

## Specification

### 1. Introduction

The HEE National Medical Education Reform Team aims to procure the expertise and services from a supplier specialising in delivering solutions to education development in the Enhancing Generalist Skills Programme. HEE will work in partnership with the supplier to deliver on the priorities and Mandate deliverables of HEE as outlined in the NHS Long Term Plan and People Plan. This will include working in partnership with Swanwick Morris LLP (the supplier) to support the development of educational structure and content to be provided through the generalism schools focusing on broader training options aligned to local health priorities, underpinned by a common, nationally commissioned syllabus.

### 2. Supplier Qualification Criteria

The following activities are a list of the services required but may be added to, updated and/or modified by mutual agreement:

- 2.1 The supplier will provide detailed module guides with indicative syllabic content for each of six, pre-agreed modules. These will be developed through workshops, consultation and review of published literature.
- 2.2 The supplier will provide examples of activities to support learning and make recommendations for learning units online or otherwise.
- 2.3 During the period of contract, the supplier will collate feedback to feed into the overarching consultation.
- 2.4 The supplier will provide educational consultancy to the regional trailblazers through input into the design of local programmes and initiatives. The supplier will provide educational expertise to support the approaches to faculty development and underpin local programmes. Support will be provided to orientate, engage and evaluate the programme.
- 2.5 Using the feedback gathered during the pilot stages, the supplier will refine and provide continued development of the educational framework, with support for the final publication due in Spring 2022.
- 2.6 The supplier will contribute to the implementation of the faculty development strategy through support of local developments, design and participation with national champions and training leads.
- 2.7 The supplier will explore options for recording and recognising learning, developing a basis for portfolio based learning.
- 2.8 In partnership with the GMC and Royal Colleges, the supplier will explore future development options including interface with ARCPs, credentialling and embedding in curricula. The supplier will provide recommendations around this to HEE as well as the consideration for university wrap-around accreditation of learning.

## ***Health Education England***

- 2.9 The supplier will provide ongoing advice, support and guidance by participating in internal discussions, contributing advice and guidance regarding the educational aspects of the programme.
- 2.10 The supplier will be requested to attend ad-hoc review meetings as well as those with commissioners and stakeholders. The supplier will ensure time is protected to achieve this as well as working with other commissioned partners of the programme.
3. Suppliers are required to demonstrate they can fulfil the criteria in order to ensure that the services delivered are fit for purpose for HEE's organisational needs.
- 3.1 The Supplier should have direct links and long standing relationships with stakeholder groups and organisations to enable the criteria to be fulfilled.
- 3.2 The Supplier should have skills and experience in:
- 3.2.1 Development of medical and clinical educational content.
- 3.2.2 Development of educational programmes delivered through modules and units.
- 3.2.3 Delivering projects with ALBs to improve education and training in Medicine in England.
- 3.2.4 Publishing educational and syllabic content in England.
- 3.2.5 Curriculum design and development in England
- 3.2.6 Communicating and marketing to relevant stakeholder groups and committees in England about Educational Initiatives

### **4. Education and Training Solutions in Medicine in England**

- 4.1 The Supplier shall provide a range of support services and solutions associated with education and training content creation, authorship and delivery in enhancing generalist skills training.
- 4.2 Design and facilitation of workshops or study days for a range of potential attendees including trainees.

### **5. Management Information Report**

#### **5.1 General Requirements**

- 5.1.1 The Supplier to operate and maintain appropriate systems, processes and records to, deliver timely and accurate Management Information to HEE in accordance with the provisions of the Contract.
- 5.1.2 The Supplier to supply Management Information as required by HEE in accordance with the terms of the Contract.

### **5.2 Management Information and Format**

- 5.2.1 The Supplier to provide timely, full, accurate and complete data to HEE.
- 5.2.2 HEE have the right (on reasonable written notice) to make necessary adjustments to the nature of the Management Information.
- 5.2.3 Estimated Costs over the contract period:  
2021 -2022 = £104,745

### **6. Mandatory Service Requirements**

- 6.1 The Supplier agrees to operate under the terms of the NHS Provision of Services Contract standard Terms and Conditions.
- 6.2 The Supplier shall be responsible for the delivery of all the Services required under this contract, which may include sub-contracts where required and with the approval of HEE.
- 6.3 The Supplier shall ensure that all work is conducted using the expertise of its members, employees, stakeholders and sub-contractors who should all have experience working in environments related to education and training in the NHS.
- 6.4 As defined in the contract, the Supplier shall be expected to provide evidence of due diligence, Quality Assurance and an options appraisal to HEE, with a clear assessment of each option including, but not limited to, the practicality, timescales, cost, comparative value for money and risk. This shall include production where required of the following: reports, documents, outlining strategies and associated Microsoft application files (Excel, PowerPoint, Project, etc).
- 6.5 Identifying programmes of work and associated plans to achieve the required outputs and outcomes.
- 6.6 The Supplier shall ensure that lessons learned, and continuous improvement takes place in line with HEE's requirements
- 6.7 The Supplier shall ensure that knowledge acquired during and related to the contract is transferred to HEE.
- 6.8 Where the Supplier handles HEE Data the Supplier shall adopt and where necessary demonstrate a process to ensure data security (ISO 27001 or equivalent) and confidentiality of such information in compliance with GDPR (Data Protection Act 2018).
- 6.9 The Supplier shall have processes and systems in place for ensuring costs and pricing are managed appropriately to achieve value for money, in line with the principles of best value tendering. This might include, for example, ensuring the grade mix of an assigned team and flexibility to provide an appropriate balance in terms of quality, cost effectiveness and efficiency.
- 6.10 The Supplier shall work collaboratively with HEE to achieve and deliver best value and identify and act on, opportunities for increased spend under management throughout the life of the contract.

- 6.11 The Supplier shall handover all contract deliverables, project outputs, etc at the end of the contract for example, project end reports, evaluation outcomes, lessons learned, action logs, etc.

### **7. Total Yearly Costs for the entire contract:**

2021 -2022 = £104,745

- 7.1 Total maximum value of services under the contract is £104,745 exclusive of VAT.

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