



# Module syllabus

## Overview



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HFMA's e-learning provides relevant and high-quality content designed for clinical, managerial, operational and finance staff (particularly new finance staff) working in the NHS as well as other healthcare professionals working outside of the NHS.

In the last ten years more than 22000 learners have benefited from this training and it is now the go-to platform for most NHS organisations who wish to improve the financial awareness of their staff and their financial performance.

Each module is completed online, counts as evidence of 3 hours of CPD and takes approximately 3 hours to complete.

### Introductory modules

● **NHS finance (E, W), HSC finance (NI)** provides an introductory overview to how the NHS is structured and financed. It explains how money moves from the taxpayer via the Treasury to front line healthcare services and also looks at how this funding is spent and safeguarded.

● **Procurement in the NHS (E)** aims to provide an understanding of how NHS organisations go about buying goods and services. It looks at public procurement policy and legislation, and the governance arrangements within NHS organisations before explaining the basic procurement processes in use. The module also looks at contract management and concludes by considering what happens when the usual processes can't be followed.

● **NHS budgeting (E, W), HSC budgeting (NI)** explains how budgeting works within the NHS. It looks at what budgets are and how you prepare and manage them. It shows you what a typical budget report looks like and how to use it for budgetary control purposes. It also includes an overview of the role and responsibilities of budget holders and explains why this activity is so important.

● **NHS governance (E, W), HSC governance (NI)** explains what governance is and why it is so important in the NHS. The module sets out what governance is all about and looks at three key elements – culture and values; policies, structures and processes and control frameworks. The module also looks at clinical governance and includes examples of good governance in practice.

● **How NHS provider organisations are paid (E)** provides an overview and introduction to how healthcare providers are paid in the NHS in England. It reflects the advent of the national tariff payment framework and the roles of NHS Improvement and NHS England in its development and implementation, as well as looking at how money moves around the NHS and the different approaches the payment mechanism can take.

● **NHS commissioning (E)** explains what commissioning is and how it fits into the NHS. The module also confirms who is responsible for what, what commissioning involves in practice as well as the rules, regulations and constraints that NHS commissioners have to deal with.

● **Provider bodies' financial regime (E)** aims to develop an awareness and understanding of the financial and governance regime for provider bodies in the NHS. It starts by exploring the background to NHS trusts and

foundation trusts and looks at the differences and similarities between them as well as providing an insight into how they are regulated.

● **Primary care finance (E)** provides an overview of how primary care is financed in the NHS. It starts by looking at what we mean by primary care, how it fits into the NHS as a whole and who are the main providers. In particular, it looks at contracting in primary care, payments to GPs and the range of services they provide and how dental, ophthalmic and pharmacy services are funded.

● **NHS business cases (E, W)** aims to give an introduction to business cases and how they are used in NHS organisations. It provides those preparing a business case with an overview of their use and how one can be structured. The module considers the importance of managing change and option appraisal as well as the key elements needed for success.

● **Understanding NHS annual accounts (E)** aims to provide an introduction to understanding and interpreting NHS annual accounts. The module explains why they are important, what is in them, who has a role in their preparation and why different organisations produce slightly different accounts, before moving on to review each of the primary financial statements and highlighting questions you may wish to raise with your finance team. The module concludes by looking at the financial targets for each type of organisation.

● **NHS charities (E, W)** provides an overview of the finance and governance regime followed by NHS charities. The module looks at what charities are, their place within the NHS and how they have developed over the years. It also sets out key legislative and regulatory requirements and looks at the role of trustees and the Charity Commission. There are also sections that focus on financial reporting (annual reports and accounts) and governance (including the role of the trustees and how funds are run on a day to day basis).

- If you are studying towards the **Introductory Award in Healthcare Finance** this compulsory module must be included as one of your five modules.
- If you are studying towards the **Introductory Award in Healthcare Finance** this module can be counted as one of your five modules.

- E** available for organisations in **England**
- W** available for organisations in **Wales**
- NI** available for organisations in **Northern Ireland**
- UK** available for organisations in the **United Kingdom**

● **HSC trust funds (NI)** provides an overview of the finance and governance regime followed by HSC trust funds. The module looks at what trust funds are, their place within the HSC and how such funds have developed over the years. It also sets out key legislative and regulatory requirements and looks at the role of trustees and the Charity Commission for Northern Ireland. There are also sections that focus on financial reporting (annual reports and accounts) and governance (including the role of the trustees and how funds are run on a day to day basis).

