



**HFMA e-learning**  
Healthcare finance and business training



# HFMA e-learning

Improving performance through a better understanding of the NHS



Providing a complete overview of NHS finance and governance topics to all healthcare professionals



# Improving performance through a better understanding of the NHS

The NHS is facing unprecedented challenges in terms of increasing clinical demand and finite funding. NHS organisations are being challenged to improve both their financial and operational performance.

Through the decisions they make, many NHS employees are able to influence the income and expenditure of their organisation. By understanding how this impact is made, all employees can make a difference to patient care, help to deliver services in a more effective way and benefit the financial position of their organisation. Ultimately, this will help to give patients consistently safe, high quality and compassionate care within financially sustainable local health systems.

The objective of the HFMA's e-learning is to provide an overview of NHS finance and governance through topics such as how finance works in the NHS, how services are paid for, commissioning, governance, and budgeting.

## Who is our e-learning suitable for?

No prior knowledge is necessary, and content is regularly updated and relevant to all clinical, finance, managerial, administrative and operational staff. We have module libraries for England, Wales and Northern Ireland.

Our e-learning content is also relevant to staff working for commercial organisations providing services to NHS and to the independent healthcare sector, who wish to understand the different aspects of healthcare.



Statistics taken from the HFMA online system showed

# 98%

of learners rated the module content as being good or excellent.

# An extensive library of module content specifically for the NHS

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

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)
- NHS budgeting (E, W),  
HSC budgeting (NI)
- NHS governance (E, W),  
HSC governance (NI)
- How NHS provider  
organisations are paid (E)
- NHS commissioning (E)
- Provider bodies'  
financial regime (E)
- Primary care finance (E)
- NHS business cases (E, W),  
HSC business cases (NI)
- Understanding NHS  
annual accounts (E)
- NHS charities (E, W)
- HSC trust funds (NI)
- Making payments and  
collecting income (E, NI)
- NHS costing (E, W),  
HSC costing (NI)
- NHS cost improvement  
programmes (E)
- HSC efficiency plans (NI)
- VAT in the NHS (UK)
- Internal and external audit (E)
- Service line management (E)
- Preparing NHS annual  
report and accounts (E)
- Personal health budgets (E)
- NHS capital expenditure (UK)

### Subscriber only modules

- \* Health economics (UK)
- \* Integrated healthcare (UK)
- \* Performance management (E)

#### Key

- 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**
- \*** Only available to subscribing organisations



### Widely used CPD for the NHS

To date more than 22,000 NHS personnel have benefited from our training. It has now become the 'go to' training solution for most NHS organisations to improve the financial awareness of their staff and consequently, their financial performance.

Each module is completed online, counts for evidence of 3 hours of CPD and takes approximately 3 hours to complete. Modules can be studied individually or as part of our **Introductory Award in Healthcare Finance**, achieved on completion of 5 modules.

### Modules to match your requirements, available online, 24/7

The HFMA's e-learning provides relevant and high-quality content, designed for all clinical, finance, managerial, administrative and operational staff working in NHS as well as other professionals working alongside of the NHS.

### Highly rated content, road tested by the NHS

Our modules are written and updated by our technical team, who have experience of working within the NHS. The modules are 'road tested' by NHS staff to ensure they meet our customers' learning requirements. Content is regularly reviewed and updated for accuracy.

We survey each individual who completes one of the HFMA's e-learning modules, to rate the quality of the learning experience and module content. 98% of learners rate our content as good or excellent on completing the e-learning courses.

### Accessing the HFMA's e-learning

There are cost effective, flexible options to allow your organisation to implement a training programme that works for you and your staff.

#### Subscription service for organisations

The HFMA e-learning subscription service is ideal for organisations who wish to have access for an extended period and train more than 30 individuals. It is a more cost effective and flexible way of accessing the content. The subscription term can be one, two or three years and the cost is determined by the potential usage of your organisation. The longer you subscribe for, the cheaper it is. Costs are from as little as £36 per user.

#### Individual licences

If you are an individual wishing to complete e-learning or you have a small group of staff you, the HFMA offers individual licences for modules or the Introductory award in healthcare finance.

#### Web demo



If you would like a demonstration of the e-learning platform our team can set-up a web demo to give you a virtual tour.

#### How to get started

To find out how you can get access to HFMA's e-learning modules for yourself or staff in your organisation, please contact us:



**visit**  
www.hfma.org.uk/e-learning



**email**  
info@hfma.org.uk



**call**  
0117 929 4789

# Get the most out of HFMA e-learning



## Measuring your return on investment

The HFMA e-learning platform offers a simple and easy way of rolling out the online training to your staff. It provides you with a set of tools, to monitor the usage of training to understand the return on training investment for your organisation.

## Take5

To support you to get the best out of your training investment we have developed a training support initiative 'Take5'. This gives you all the necessary resources to communicate your e-learning training programme to staff in your organisation and maximise usage.

**Helping Take 5 take off**

A guide for Training Leads

**Finance made friendly for your team**

Find out more about this new initiative. Talk to (insert training lead here) on 01234 56789

**A friendly reminder for your team**

When your team Take 5 finance-friendly modules they'll have a better understanding of how money flows through the NHS, plus you'll find they're more effective in their decision-making, more financially focused and engaged in their role.

So if they haven't logged in to Take 5 yet, or need some motivation to complete their training, they may need some extra encouragement from you to spur them on.

We realise that for many people so it's worth pointing out that it doesn't take a module and that they can work at their own pace.

They will take away when they Take 5.

NHS Finance that will help progress their career

**Helping Take 5 take off**

What support will you get?

For more information Contact: [Name] Email: [Email] Call: [Phone]



“

I've been overwhelmed by the positive feedback from staff. Some have thanked me for sorting this training out for them which has contributed to them feeling more confident at their work. Without a doubt, this training has increased our ability to improve the financial position of the Trust”

**Finance Director,**  
Bolton NHS Foundation Trust

“

Going for HFMA's e-learning meant staff could fit training in around their work and do it bit by bit when they had the time. Some even do it on their own laptops at home”

**Chief Accountant,**  
Guy's and St Thomas' NHS Foundation Trust





## 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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## HFMA

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