

## Overview

This standard covers financial control and its impact on resource allocation and efficiency.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

## Performance criteria

### *You must be able to:*

- P1 identify and agree the roles and responsibilities of yourself and others in controlling the use of physical resources
- P2. provide clear and consistent advice to team members on how they can help to control expenditure and resource use
- P3. provide opportunities for team members to take individual responsibility for monitoring and controlling expenditure
- P4. monitor expenditure against budgets, and resource use, in accordance with organisational requirements
- P5. confirm that the use of resources is efficient and responsible
- P6. control expenditure and resource use in line with budgets and organisational requirements
- P7. take corrective action in response to actual or potential significant variations from budget promptly, ensuring compliance with organisational requirements
- P8. complete all relevant documentation records and reports required for controlling the use of physical resources

## Knowledge and understanding

### *You need to know and understand:*

- K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to control the use of physical resources
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
- K4. the organisational requirements for expenditure control, authorisation procedures and record keeping
- K5. the range of variations from the budget which may occur and what effective corrective action to take in response to these
- K6. the types of requests for expenditure outside your control which are likely to occur and the correct procedures to follow in response to these
- K7. the importance of effective expenditure control in enabling efficiency and your role and responsibilities in relation to this
- K8. the principles and systems which underpin effective expenditure control
- K9. how to complete and safely store all relevant documentation in accordance with organisational requirements

Control the use of physical resources

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**Suite** General Healthcare

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