



HFMA Academy
Delivering flexible, online healthcare qualifications



Academy

Diploma in advanced primary care management

Develop the skills to manage
primary care at scale



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.

All 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 the diploma?

Develop the skills to effectively manage primary care at scale.

The NHS Long-Term Plan and the introduction of primary care networks (PCNs) sets out a significant and long-term future for primary and community care. This means that the current primary care landscape is now undergoing significant change. Those leading on the development and delivery of these new networks and models of care will require enhanced skills to do so.

The Healthcare Financial Management Association (HFMA) has worked in association with Capsticks and the National Association for Primary Care (NAPC) to establish three masters-level certificates that lead to

the Diploma in advanced primary care management. The diploma supports those delivering these significant changes to be equipped with the right skills and competencies to manage primary care at scale.

Professionals who complete the Diploma will be able to evidence their professional development and further their career. Each study cohort brings learners together from different roles and backgrounds across the healthcare system 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 Diploma in advanced primary care management 60 credits	Stage 2 HFMA diploma 120 credits	Final stage Executive MBA top-up with the University of Northampton 180 credits
Structure	<p>NHS law, policy & governance 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>
Who can access	Any healthcare professional who can demonstrate they can work at a masters-level.	Individuals who have completed a 60 credit diploma in advanced primary care management or HFMA diploma.	Any learner who has achieved 120 credits with the HFMA can apply for the executive MBA.

Entry criteria

To be accepted to study the diploma you will need to demonstrate through your application that you can work at masters-level. In order to achieve the Diploma in advanced primary care management, you must complete the module 'NHS law, policy and governance' in addition to one further module of your choice.

Completing the diploma qualification will provide you with 60 credits. Following this study, If you wish to work towards the executive MBA you have the option to achieve a further 60 credits by studying an HFMA diploma with two modules of your choice. This will give you a total of 120 credits which you can transfer to access the final stage executive MBA with the University of Northampton.



“

The NHS law, policy and governance module was eye-opening, and I learnt so much. Our tutor really brought the topic to life and I loved how he summarised and shared learner feedback from the discussion board, giving us the opportunity to learn from one another and not just him.”

Practice manager

HFMA advanced modules and structure

There are seven modules to choose from for your study. To achieve the diploma in advanced primary care management you must complete the NHS law, policy and governance in primary care module, plus a second module of your choice.

Modules available:

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.**

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.

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.

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.

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.

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.

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



Assessments 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 the results to be issued.



“

The modules provided me the perspective and range of thinking that allowed me to work out for myself how to better embrace change. This is a key point of the Diploma in advanced primary care management, there are no right or wrong answers; you are given the freedom to think, argue, analyse, reflect and then appropriately apply this to your day to day work.”

Managing partner, GP practice group

How to apply

4 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

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

Study Fees

Qualification	Total
HFMA advanced certificate	£1,500+VAT
HFMA advanced diplomas	£2,200+VAT
Diploma in advanced primary care management	£2,200+VAT
Executive MBA top-up (University of Northampton)	£3,930

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

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