# Multiple Organisational Role Nomination Form for LCFSs, LCFTs, Counter Fraud Champions, Accountable Board Members (DoF/CFO) and Audit Committee Chairs

This form enables you to submit multiple nominations for the various counter fraud roles. On the same form you can submit nominations for a lead LCFS, several support LCFSs, LCFTs, an Accountable Board Member (DoF/CFO), an Audit Committee Chair and a Counter Fraud Champion. For LCFSs, LCFTs and Counter Fraud Champions, we will require signatures (either digital or handwritten) from the employer and the Accountable Board Member (DoF/CFO) to enable the NHSCFA to process the nominations.

This form should be returned to [nominations@nhscfa.gov.uk](mailto:nominations@nhscfa.gov.uk) and we will aim to respond within five working days.

For details on how data collected will be retained and stored, please view the NHSCFA Privacy Policy at [Privacy Policy | NHS Counter Fraud Authority | NHSCFA](https://cfa.nhs.uk/about-nhscfa/information-hub/terms-of-service/privacy)

**Section A**

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| Please indicate the roles you are nominating to: | **Enter X for applicable role** | **Complete Sections** |
| Local Counter Fraud Specialist (LCFS) - Lead |  | B, C, E |
| Local Counter Fraud Specialist (LCFS) - Support |  | B, C, E |
| Newly Registering Local Counter Fraud Specialist (LCFS) |  | B, D, E |
| Local Counter Fraud Technician (LCFT) |  | B, C, E |
| Newly Registering Local Counter Fraud Technician (LCFT) |  | B, D, E |
| Counter Fraud Champion |  | B, D, F |
| Accountable Board Member (DoF/CFO) |  | B, D |
| Audit Committee Chair |  | B, D |

**Section B**

|  |  |
| --- | --- |
| Nominating body | |
| Name of healthcare organisation |  |
| NHS organisation code (e.g. RZZ) if applicable |  |
| Commissioner/provider  (please specify) |  |
| Address of healthcare organisation |  |

**Section C**

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| LCFS Nominees (with existing user accounts) |

|  |  |  |
| --- | --- | --- |
| Name | Lead or Support | LCFS/LCFT No. |
|  | Choose role from dropdown |  |
|  | Choose role from dropdown |  |
|  | Choose role from dropdown |  |
|  | Choose role from dropdown |  |
|  | Choose role from dropdown |  |
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|  | Choose role from dropdown |  |
|  | Choose role from dropdown |  |

**Section D**

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| New Nominees  Acc. Board Members (DoF/CFO), Audit Committee Chairs, Counter Fraud Champions and newly registering LCFSs/LCFTs |

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| Nominee details | |
| Last name |  |
| First name |  |
| Initials |  |
| Title – Mr, Mrs, Miss etc |  |
| Work address (if different from above)  If the nominee is not a direct employee of the nominating healthcare organisation, please include the employer name. | Employer name |
| Employer address |
| Work telephone number (incl ext) |  |
| Email |  |
| Job title |  |
| **If applicable** LCFS/LCFT accreditation number **if** (please enclose a copy of your certificate) |  |
| If this is a temporary placement, please state for how long and give reason(s) |  |
| Is the nominee nominated for any other healthcare organisation? If so, please provide details. |  |
| **DoF/ACC/CFC:** have you had a user account with us before? If you are able to, please provide the user number and/or the organisation it pertained to. |  |

**Section E**

This section must be completed in accordance with the document ‘[Guidance on the nomination of Local Counter Fraud Specialists (LCFSs)](https://cfa.nhs.uk/resources/downloads/guidance/LCFS/Guidance_on_the_nomination_of_LCFSs_March_2020.pdf)’, which is available on the [NHS Counter Fraud Authority’s (NHSCFA) website](https://cfa.nhs.uk/). The form is to be endorsed by an accountable board member from the nominating healthcare organisation, as outlined in the above document.

|  |  |
| --- | --- |
| LCFS/LCFT employer declaration | |
| I confirm that I have read and understood the NHSCFA document ‘Guidance on the nomination of Local Counter Fraud Specialists (LCFSs) and Local Counter Fraud Technicians (LCFTs)’ and that all necessary employment checks have been undertaken in accordance with NHS Employers’ NHS Employment Check Standards to ensure that the nominee is a suitable person to perform the function of Accredited Local Counter Fraud Specialist. See <http://www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards>   1. I confirm that this nominee meets the standards required as set out in the relevant guidance and that no issues that have been identified which would call into question the nominee’s suitability for the role. **Or:** 2. I confirm that the nominee does not meet the full standards required as set out in the relevant guidance. However, these factors have been considered and any associated risk accepted by the employer as part of the recruitment process (Appendix A should be completed where appropriate). 3. **FOR LCFTs:** Please tick box 1 or 2 above as appropriate and tick box 3 to confirm the following: I understand and accept the operational differences for the LCFT role as laid out in the NHSCFA guidance which allows the LCFT to make a valuable contribution while maintaining the primacy of the LCFS in counter fraud activities.   I understand that this nomination is subject to confirmation by the NHSCFA before the individual can perform the role for which they have been nominated. I understand that as a representative of the employing organisation I will be responsible and accountable for the management of the local counter fraud and will ensure the NHSCFA’s policy and guidance is followed. | |
| Signature |  |
| Print name |  |
| Position/job title |  |
| Date |  |

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| --- | --- |
| Nominating body declaration | |
| I confirm that I have read and understood the NHSCFA document ‘Guidance on the nomination of Local Counter Fraud Specialists (LCFSs) and Local Counter Fraud Technicians (LCFTs)’ and that this nomination is supported and endorsed.    It has been confirmed by the LCFS/LCFT employer that the nominee or nominees meet the standards required as set out in the ‘[Guidance on the nomination of Local Counter Fraud Specialists (LCFSs) and Local Counter Fraud Technicians (LCFTs)](https://cfa.nhs.uk/fraud-prevention/LCFS-and-LCFT-guidance)’ document, and that no issues have been identified which would call into question the nominee suitability to act as LCFSs/LCFTs for this organisation.  I understand that this nomination is subject to confirmation by the NHSCFA before the individual can perform the role for which they have been nominated.  I understand that I will be responsible for the management of counter fraud work in accordance with the NHSCFA’s guidance, which includes responsibility for all persons conducting such work at this healthcare organisation. | |
| Signature |  |
| Print name |  |
| Position / job title |  |
| Date |  |

**Section F**

Authorisation of Counter Fraud Champions must be made by the organisation’s accountable board member (Director of Finance/Chief Finance Officer).

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| Nominating body declaration | |
| I understand that this nomination is subject to confirmation by the NHSCFA before the individual can perform the role for which they have been nominated.  I understand that I will be responsible for the management of counter fraud work in accordance with the NHSCFA’s guidance, which includes responsibility for all persons conducting such work at this healthcare organisation. | |
| Signature |  |
| Print name |  |
| Position / job title |  |
| Date |  |

Appendix A

**Strictly private and confidential**

The following information will be treated in the strictest confidence.

|  |  |
| --- | --- |
| Supporting documentation | |
| Name of nominee |  |
| Please supply full details of why the nominee has not met the standards and provide assurance that a risk assessment has been conducted to mitigate any such identified risk. | |