



hfma *awards 2009*

the **voice** of healthcare finance...



Recognising healthcare finance innovation and achievement



Deadline for applications: 2nd October 2009

The NHS has made major strides forward in recent years – improving services, access and quality. This has been built on a foundation of a strong and improving financial position. Finance professionals have played a major part in this improvement process, raising their own standards and the standards of financial management generally, as practised by all NHS staff, across their organisations. The HFMA Awards celebrate excellence in finance departments, showcasing best practice and achievement in financial management and governance. This is important as, while the public sector ethos is as strong in finance departments as it is in front line services, the important work of these teams is all too often overlooked.

And by showcasing the best of NHS finance, the awards also hope to highlight and spread best practice. This will be even more important than ever in the coming years. While the NHS has achieved much in recent years, we are moving into challenging times. The wider economic climate means that future financial settlements for the NHS will be much tighter than in the last decade. Yet the demand for further improvement and enhanced quality will not relent. Efficiency, productivity and innovation, built on a solid base of good governance, will be the key to success and examples of best practice should be shared as widely as possible.

Now in its fifth year, HFMA's awards programme recognises the work of finance teams and individuals from across the UK. The awards cover the fundamental aspects of the finance team role including the production of accounts (made more challenging by ever faster close deadlines and the preparation for new accounting standards), governance, training and development as well as the vital area of efficiency. Crucially, given the importance of spreading financial awareness outside of finance departments, the awards also focus on the importance of engaging clinicians in financial management.

HFMA is recognised as 'The Voice of Healthcare Finance'. The awards ceremony at HFMA's Annual Conference in December will be an opportunity for that voice to be heard celebrating the contribution and success of finance teams across the UK with an audience of nearly 750 of your peers. I would therefore commend these awards to you, and actively encourage you to nominate your organisation or colleagues for such recognition.

Bill Shields, Chairman, HFMA

About the awards

The awards are managed by HFMA's professional committees and special interest groups, which are all volunteer networks, manned by experts within their relative fields of practice.

The aim of the awards is to recognise achievement and innovation in financial management and governance in the UK health service. Good financial management and strong governance provide the foundation for the delivery of high quality health services and the contribution of staff in these areas should not be overlooked.

The awards also look to raise awareness of and spread good and best practice.

Who are the awards for?

These awards are given to organisations, teams or individuals, who are judged to best meet the criteria set against the individual awards.

Who can enter?

The awards are open to all healthcare organisations and employees across the UK – both executives and non-executives. We are also happy to receive entries from voluntary or private sector organisations whose principal activities are the provision of health services.

What winners receive

- A unique, specially commissioned glass award
- Invites to HFMA's annual gala dinner in December where the awards will be announced amongst 750 of your peers
- Coverage of their achievement in *Healthcare Finance* magazine and special Awards Supplement
- Recognition by peers of best practices across the UK healthcare industry

The awards ceremony

All shortlisted entries will be invited to HFMA's annual gala dinner and awards evening where the winners will be revealed. The event will take place on the evening of Thursday 10th December 2009 at the London Hilton Metropole. Additional tickets may be made available should individuals, teams or organisations wish to purchase a further allocation to enjoy this glittering black-tie event (subject to availability).

Key dates

- 2nd October 2009 – Entry deadline
- October 2009 – Short listed organisations announced and where applicable invited to present their application
- 10th December 2009 – HFMA annual gala dinner and awards ceremony, London Hilton Metropole Hotel, 7pm 'til late, black-tie.

HFMA Accounts Team of the Year Award

This year's award will again aim to recognise the most innovative and efficient Accounts Team of the Year with significant emphasis on the processes involved in completing the final accounts process.

Entry requirements

1. A statement of up to 1,000 words setting out:

- How the final accounts process was managed
- The approach to working papers
- How the team ensured that the accounts were produced in a timely way
- How the accounts were presented within and outside the organisation
- The external auditor's view of the final accounts product
- Evidence of improvement on last year's final accounts process
- Any difficulties/challenges faced by the team and how they were overcome.

2. A copy of the financial pages from the organisation's annual report

Judging criteria

Judges will be looking for evidence of:

- The quality of the accounts produced and the reporting in the annual report
- The professionalism of the team
- Collaborative working
- Good planning, processes and the achievement of milestones

The Judges

Bill Shields, Chairman, HFMA

David Flory, Director General for NHS Finance, Department of Health

Chris Macklin, Chairman, HFMA Accounting & Standards Committee

John Barber, Director of Finance, Hull & East Yorkshire (Winner 2008)

HFMA Efficiency Award

The NHS has always been pushed to improve efficiency. However the pressure to make further improvements has increased in recent years, as the service has eliminated deficits and, in some parts of the UK, moved towards the generation of surpluses to fund service and capital developments. But the demand for further improvements is likely to become even more intense over the next few years as the service comes to terms with a return to more traditional levels of growth. Major improvements in access standards and financial management will not be allowed to slip. But an increased focus on raising quality of services and outcomes will require organisations to free up resources and improve value for money and efficiency. The wider economic climate adds to the financial pressure, making greater value for money from frontline services, support functions and the procurement of goods and services vital. This award focuses on the role of the finance team in supporting service improvement and efficiency.

