

NURSE LEADERSHIP SERIES

SESSION III: FINANCE 101: EVERYTHING YOU NEED TO KNOW FROM FINANCE TO BUDGETS

WEDNESDAY, MARCH 7, 2012
8:30 AM REGISTRATION
9:00 AM-4:00 PM

The long-term care profession is constantly evolving and ever changing. These changes require nurse leaders who possess the skills needed to motivate and direct staff, make the most of limited resources and keep on top of the rapidly changing need of the long-term care profession.

The New Hampshire Health Care Association has developed a five part educational program that will teach you new skills, fine-tune existing knowledge, explore leadership techniques, and operationalize the skills and competencies needed to be a nurse leader.



NEW HAMPSHIRE HEALTH CARE ASSOCIATION
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PEMBROKE, NH 03275
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WWW.NHHCA.ORG ☎ INFO@NHHCA.ORG

NURSE LEADERSHIP SERIES

SESSION III: FINANCE 101: EVERYTHING YOU NEED TO KNOW FROM FINANCE TO BUDGETS



Do you find it a challenge to understand the language and components of a nursing budget?

*Are you wondering about your role and accountability
as a nurse leader in the efficient operation of your facility?*

Should the changes in reimbursement impact the way care is delivered?

How does financial information translate into improvement opportunities?

This class is designed to familiarize participants with understanding the basics of budgetary components, efficient financial management of the nursing operation, and the role of the nurse leader in developing operational strategies for delivering quality care.

The session will provide you with an overview of the components of a nursing budget, the influence of census upon staffing, strategies for managing staffing, the influence of supplies management, and the challenges of the current reimbursement cycle in maintaining efficient yet quality-oriented operations.

The morning session will present information in a lecture style format; the afternoon session will provide hands-on practice in reviewing budgets and operating statements from the nursing perspective.

The wrap-up portion of the session will consist of a learning circle format to facilitate dialogue around the challenges of nurse leaders striking a balance between efficiency and quality in these challenging times.

OBJECTIVES:

- ✧ Develop a detailed understanding of the operating budget as a reflection of an organization's mission, policies and procedures and priorities.
- ✧ Explain the components of an operating budget, focusing on the nursing component
- ✧ Describe how to use an operating budget as the basis for financial improvement and improvement opportunities

SPEAKER BIO:

Lynda Goldthwaite, RN, BSN, NHA

Lynda Goldthwaite is a Registered Nurse and a Licensed Nursing Home Administrator. For 28 years, Lynda's career in the nursing realm encompasses practice in the areas of acute care, family practice, assisted living, and skilled and long term nursing care including roles as a Director of Nursing, and as a Regional Manager of Clinical Operations. In the last several years, for a total of 31 years of Healthcare Management experience, Lynda has worked as a Nursing Home Administrator, combining her nursing and leadership skills in providing quality and compassionate care to elders.

NURSE LEADERSHIP SERIES

SESSION SCHEDULE:

All five sessions will be held at the NHHCA Office in Pembroke. Sessions will begin at 9:00 am and conclude at 4:00 pm. Lunch will be provided at 12:00 pm for each session.

SESSION I: Nursing Leadership and Delegation | ~~February 8, 2012~~

SESSION II: Nursing Leadership's Role in Successful Transitions of Care | ~~February 22, 2012~~

SESSION III: Finance 101: Everything you need to know from finance to budgets | ~~March 7, 2012~~

SESSION IV: Successful Performance Improvement for Nurse Leaders | ~~March 21, 2012~~

SESSION V: Nurse Management: The HR Model | ~~April 4, 2012~~

FEE

The fee for each session will cover a light continental breakfast and lunch. NHHCA Payment Policies apply to all of the five sessions. For a complete list of policies and procedures please visit www.nhhca.org.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
SINGLE SESSION:	\$130.00	\$195.00
ALL 5 SESSIONS:*	\$520.00	\$850.00

** Must be the same person registered & attending all 5 sessions in order to receive the discount. Must sign up for all five sessions on one registration sheet, cannot sign up for each session individually to receive the discount.*

Sessions are stand alone programs and can be attended as a single session or as a group. Those who choose to attend as a group package will receive a discount in fee and will receive a Nurse Leader Certification.

NURSE LEADER CERTIFICATION

Participants who attend four of the five sessions will become NHHCA Certified Nurse Leaders. All those who have attended and completed four of the five sessions will receive their certification and recognition of completion at the NHHCA Annual Meeting on November 16, 2012.

PAYMENT

Payment can be in the form of Check or Credit Card (Visa, MC, Amex, Discover). Please make checks payable to: NHHCA or New Hampshire Health Care Association. If you have a question about payment, need to make a payment over the phone or need to receive an invoice please contact Emily Owens at 603-226-4900 x 10 or eowens@nhhca.org.

