

SFHGEN66 - SQA Code HD3F 04

Control the use of physical resources



Overview

This standard covers control of all resource use, including staff time, against planned availability.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 give team members clear and consistent advice on how they can help to control expenditure and resource use
 - P2 give team members opportunities to take individual responsibility for monitoring and controlling expenditure
 - P3 use methods for monitoring expenditure against budgets, and resource use, which are reliable and comply with organisational requirements
 - P4 ensure use of resources is efficient and responsible
 - P5 control expenditure and resource use in line with budgets and organisational
 - P6 take corrective action in response to actual or potential significant variations from budget promptly, ensuring compliance with organisational requirements

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Knowledge and understanding

You need to know and understand:

- K1 the organisation's requirements for expenditure control, authorisation procedures and record keeping, including standing financial instructions
- K2 the range of variations from the budget which may occur and what effective corrective action to take in response to these
- K3 the types of requests for expenditure outside your control which are likely to occur and the correct procedures to follow in response to these
- K4 the importance of effective expenditure control in enabling efficiency and your role and responsibilities in relation to this
- K5 the principles and systems which underpin effective expenditure control
- K6 the importance of accurate and comprehensive record keeping to expenditure control and systems to achieve this

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G5: Services and project management

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	