



**HFMA Academy**  
Delivering flexible, online healthcare qualifications



**Academy**

# Developing healthcare leaders of the future

HFMA qualifications in  
healthcare business and finance



# The HFMA Academy

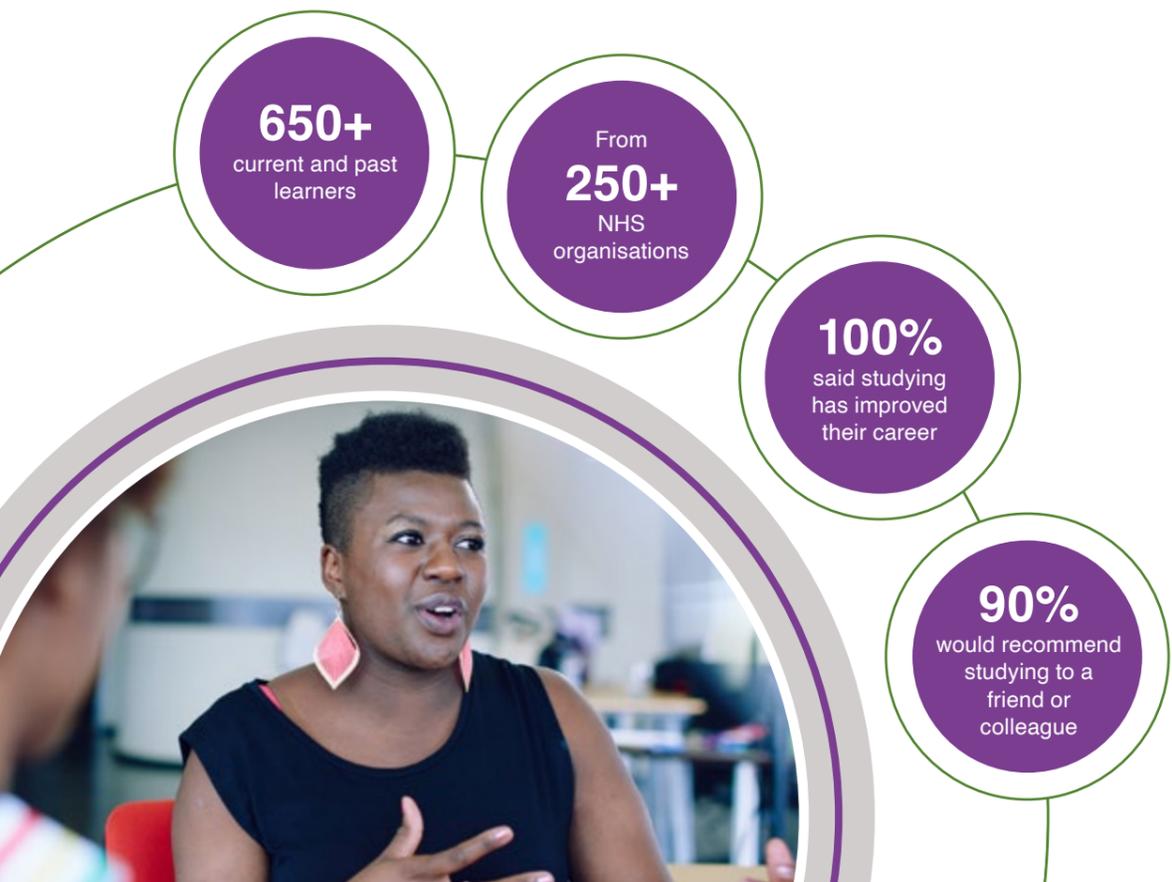
## Your online study centre

The HFMA Academy officially opened in 2017 as the HFMA’s learning centre and delivers a range of unique online management and leadership qualifications for those working in healthcare.

The HFMA has over 70 years of experience within healthcare financial management and provides a huge range of professional development opportunities for NHS staff.

The HFMA Academy extends this wealth of experience to its learners, providing access to our highly experienced tutors, healthcare-specific content, and a network of study peers all working within healthcare management and leadership roles.

Our content is written specifically for individuals working in or aspiring to management and leadership roles within NHS healthcare. Our aim is to provide high-quality and relevant learning for healthcare professionals who require flexibility, support, innovation and challenge, to succeed now and into the future. With the focus clearly on system-wide working, cooperation and collaboration this is more important than ever.