There are two categories in this award:

- **Provider award** (including PCT provider arms and provider units within single system organisations)
- **Commissioner award** (including commissioning-type functions in single system organisations)

Entry requirements

Entries for either award category should include a statement in not more than 1,000 words detailing the finance team's contribution in delivering significant service improvement through supporting innovation or securing efficiencies. All entries should include details about the following:

What action was taken?

What prompted the action?

How did the organisation go about implementing the changes needed to deliver the efficiency/service improvement?

What were the outcomes (including quantification of the efficiency or service gain)?

How were finance staff involved?

How were clinical staff engaged in the efficiency activity?

What problems were encountered and how were they overcome?

Efficiency/value for money for the purposes of this award is defined as:

- a reduction in the unit cost associated with the delivery of a service;
- a significant improvement in the quality of a service clearly disproportionate with any increase in cost;
- delivery of cash savings without adverse service impact
- a combination of the above.

Judging criteria

Judges will look for evidence of:

- The scale of efficiency/service gain
- The degree of innovation shown
- The extent to which finance staff were involved with the delivery

The Judges

Provider

Keith Wood, Chairman, HFMA Financial Management & Research Committee

Andy McKeon, Managing Director - Health, Audit Commission

Martin Shaw, Chairman, HFMA FT Finance Group

Andy Hardy, Chairman, HFMA Payment by Results Special Interest group

Dr Helen Bevan OBE, Director of Service Transformation, NHS Institute for Innovation & Improvement

Commissioner

Karl Simkins, Deputy Chairman, HFMA Financial Management & Research Committee

Professor Bernard Crump (invited), Chief Executive, NHS Institute for Innovation & Improvement

Andy McKeon, Managing Director - Healthcare, Audit Commission

Mike Sobanja, Chief Executive, NHS Alliance

HFMA Governance Award

This award is being made to an individual, team or organisation that has actively contributed to the development of best practice in the area of integrated governance or improved governance performance

Entry requirements

A statement of up to 1,000 words setting out governance improvements that go beyond the delivery of an organisation's statutory duties. The statement must include a brief description of the background and approach to the project, the tangible results of the work done and why the individual, team or organisation should be recognised. Good governance is about an improvement journey rather than a one-off initiative and while this award spotlights achievements in the past year, prior year commitment to good governance can also be recognised.

Judging criteria

Judges will look for evidence of:

- The impact of the governance arrangements on outcomes, services and decision making
- Application of best practice
- Development of innovative practices

The Judges

John Yarnold, Chairman, HFMA Governance & Audit Committee

Tim Crowley, Chairman, IAPG

Bryan Stoten, Chairman, NHS Confederation

Paul Dillon-Robinson, Director of Internal Audit, House of Commons

HFMA Finance Director of the Year Award

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The Finance Director of the Year Award represents one of the most prestigious accolades available to finance directors in healthcare across the UK.

The award is for professional excellence in financial management and leadership and recognises an individual's contribution to his/her organisation and towards the improvement in health or healthcare locally or nationally in any of the four UK nations. It is intended to honour the outstanding contribution and effort made by finance directors towards the overall success of their organisations, the finance function or the positive contribution made to healthcare delivery in the UK.

NHS boards or chief executives may make nominations. Nominations will also be considered from strategic health authorities, HFMA Branches, industry regulators or other bodies working with the healthcare finance community in the UK.

Entry requirements

A succinct account in not more than 1,000 words detailing how your nomination meets the criteria set out below. Supporting appendices may be submitted as part of this entry.

Judging criteria

The judges will be looking for evidence of substantial personal contribution in a number of areas.

- Professional leadership of finance team
- Significant achievement of the organisation (financial and service)
- Enterprise and innovation
- Contribution to the board
- Contribution to the NHS finance function as a whole

The Judges

Bill Shields, Chairman, HFMA

David Flory, Director General for NHS Finance,
Department of Health

Paul Cummings, Director of Finance of the Health and
Social Care Board (Northern Ireland)

Mark Knight, Chief Executive, HFMA

Sue Jacques, HFMA Finance Director of the Year 2008

Stephen Prince, Chief Executive, Public Sector Consultants

Charitable Funds Management Award

This Award will recognise best practice in the management of charitable funds by the 300 charities associated with NHS trusts across the UK. It will recognise excellence both in the use of resources to fund the charity's purpose and in the way that funds and investments are managed as well as considering best practice in financial reporting.

Entry requirements

An account in not more than 1,000 words explaining why the entry represents best practice in charitable funds management. Entries should provide details of reserves policy with explanations of any funds held back and of any appeals or designated funds for specific projects. It should be clear how the performance fits in with the charity's aims and purpose. A copy of the annual report for the financial year ending March 2009 should also be submitted.

