



# The Introductory Certificate

## in Healthcare Finance in England

The Introductory Certificate in Healthcare Finance will provide you with a basic understanding and awareness of fundamental aspects of NHS finance and help you to develop the knowledge you need to carry out the financial responsibilities associated with your role, through e-learning and associated distance learning texts. This unique certificate aims to provide you with a general understanding of NHS finance but also gives you the opportunity to find out more about the specific aspects of finance that are particularly relevant to you and your role in the NHS.

### The Structure – tailoring it to you and your role

Participants will be required to successfully complete five out of the following modules. The Introduction to NHS Finance module will be compulsory. All other modules will be optional. It is essential that learners complete and pass an online assessment test at the end of each of the programme modules in order to qualify for the certificate. No classroom style learning is required.

- Introduction to NHS Finance (England)
- Introduction to NHS Budgeting (England)
- Introduction to NHS Governance (England)
- Introduction to how NHS services are paid for (England)
- Introduction to NHS Commissioning (England)
- Introduction to NHS FT Financial Regime (England)
- Introduction to NHS Primary Care Finance (England)
- Introduction to NHS Business Cases (England)
- Introduction to Understanding NHS Accounts - Trusts (England)
- Introduction to Understanding NHS Accounts - CCGs (England)
- Introduction to Understanding NHS Accounts - FTs (England)
- Introduction to NHS Charitable Funds (England)
- Introduction to NHS FT Application Process (England)
- Introduction to NHS Receivables and Payables (England)
- Introduction to NHS Costing (England)
- Introduction to NHS Cost Improvement Programmes (England)
- Introduction to Internal and External Audit (England)
- NHS Payment by Results in Practice (England)
- How to do NHS Accounts in Practice (England)

Each module is linked to the knowledge and skills framework (KSF). See reverse for how each module ties in with the KSF.

The certificate aims to provide appropriate training on financial issues and to support NHS staff in helping their organisation to achieve the KLOE standards set out by the Audit Commission. The purchase of a certificate will also include a copy of our best selling guide 'Introductory Guide - NHS Finance, 11th Edition', which will be dispatched upon completion of the certificate.

### Target Audience

Non finance professionals in the NHS, particularly general managers, nurse managers, practice managers, practice staff and NEDs. Finance staff new to the NHS.

### Interested and want to find out more?

For further information please visit [www.hfma.org.uk](http://www.hfma.org.uk) and download the Introductory Certificate in Healthcare Finance syllabus or for a free e-learning demonstration please contact the HFMA e-learning team on:

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## How the Introductory Certificate ties in with the Knowledge and Skills Framework

	KSF indicative links	
Introduction to NHS Finance (England)	Core 4 Service improvement Level 1 Core 5 Quality Level 1	G5 Services and project management level 1
Introduction to NHS Budgeting (England)	Core 5 Quality level 3 G4 Financial management level 2	G5 Services and project management level 3
Introduction to NHS Governance (England)	Core 1 Communication level 3 Core 3 Health, safety and security level 3 Core 4 Service improvement level 2	Core 5 Quality level 2 G5 Services and project management level 3
Introduction to how NHS services are paid for (England)	TBC	
Introduction to NHS Commissioning (England)	Core 4 Service improvement level 3 G3 Procurement and commissioning level 2	G4 Financial management level 3 G5 Services and project management level 3
Introduction to NHS FT Financial Regime (England)	Core 4 Service improvement level 3 Core 5 Quality level 3	G3 Procurement and commissioning level 3 G4 Financial management level 3
Introduction to NHS Primary Care Finance (England)	Core 4 Service improvement level 3	G3 Procurement and commissioning level 3
Introduction to NHS Business Cases (England)	Core 1 Communication level 3 Core 4 Service improvement level 3 G3 Procurement and commissioning level 3	G4 Financial management level 3 G5 Services and project management level 3
Introduction to Understanding NHS Accounts - Trusts (England)	Core 4 Service improvement level 3 Core 5 Quality level 3	G4 Financial management level 2 G5 Services and project management level 3
Introduction to Understanding NHS Accounts - CCGs (England)	Core 4 Service improvement level 3 Core 5 Quality level 3	G4 Financial management level 2 G5 Services and project management level 3
Introduction to Understanding NHS Accounts - FTs (England)	Core 4 Service improvement level 3 Core 5 Quality level 3	G4 Financial management level 2 G5 Services and project management level 3
Introduction to NHS Charitable Funds (England)	Core 4 Services improvement level 2 Core 5 Quality level 3 G3 Procurement and commissioning level 2	G4 Financial management level 2 G5 Services and project management level 3
Introduction to NHS FT Application Process (England)	Core 4 Service improvement level 4 Core 5 Quality level 4	G3 Procurement and commissioning level 4 G4 Financial management level 4
Introduction to NHS Receivables and Payables (England)	Core 5 Quality level 2 G4 Financial management level 2	IK1 Information processing level 2 G5 Services and project management level 2
Introduction to NHS Costing (England)	Core 5 Quality level 3 IK2 Information collection and analysis level 2 G3 Procurement and commissioning level 3	G4 Financial management level 2 G5 Services and project management level 3 G7 Capacity and capability level 1
Introduction to NHS Cost Improvement Programmes (England)	Core 1 Communication level 3 Core 4 Service improvement level 4 Core 5 Quality level 4	G4 Financial management level 3 G5 Services and project management level 3
NHS Internal and External Audit in Practice (England)	Core 4 Service improvement level 3 Core 5 Quality level 3 IK2 information collection and analysis level 3	G4 Financial management level 3 G5 Services and project management level 3
NHS Payment by Results in Practice (England)	Core 4 Service improvement level 4 Core 5 Quality level 4 G3 Procurement and commissioning level 4	G4 Financial management level 4 G5 Services and project management level 4
How to do NHS Accounts in Practice (England)	Core 1 Communication level 4 Core 4 Service Improvement level 2 Core 5 Quality level 4	IK2 Information collection and analysis level 4 G5 Services and project management level 4 G6 People management level 3