NSW GOVERNMENT

HETI
HEALTH EDUCATION & TRAINING

# Financial Management Essentials Series

**Program Guide**

## Contact us

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## HETI's vision and purpose

**Vision**

To be the first-choice partner for Education and Training in NSW Health

**Purpose**

We educate for better health outcomes

# Financial Management Essentials Series

## Program Guide

### OVERVIEW

### MODULES

# Introduction

The Financial Management Essentials Series (FMES) drives financial resource management awareness and capability within NSW Health. The series empowers all staff to positively contribute to the sustainability of NSW Health. FMES comprises two interactive virtual classroom and a self-directed practical learning experience.

### Module 1
Health Business Fundamentals
(Virtual Classroom)

### Module 2
Financial Management Principles
(Virtual Classroom)

### Module 3
Applied Financial Management
(Self-directed efficiency improvement plan)

Participants can choose their entry point to the program based on their knowledge, skill level and circumstance enabling a scaffolded approach to learning.

# Key Features

- Modularised design - three modules, tailored to suit participants' experience
- Interactive learning experience led by skilled facilitators in a virtual classroom setting
- Supported by the Ministry of Health, Program Management Office (PMO)

# Enrolments

Workshops are delivered throughout the year.

>> **To enrol, search 'Financial Management Essentials Series' in My Health Learning**

# Virtual
# Program Information

### Who are the courses designed for?

The Leadership and Management Virtual Programs provide education and training to NSW Health staff. Information provided indicates whether a program is for all employees or in various management/senior management positions. Programs are intra-professional, for both clinical and non-clinical.

### How are the courses delivered?

Using a Zoom or Teams platform, a delivery session will have one or two online facilitators to provide content and enable rich discussions both in the whole class and in break out virtual rooms.

Some programs have interactive resources to work through during the workshop. Sessions are not recorded and participants are usually joining from many organisations across the state.

### Is there a cost?

The programs are state-funded and can be made available by NSW Health organisations to their employees.

## Virtual classroom requirements

**Technology**
- Computer/ laptop
- Audio (computer speakers or headphones)
- Webcam
- Microphone
- Fast and reliable internet connection

**Location**
- A quiet space to work without disruptions

### Sustainability

Our approach to sustainability spans across every aspect of our products, services, employees and facilities. Aligning to this philosophy, the Leadership and Management Development Virtual Programs are delivered using digital resources only.

Requests for adjustment of learning materials for diverse learning needs can be requested via HETI-develops-talent@health.nsw.gov.au

### Evaluation

HETI recognises that monitoring and evaluation is vital to ensure training delivery is appropriate for participants and that training achieves its intended objectives and learning outcomes. The process is underpinned by an evaluation framework where data is collected and analysed in a systematic way:

**Participant feedback** – assesses whether the programs are appropriate for their intended audiences and assess the quality of implementation.

**Impact evaluation** – measures the extent to which a program's aims have been achieved.

# Modules

**Module 1**
Health Business Fundamentals

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**Module 2**
Financial Management Principles

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**Module 3**
Applied Financial Management

**Module 1**

# Health Business Fundamentals

A foundational module designed for NSW Health staff who wish to increase their awareness in financial resource sustainability. Participants build knowledge in financial terminology and develop skills to support successful budget management, increasing employee accountability whilst promoting financial integrity.

| Learning objectives | Demonstrate awareness of the context surrounding NSW Health's patient centred approach |
| --- | --- |
| | Examine important financial terminology and budget basics |
| | Recognise key financial roles and responsibilities |
| | Identify how to contribute to the sustainability of NSW Health |
| Delivery | 4-hour virtual classroom |

**Module 2**

# Financial Management Principles

An intermediate level module designed for clinical and nonclinical NSW Health Managers with limited cost centre management experience. The course develops skills to monitor a budget and apply budgetary control mechanisms. Participants explore the governance obligations of NSW Health Managers and the connection to value-based healthcare.

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| **Learning objectives** | Identify and explain key governance and ethical obligations |
| | Demonstrate capability in interpreting budgets and applied budgetary control |
| | Explain the importance of continuous monitoring and reporting |
| | Assess financial data to continually improve NSW Health resource management |
| **Delivery** | One-day virtual classroom |

**Module 3**

# Applied Financial Management

An advanced module designed for NSW Health staff committed to improving sustainability.

With support from the Ministry of Health Program Management Office (PMO), participants identify an area of improvement or innovation which will enhance resource management efficiency and/ or improve service delivery.

Using an interactive template, participants are guided through development and submission of an efficiency improvement plan with recommendation for either implementation at a local level, or a sharing of ideas which may lead to scaleable efficiency improvements across the state.

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|---|---|
| **Learning objectives** | Identify an area of improvement or innovation which will enhance resource management efficiency and/or improve service delivery |
| | Develop an efficiency improvement plan |
| **Delivery** | Self-directed learning with support from the PMO |