Judging criteria

The winning entry will be one that most demonstrates innovation and best practice in the management of charitable funds, highlighting how these innovating practices have delivered (or is due to deliver) improvements in healthcare.

The Judges

David Carter, Chairman, HFMA Charitable Funds Committee

Nigel Davies, Charity Commission

John Collinson, Association of NHS Charities

Working with Finance – HFMA Clinician* of the Year Award

Clinicians' primary role is to provide the best possible advice, treatment and care to patients. But they can only do this if the money available to the NHS is used well. Failure to do so results in less care and of lower quality. Money will only be used well in the NHS if clinicians are fully engaged in managing it. A joint statement to this effect was issued in early 2009 by the Audit Commission, the Department of Health, the HFMA, the RCN and the Academy of Medical Royal Colleges.

This award acknowledges the importance of clinical engagement in financial management and in particular recognises a clinician* who has taken financial responsibility for their services, led efficiency or improvement programmes or provided an example for other clinicians by engaging with the financial management agenda.

Nominations for clinician of the year should be made by NHS directors of finance.

*By clinicians we mean doctors, nurses and all the various healthcare professionals who contribute to the provision of healthcare.

Entry requirements

An account in not more than 1,000 words detailing how a clinical colleague (including doctors, nurses and all the various healthcare professionals) has demonstrated real ownership of their financial responsibilities, leading to better patient services or cost improvements. This could include efforts on a specific project to improve patient services and value for money or work to spread the importance of clinical engagement in financial management across the clinical community.

Judging criteria

Judges will be looking for evidence of:

- how the nominated clinician's engagement with financial management has led to better value through improved patient services, more effective use of resources or cost improvements
- How the clinician has championed clinical engagement with financial management, setting an example for their wider clinical community

Examples of good clinical engagement could include:

- Redesigning patient pathways to deliver better services to patients alongside more effective use of resources
- Working with finance colleagues to refine the quality of costing or coding data, improving the business information for decision making
- Using programme budgeting information to encourage discussion about existing and future investment decisions across different programmes of care



- Working with finance colleagues to analyse service line information to identify potential areas for service improvement and efficiency and then acting upon that information to improve services and performance.

The Judges

Chris Calkin, Immediate Past Chairman, HFMA

Professor Dame Carol Black, Academy of Medical Royal Colleges

Andy McKeon, Managing Director – Health, Audit Commission

Dr. Peter Carter, Royal College of Nursing
Chief Executive and General Secretary

Dr Jonathan Sheffield MBE, Medical Director, UBHT

HFMA Havelock Training Award

The HFMA Havelock Training Award is made annually to recognise a significant contribution made towards finance skills development (FSD). It recognises best practice in the training and development of finance staff or the raising of financial awareness and skills within the wider non-financial workforce.

The award was established in 1999 to commemorate the significant contribution Jon Havelock made to NHS finance staff development. Prior to his sudden death in 1998, Jon was the deputy director of finance in the Department of Health. The award looks to share good practice and innovation in financial skills development

Entry requirements

An account in not more than 1,000 words demonstrating entrants' commitment to finance skills development and how they have raised financial understanding and standards inside and outside the finance department. Supporting appendices may be submitted if needed.

Judging criteria

The judges will be looking for evidence of:

- Commitment to FSD
- Results/outcomes of commitment to FSD
- Transferability to other organisations
- Value to organisation and individuals

The Judges

Mark Knight, Chief Executive, HFMA

Letsie Tilley, Director of Finance & Planning, Hampshire Partnership
NHS Foundation Trust

Sotiris Kyriacou, Head of Finance Development & Professionalism,
NHS London (2008 winner)

Paul Assinder, Chairman Elect, HFMA



General information

The judges will be assisted by a team of scrutineers consisting of members of HFMA's various professional committees and special interest groups. The scrutineers will carry out an initial assessment of each entry and draw up short-lists for each award. The judges will select a winning organisation, which in their view is the best entrant. At their discretion, the judges may also recognise good practice or individual performance by highly commending entries.

There will be a number of short-listed finalists who may be requested to submit additional information for the later stages of the judging process. Finalists may also be expected to present their application to a panel of the judging team.

The judges' decisions will be final.

Entries

All entries must be received by Friday 2nd October 2009.

To enter, send an electronic copy only of your application with relevant supporting appendices using the HFMA Awards Entry Form (available at www.hfma.org.uk/awards) to carla.ciccotelli@hfma.org.uk. Please mark clearly the organisation name, team name or individual's names you are entering, and the award you wish the application to be considered for. Please also supply the name of at least one contact point for each application. All entries will be acknowledged.

For all queries regarding any of the awards, contact martin.walsh@hfma.org.uk or telephone 0117 929 7416. Additional copies of this application brochure are available from HFMA or online at www.hfma.org.uk/awards

Healthcare Financial Management Association, Albert House, 111 Victoria Street, Bristol BS1 6AX

Telephone: 0117 929 4789 **Fax:** 0117 929 4844 **Website:** www.hfma.org.uk **Email:** info@hfma.org.uk

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