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Preparing your Business for ACC EPN Accreditation

In order to attain accreditation, your practice must demonstrate sound management practices and a commitment to continuous quality improvement.

Business Plan

Jump Business Solutions will help you to build a professional, high quality business plan for your practice, which complies with accreditation standards and will practically support and enhance how you run your business.

The business plan will include the following elements:

- Your Vision, Mission and Values
- Analysis of your Strengths, Weaknesses, Opportunities, and Threats (including strategies to manage these)
- Market Analysis
- Your Goals and Objectives
- Your Risk and Quality Plan

Policies and Procedures

Jump Business Solutions will develop policies and procedures for your practice to ensure each meets with accreditation standards, is practical and "fits" with the way you run your business. These policies and procedures will provide clear directives and guidelines to support everything you undertake within your service including:

- Client care, access to the service, service provision, appointment books, rights, consent, and privacy;
- Clinical record keeping, audits, statistics, care plans and discharge summaries;
- Human resources, organisational chart, registration of professional staff, orientation and personal development plans, performance appraisals, disciplinary and dismissal procedures, internal and external peer reviews, clinical and administration meetings.
- Physical resources, such as: plant and equipment, layout, maintenance, library, security and housekeeping
- Safety management, including hazards and control measures, emergency procedures, incident recording and investigation, and engaging contractors.
- Financial management systems, cash-flow, debtors and creditors, invoicing, payment schedules, bad debts, petty cash, banking and cash box, taxation, and GST.
- Management information systems, hardware and software, and backups.