare professionals since 1984.*
- Eighteen years of hands-on experience as a chief financial officer in healthcare*
- Consistently scores over 90% on workshop, workbook, and trainer evaluation.*
- Has presented programs for the HFMA, AACN, ASHET, associations, and several leading colleges and universities.*
- Has written training manuals for major international seminar companies.*

Topical Outline

Budgeting Principles and Concepts

- *Accounting Methods: Cash vs Accrual*
- *Cost Behavior: Fixed vs Variable vs Semi-Fixed*
- *Cost Classification: Direct vs Indirect*
- *Salary, Hour, and Expense Accruals and Reversals*
- *Determining Materiality Thresholds*
- *Types and Cost Components of Labor Costs*
- *Nature and Types of Revenues and Expenditures*
- *Matching Dollars, Hours, and Statistics*
- *Nature and Types of Capital Expenditures*

Managing a Nursing Budget

- *Quantifying and Analyzing Budget Variances*
- *Identifying and Explaining Causes to Budget Variances*
- *Calculating and Applying Flexible Budgets*
- *Designing Nursing Reports to Manage Budgets*
- *Reading Financial and Statistical Budget Reports*
- *Tracking Resource and Clinical Service Indicators*
- *Monitoring Contract Labor Hours, FTE, and Dollars*
- *Tracking Hours Per Unit And Salary Per Hour*
- *Controlling Overtime Hours and Dollars*

Building a Nursing Budget

- *Applying 10 Key Steps to Budgeting Planning*
- *Utilizing Budget Planning and Review Checklists*
- *Developing Goals, Objectives, and Strategies*
- *Documenting Budget Assumptions*
- *Securing Budget Buy-in at Budget Review Time*
- *Preparing a Salary, FTE, and Non-Salary Budgets*
- *Determining Minimum Staff Needs*
- *Budgeting for Coverage and PTO Hours*
- *Budgeting for Overtime and Contract Labor*
- *Building a Capital Expenditure Budget*

Budget Applications in Healthcare Statistics

- *Calculating Full Time Equivalent (FTE)*
- *Determining True "Productive Hours" per Unit*
- *Calculating and Applying Acuity Index in Budgeting*
- *Reconciling Productive Hours With Care Giving Hours*
- *Calculating Contract Labor Dollars, Hours, and FTE*
- *Classifying FTE: Productive vs Non Productive*
- *Calculating and Applying Accrued Hours and Dollars*
- *Designing Nursing Activity and Tracking Logs*
- *Calculating and Applying Weighted Patient Statistics to Budgets*
- *Converting Extra Nursing Activities into Adjusted Statistics*

Testimonials: What Participants Say About ...

| <i>Workshop</i> | <i>Workbook</i> | <i>Trainer: Frank Capone</i> |
|--|--|--|
| <p><i>"This workshop is definitely a must for every nurse manager and is so practical and easy to understand and apply."</i></p> <p style="text-align: right;"><i>...Nurse Manager</i></p> | <p><i>"I particularly liked the sample budget forms, worksheets, checklists, glossaries, and reports that are specific to nursing."</i></p> <p style="text-align: right;"><i>...VP - Nursing</i></p> | <p><i>"Frank understands the real nursing budget issues and delivers the training in a very practical, engaging, and entertaining way."</i></p> <p style="text-align: right;"><i>...Nurse Director</i></p> |

On-Site Training: Bring This Workshop To Your Facility

This workshop along with other financial workshops for non-financial professionals can be presented at your facility for a per person cost far less than the normal cost of attending a public seminar. By having a training program on site, you participate in identifying the specific training requirements, through a skill needs assessment survey. The workshop is tailored to your needs by having your principles, practices, forms, and reports included in the training program.

Results That My Training Workshops Aim to Achieve:

- Better understanding and analysis of financial and statistical reports
- Increased accuracy in planning and managing budgets
- Accurate analysis and explanation of budget variances
- Confidence in speaking financial and budget terminology
- More informed bottom line decision making

What Workshop Fee Includes:

- Training conducted by an experienced trainer with 18 years as a healthcare CFO and 24 years as a professional training consultant.
- Custom designed workbook includes glossary, checklist, forms, worksheets, exercises, and illustrations.
- CEU's and certificates of completion.
- Permission to video/audio tape the program for client attendees.
- Specific skill needs assessment tailored to the topic selected by client.
- Evaluation summary of workshop and return of evaluations with assessment to client.
- Preparation of workshop announcement and registration form.
- Permission to use budget and report forms and worksheets from workbook.
- Computer software of reports, forms, and worksheets included in the workbook.