# Why study an HFMA qualification?

## Unrivalled healthcare-specific content and learning at your fingertips.

From managing the healthcare business, personal effectiveness and leadership, through to patient-level costing and delivering value, our programme of modules offers the right mix of content and knowledge transfer to learners who wish to develop the tools to work successfully at a strategic level.

By choosing to study an HFMA qualification, you are gaining access to a completely unique programme of study with tutors from within the healthcare sector. The HFMA qualifications programme has been uniquely designed to support learners working across the healthcare system.

The HFMA qualifications are highly relevant for those working in finance, clinical or medical leadership, general management and primary care management. This enables shared learning and access to a network of study peers working across the health system. Each study cohort brings learners together from different roles and backgrounds; to share individual experience and system-wide learning.

## You will benefit from:

Healthcare-specific content – aspire to be the best healthcare leader you can be



Teaching by experienced professionals – our tutors bring a wealth of public and private sector experience from their board-level roles



Flexible online learning to fit busy working lives – make it work for you and your career



Gain the right skills and tools to succeed in leading effective patient services – supporting you to achieve your career goals



# The HFMA qualifications road map

Your route to an MBA. Flexible options to achieve certificate or diploma qualifications, as well as an executive MBA.

Route to an MBA	Stage 1 HFMA diploma 60 credits	Stage 2 HFMA diploma 120 credits	Final stage Executive MBA top-up with the University of Northampton 180 credits
<b>Structure</b>	<p>Making finance work in the NHS 30 credits</p> <p>+</p> <p>Module of choice 30 credits</p>	<p>Module of choice 30 credits</p> <p>+</p> <p>Module of choice 30 credits</p>	<p>Critical issues 10 credits</p> <p>+</p> <p>Business research project 50 credits</p>
<b>Who can access</b>	Any healthcare professional who can demonstrate they can work at a masters level.	<p>Qualified accountants with 2+ years' experience working in healthcare who have applied for exemption from stage 1.</p> <p>OR</p> <p>Individuals who have previously completed a 60 credit HFMA diploma.</p>	Any learner who has achieved 120 credits with the HFMA can apply for the executive MBA.

## Entry criteria

To be accepted to study on the HFMA qualifications you will need to demonstrate through your application that you can work at masters-level. We recommend that candidates with less than two years of professional experience in healthcare should complete the module 'Making finance work in the NHS' as part of their first HFMA diploma.

Qualified accountants with more than two years' experience working in healthcare can gain exemption from the first 60 credits with the HFMA if applying to study and wishing to move onto the executive MBA. In this instance, these learners only need to study one HFMA diploma to achieve 120 credits to be eligible for the final MBA stage.



“

It was really good to study alongside other people from different organisations, and to get their perspectives from different parts of the health economy. It was an unexpected benefit that I got out of my study.”

Head of finance

# HFMA advanced modules and structure

The HFMA qualifications programme offers seven modules to choose from for your study; each module is worth 30 credits. By completing 60 credits (2 modules) you will achieve an HFMA diploma. If you complete 120 credits (4 modules) you will achieve two HFMA advanced diplomas and will be eligible to apply for the executive MBA with the University of Northampton.

## Modules available:

### Making finance work in the NHS (30 credits)

This module will help learners to understand who does what and why in the NHS and how the money flows from HM Treasury to NHS organisations and primary care providers. It will also provide insight into the policy, financial and business framework for the NHS in England.

### Managing the healthcare business (30 credits)

This module will help learners to understand how planning, reporting and governance arrangements in the NHS help organisations to establish an agreed way forward; set aims and objectives; develop a framework for day-to-day decisions; and be accountable for their performance.

### Supporting quality care with patient-level costing (30 credits)

This module will support learners to understand how costing works in the NHS and the challenge of capturing complex data to facilitate accurate and meaningful costing. It will explore how NHS organisations and local health economies can use costing data as operational intelligence and use it to support evidence-based decision-making.

### Personal effectiveness and leadership (30 credits)

In a world of media, regulator and public scrutiny, this module will help the learner to gain greater self-awareness and an understanding of approaches to personal effectiveness and leadership that will enable them to lead and manage across the healthcare system.