● **Making payments and collecting income (E, NI)** aims to provide a detailed understanding of the way in which receivables and payables operate in the NHS and why their management is important. The module explores both receivables and payables in detail before looking at NHS balances and the links between receivables, payables, working capital and liquidity.

● **NHS costing (E, W), HSC costing (NI)** aims to provide a basic understanding of what costing is, what it involves and how it operates in the NHS. As well as explaining key costing concepts (including cost types, definitions and behaviour), the module looks at the approach to costing followed in the NHS, how costing works in practice and how costing information is used.

● **NHS cost improvement programmes (E)** provides an introduction to cost improvement programmes (CIPs) in the NHS. It explains what CIPs are; how organisations identify and plan them; how CIPs are delivered; how their progress is monitored and how they are assessed and evaluated.

● **HSC efficiency plans (NI)** provides an introduction to efficiency plans in the HSC. It explains what efficiency plans are; how organisations identify and plan them; how efficiency plans are delivered; how their progress is monitored and how they are assessed and evaluated.

● **VAT in the NHS (UK)** aims to provide an understanding of VAT and, in particular, how VAT is applied in the NHS. It is intended to help people who have no direct involvement with VAT processes understand that the decisions they make may have VAT implications. The course has been written to meet the needs of a general non-finance and non-VAT specialist audience. This includes budget holders, clinicians, those who procure services or goods or provide goods and services outside of the NHS.

● **Internal and external audit (E)** aims to develop an understanding of the role of internal and external audit in the NHS. The sections on internal audit look at standards and scope, how the auditors operate and how they plan and report on their activities.

For external audit, the focus is on the code of practice that they adhere to, how they organise their activities and their reporting regime. The module also looks at auditors' role in assurance and how they interact with the organisation's governing body/ board and audit committee.

● **Service line management (E)** provides an introduction to service line management, focussing on how healthcare providers can be managed as individual business units, what needs to be in place to enable this to happen and the information needed to make it work.

● **Preparing NHS annual report and accounts (E)** helps learners to understand the importance of the annual report and accounts, how it is prepared and who will be involved in that process. It is intended to provide people outside of the team who prepare the annual report and accounts with the knowledge of what is required and why it is so important to meet the deadlines specified.

● **Personal health budgets (E)** has been developed to help build a greater understanding of how PHBs are prepared, delivered and managed in the NHS. It explains how PHBs can empower patients by increasing their choices as to how their health and wellbeing needs are met.

● **NHS capital expenditure (UK)** aims to provide an introduction to capital expenditure and accounting in the NHS. This course will help you understand why it is important to understand how assets are managed and the impact acquiring and maintaining these assets has on the financial performance of the NHS body. It will also explain some of the terminology used when assets and capital expenditure are discussed.

● **Health economics (UK)** provides an introduction to health economics and its uses within the NHS. Although you may not be directly involved in health economics-based decision-making, it is helpful to understand how the discipline relates to the planning of health services.

● **Integrated healthcare (UK)** Integrated healthcare has been a policy goal of successive UK governments for over 40 years. This module provides an introduction to the concepts behind integrated healthcare and how they are applied across the United Kingdom.

● **Performance management (E)** provides an introduction and overview to performance management in the NHS, both within and between organisations. Performance management is a process that enables an organisation to monitor and manage its resources to deliver its plans and ensure ongoing performance and improvement in a changing world.

#### To find out more

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## About the HFMA

The Healthcare Financial Management Association (HFMA) is the professional body for finance staff in healthcare. For more than 60 years, it has provided independent and objective advice to its members and the wider healthcare community. It is a charitable organisation that promotes best practice and innovation in financial management and governance across the UK health economy through its local and national networks.

The association also analyses and responds to national policy and aims to exert influence in shaping the wider healthcare agenda. It has a particular interest in promoting the highest professional standards in financial management and governance and is keen to work with other organisations to promote approaches that really are 'fit for purpose' and effective.

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