QUESTION

For questions related to the Nurse Leadership Program please contact Shannon Pichette at 603-226-4900 x 13 or spichett@nhhca.org. For questions related to payment please contact Emily Owens at 603-226-4900 x 10 or eowens@nhhca.org.

CE CREDITS

Full CE hr. credit applies to all five sessions. Attendees will receive 6 CE hrs for each fully attended session. This program is certified through the New Hampshire Health Care Association as an approved provider of continuing education hours by NH Board of Examiners of Nursing Home Administrators. For all others please verify with your licensing / certification board for credit approval.

INCLEMENT WEATHER

In the event of inclement weather, the New Hampshire Health Care Association will make a decision concerning cancellation by 6:00am on the day of the program. Only in the event of a cancellation/ delay of start of class, the NHHCA will post information on the main page of the website (www.nhhca.org) and all who provided e-mail addresses will be notified via e-mail. If a session is canceled due to inclement weather, every effort will be made to reschedule the program by the following Wednesday.

LOCATION

All five sessions will be held at the NHHCA Office, 5 Sheep Davis Road, Suite E {Second Floor}, Pembroke, NH. NHHCA is located in Pembroke Place: a yellow two story building across from Dunkin Donuts & the Meat House at the corner of Manchester Street and Route 106/Sheep Davis Road. The building is set back a little from the road. Please park in the lots labeled "Conference /Meeting Parking". Parking in front of and on the sides of the building are for tenants and short term parking only. Handicapped parking is located on the left side of the building.



NURSE LEADERSHIP SERIES

**SESSION III: FINANCE 101: EVERYTHING YOU NEED TO
KNOW FROM FINANCE TO BUDGETS**

New Hampshire Health Care Association (NHHCA)

5 Sheep Davis Road
Suite E
Pembroke, NH 03275

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CONCORD, NH 03301
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NEW HAMPSHIRE HEALTH CARE ASSOCIATION PRESENTS:
NURSE LEADERSHIP SERIES
**SESSION III: FINANCE 101: EVERYTHING YOU NEED TO
KNOW FROM FINANCE TO BUDGETS**

Wednesday, March 7, 2012

8:30 am Registration

9:00 am—4:00 pm

Hosted at: **NHHCA Office, Pembroke, NH**

**Session III, of a five part series, will give you
an understanding of the operating budget and
explain as a manager how to use this
knowledge for improvement opportunities
within your department.**





NURSE LEADERSHIP SERIES

REGISTRATION

PLEASE PRINT

FACILITY _____

MAILING ADDRESS _____

CITY _____

STATE & ZIP CODE _____

CONTACT PERSON _____

CONTACT PHONE _____

CONTACT E-MAIL _____

ATTENDEE 1 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 1 will be registering to attend all five sessions
- Attendee 1 will be registering for an individual session(s). Please mark all that apply
- Session I: Nursing Leadership and Delegation, February 8, 2012
 - Session II: Nursing Leadership's Role in Successful Transitions of Care, February 22, 2012
 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
 - Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012
 - Session V: Nurse Management: The HR Model, April 4, 2012

ATTENDEE 2 :

FIRST NAME _____

LAST NAME _____

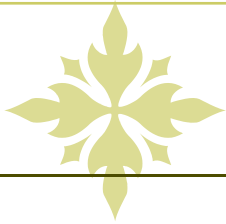
TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 2 will be registering to attend all five sessions
- Attendee 2 will be registering for an individual session(s). Please mark all that apply
- Session I: Nursing Leadership and Delegation, February 8, 2012
 - Session II: Nursing Leadership's Role in Successful Transitions of Care, February 22, 2012
 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
 - Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012
 - Session V: Nurse Management: The HR Model, April 4, 2012

**Fax registration to 603-226-3376 or register online at www.nhhca.org
Please be sure to submit both registration pages.**



NURSE LEADERSHIP SERIES REGISTRATION

PLEASE PRINT

ATTENDEE 3 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

~~Attendee 3 will be registering to attend all five sessions~~

Attendee 3 will be registering for an individual session(s). Please mark all that apply

~~— Session I: Nursing Leadership and Delegation, February 8, 2012~~

~~— Session II: Nursing Leadership's Role in Successful Transitions of Care, February 22, 2012~~

— Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012

— Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012

— Session V: Nurse Management: The HR Model, April 4, 2012

ATTENDEE 4 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

~~Attendee 4 will be registering to attend all five sessions~~

Attendee 4 will be registering for an individual session(s). Please mark all that apply

~~— Session I: Nursing Leadership and Delegation, February 8, 2012~~

~~— Session II: Nursing Leadership's Role in Successful Transitions of Care, February 22, 2012~~

— Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012

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PAYMENT

TYPE :

Check Credit Card Invoice

TOTAL AMOUNT : _____

CHECK NUMBER : _____

CREDIT CARD TYPE :

Visa MC Amex Discover

CREDIT CARD

NUMBER : _____

EXPIRATION : _____

NAME ON CARD : _____

SIGNATURE : _____