### Tools to support decision-making (30 credits)

This module will enable the learner to examine tools to support decision-making in terms of information, data, performance indicators and benchmarking alongside ethics and governance.

### Creating and delivering value in healthcare (30 credits)

The aim of this module is for learners to critically evaluate how the NHS can improve quality of care to sustainably deliver the best possible outcomes for patients. This is achieved through the critical evaluation of issues affecting contemporary healthcare systems to improve value.

### NHS law, policy and governance in primary care (30 credits)

This module will provide learners with a critical knowledge and application of the context, policy and legal framework within which primary care operates. Learners will analyse the key elements of service and delivery; contractual and organisational models and premises; compliance with regulatory obligations; and management of clinical risks. **This module is aimed specifically at learners working in primary care.**



## University of Northampton

### Executive MBA top-up (60 credits)

On completion of 120 credits study with the HFMA you will be eligible to apply for the executive MBA. The executive MBA with the University of Northampton consists of one module and a business research report. This is worth a further 60 credits (see below), which will top up your diploma to sufficient credits to be awarded an Executive MBA.

- Critical issues in business (10 Credits)
- Business research project (50 Credits)

# Online study – how you will learn

The HFMA Academy provides you with a dedicated online learning environment where you can access all your courses, learning resources, recorded and live tutor-led sessions in one place.

The online learning environment is easy to access 24/7 from any device, so you can view learning content at home, from the office or on the move. Each study week provides the opportunity to join

a live tutored session and encourages active participation to add maximum value to your learning experience. When you can't attend sessions, you will be able to catch up with recorded sessions.

Self-guided online study



Weekly live and recorded sessions



Support from expert tutors



Network of study peers working in healthcare



Assessment submissions, with no exams



All modules will have an end of module assessment. Throughout the module the tutor will fully support each individual in preparing them with the relevant knowledge to be able to complete the assessment requirements, the learners will have five weeks at the end of module to complete this assessment

and submit by the submission deadline via Turnitin. Once the assessment has been submitted, a thorough marking and moderation process will take place over a four week period which is then passed onto Quality Assurance Committee to ratify the results ready for the results to be issued.



“

I can already see the impact that my study has had on the decisions I make as a clinician. It has changed the way I practice medicine in many ways, and for that reason alone it has been a valuable experience that I would certainly recommend to others.”

Academic clinical lecturer and ear, nose and throat surgeon

# How to apply

## Four simple steps to start your study with HFMA:

- 1

**Choose your modules and study route** – select the modules you wish to study and whether you want to study a single module, a 60 credit diploma, or enrol for the full 120 credits (two diplomas) to lead you to the final stage MBA.
- 2

**Your application** – you will need to complete our online application form including a short personal statement.
- 3

**Receive your acceptance letter** – following your application you will be contacted by the HFMA Academy to notify you of the acceptance decision onto your chosen qualification.
- 4

**Payment** – once you have confirmed your acceptance to study, you/your employer will need to make payment in line with your agreed fees and payment on your application.

### Apply online

Complete your application online at [hfma.org.uk/apply](https://hfma.org.uk/apply)

You can contact our team to ask us your questions and receive further information about applying, studying and funding study:

☎ 0117 457 3242

✉ [qualification.enquiry@hfma.org.uk](mailto:qualification.enquiry@hfma.org.uk)

# Study Fees

Qualification	Total
HFMA advanced certificate	£1,500+VAT
HFMA advanced diplomas	£2,200+VAT
Executive MBA top-up (University of Northampton)	£3,690

## Multiple learner discounts\*

4 – 9 learners: 15%    10 – 20 learners: 20%    21+ learners: 25%

\*When multiple employees are enrolled to study at the same time

There are two study intakes per year in March and October. You can apply to start your studies on either intake.



---

**Academy**

---

**HFMA**

HFMA house, 4 Broad Plain, Bristol, BS2 0JP

**T** 0117 929 4789

**F** 0117 929 4844

**E** [info@hfma.org.uk](mailto:info@hfma.org.uk)

Healthcare Financial Management Association (HFMA) is a registered charity in England and Wales, no 1114463 and Scotland, no SCO41994.

HFMA is also a limited company registered in England and Wales, no 5787972. Registered office: 110 Rochester Row, Victoria, London SW1P 1JP

HEA.FIN.597 05/22

[www.hfma.org.uk](http://www.hfma.org.uk)