

Our e-learning modules are suitable for all healthcare professionals and anyone who wants to gain an awareness and understanding of aspects of NHS Finance. All modules include several sections of learning comprising text, 'stop and think' questions, interactions and additional resources and conclude with a marked assessment. Each module is updated at least once a year – or when there is a significant change in policy.

For detailed information and individual syllabus sheets on each of the following modules, please visit the e-learning section of our website: www.hfma.org.uk/e-learning

INTRODUCTORY MODULES

Introduction to NHS Finance (e,w,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.

Introduction to NHS Budgeting (e,w,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.

Introduction to NHS Governance (e,w,ni) will develop an awareness and understanding of what governance is and explains why it is so important throughout 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.

Introduction to how NHS services are paid for (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 Monitor 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.

Introduction to 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.

Introduction to NHS FT Financial Regime (e) aims to develop an awareness and understanding of the current financial and governance regime (2011/12) within which NHS foundation trusts operate. It starts by exploring the background of FTs and how they are formed before moving on to look at how they are regulated and financed.

Introduction to NHS 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.

Introduction to 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 Accounts (three separate e-learning modules aimed at Trusts, CCG and FTs) (e) These three modules aim to provide an introduction to understanding and interpreting NHS annual accounts. The module explains why they are important and what is in them, before moving on to review each of the primary financial statements and highlighting questions you may wish to raise with your finance team. Each module concludes by looking at the financial targets for each type of organisation.

Introduction to NHS Charitable Funds (e) provides an overview of the finance and governance regime followed by NHS charitable funds. The module looks at what charitable funds are, their place within the NHS 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. 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).

Introduction to NHS FT Application Process (e) provides an introduction to, and overview of the current application process to achieve foundation trust status. Initially, the module looks at the key features, benefits and constraints of FT status as well as how foundation trusts are constituted. The module then explores the application process itself, the compliance regime, the financial areas which an organisation will need to consider for its application, the importance of consultation with stakeholders and the tools and support available to applicants.

Introduction to NHS Receivables and Payables (e) 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.

Introduction to NHS Costing (e,w,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 both by organisations and the Department of Health.

Introduction to 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. This course has been developed with the Audit Commission and Monitor and is based on their joint publication 'Delivering Sustainable Cost Improvement Programmes'.

Introduction to Internal and External Audit (e) aims to develop a detailed 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 management and audit committee.

FINANCE IN PRACTICE MODULES

NHS Payment by Results in Practice (e) builds on information covered in the introductory module to develop a detailed understanding of the way in which PbR operates in the NHS. The module starts by looking at the principles and aims of PbR, before examining in detail the key features of the PbR system and how it operates in practice. The module then considers the implications of PbR and the anticipated future developments.

How to do NHS Accounts in Practice (e) provides a comprehensive understanding of the process for producing the annual accounts. It is aimed at finance professionals who both lead and are involved in this important process and sets out a good practice approach to the year-end. Through looking at each stage of the process and how to approach the tasks involved, it shows that producing the annual accounts works much better if it is well planned and the right people are involved.

Key

(e): this module is available for organisations in England

(w): this module is available for organisations in Wales

(ni): this module is available for organisations in Northern Ireland



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Finance training for finance and non finance staff