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**Optimizing a Business Case for Safe Health Care:   
An Integrated Approach to Finance and Safety**

**Business Case Template**

[Your organization’s logo]

**[Title of Project or Initiative]**

**Project Abstract:** [Give a brief summary of the project, including the overall goal of the initiative, how it ties to the organization’s mission or strategic plan, and its relevance to patient safety.]

**Team Members:** [List team members, emphasizing the partnership between clinical, safety, and financial leaders.]

**Project Dates:** [List the expected start date and the anticipated timeframe for measurement, analysis, and reporting of results.]

**Executive Summary**

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| --- | --- |
|  | [The Executive Summary should include all of the key points of the business plan. Will the reader have all of the important information needed to make a decision if they look only at this section? Describe the project and the “problem”. Be sure to illustrate the relevance to the strategic priorities of the organization as well as the intended impact on organizational financial priorities. Include key known baseline measurement details. This can include any vital specifics from within the organization and national data for comparison. Conclude with a summary of key financials.] |

**Introduction**

|  |  |
| --- | --- |
|  | [Provide a detailed description of the project and be sure to include:  State what is your patient safety goal or objective. How is it connected to the organization’s strategy?  State a hypothesis or predict the outcomes of the project.  Include key known (baseline) measures. Examples: clinician satisfaction, cost associated with length of stay, number of patient falls, number of lost work days due to safety outcome.  List key stakeholders for whom this project will meet specific needs.] |

**Measurement Methods**

|  |  |
| --- | --- |
|  | [In this section, outline how you will collect and interpret the data. Be as specific as possible. Examples include:   * Surveys * Outcome measure data * Interviews and stories * Analytical or reporting tool data * Literature review * Metrics and key performance indicators   Include use of existing or planned purchases of measurement/benchmarking tools or technology. Has the organization already invested in the technology you plan to use?  It will be critical to reach out to the stakeholders who are intended to collect the data. Without their cooperation and commitment, you may find yourself up against a significant road block.] |

**Cost Estimations**

|  |  |
| --- | --- |
|  | [Summarize the estimated cost of the initiative. If any costs need explanation, include that here. Reference detailed costs in an appendix if necessary.  Note costs of implementing, maintaining, and sustaining.  Outline potential costs if the initiative is not implemented.   * Provide understanding of financial penalties when patient safety if found to be at risk. * Explain possible withholds, penalties, liability. * Differentiate between financial (hard dollars) and “non-financial” (soft dollars)] |

**Impact**

|  |  |
| --- | --- |
|  | [What impact will this project have on the organization with respect to the following:   1. Specific space (office, unit, system, community) 2. Strategic goals / mission 3. Care that is delivered 4. Improved operational performance 5. Costs 6. Workforce safety/quality 7. Impact on reimbursement. (This must be done with a clear understanding of your organization’s payment process.) 8. Additional impacts] |

**Timeline and Results Projection**

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| --- | --- |
|  | [Outline the anticipated start date, data collection and analysis period, and expected date when a report will be provided. Be sure to schedule regular progress reports throughout the project’s cycle. This will demonstrate the team’s willingness for transparency and accountability.  Describe potential short-term or immediate returns as well as long-term payback potential.  Estimate when you expect to see improvement or changes within the organization.] |

**Cost/Business Analysis**

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| --- | --- |
|  | [Highlight project assumptions. Consider the following components to demonstrate the value of the program with respect to your organization’s strategic goals and mission.   * Quantify the risk avoidance/cost avoidance * Validate national claims/vendor claims with internal data * Financial calculations (“hard” or “dark green” dollars) * Impact to the organization (“soft” or “light green” dollars) * Break-even point * Variability * Metrics and key performance indicators * This section may touch on reputation and patient and staff satisfaction. Additional considerations may also include:   + Branding/market share   + Turnover   + Stories   + Trust * Include a patient story/case study/success story. It is important that the story be clearly related to the project and fundamentally tied to the organization’s mission or strategic plan.] |

**References**

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|  | [Include a list of all references used in the business case.  List all sources for measurement data, including internal sources of data collection.] |

**Appendices**

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|  | [This section includes all additional and supporting documentation including data.] |