

## Flexible Portfolio Training 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 and training issues in Flexible Portfolio Training in Physicianly specialties. 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:

- 1.1 Working in partnership with the RCP to support the delivery of Flexible Portfolio Training and the four pathways; Research, Medical Education, Quality Improvement and Clinical Informatics.
- 1.2 Provide employers and Faculty the necessary tools to better support junior doctors at the start of their career and throughout their FPT pathway and help improve their experiences.
- 1.3 Facilitate growth in the medical workforce via the management of Flexible Portfolio Training and help provide suitable educational opportunities and support for junior doctors at a regional level including face to face meetings and development of online materials and guidance.
- 1.4 Provide ongoing support to FPT trainees and Educational Supervisors including national meetings, guidance and pastoral support.
- 1.5 Ongoing management of trainees in the pathway including overall management of trainee numbers and attrition rates including trainees reasons for leaving.
- 1.6 Extensive marketing and promotion to trainees and supervisors throughout England, including at a regional level to the relevant committees and organisations to aid knowledge, understanding and recruitment to the FPT pathway

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

### 2. Supplier Qualification Criteria

Suppliers are required to demonstrate they can fulfil the following criteria in order to ensure that the services delivered are fit for purpose for HEE's organisational needs.

- 2.1. Supplier should have access to data regarding numbers of Physicianly speciality Trainees, their ARCP pass rates and the assessments they have completed.
- 2.2. Suppliers should own or have access to boards, committees and sub-committees based in England related to workforce groups in Physicianly specialties who are able to develop, assist, advise or lead on work outlined in the Flexible Portfolio Training.
- 2.3. The Supplier should have direct links and long standing relationships with stakeholders groups and organisations that include FPT Trusts, trainees and Educational Supervisor representation.
- 2.4. The Supplier should have skills and experience in:

- 2.4.1. Advancing education and training in Medicine in England;
- 2.4.2. Setting standards of training in Medicine in England;
- 2.4.3. Delivering projects with ALBs to improve education and training in Medicine in England.
- 2.4.4. Publishing pathway guidelines in Medicine in England.
- 2.4.5. Curriculum design and development in England
- 2.4.6. Communicating and marketing to relevant stakeholder groups and committees in England about Educational Initiatives

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

3.1. The Supplier shall provide a range of administrative and support services and solutions associated with education and training content creation, authorship and delivery in Flexible Portfolio Training.

3.2. Workshops or study days for a range of potential attendees including trainees. This should include any associated facilities/event management including venue rooms, catering, etc.

### **4. Management Information Report**

#### **4.1. General Requirements**

4.1.1. 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.

4.1.2. The Supplier to supply Management Information as required by HEE in accordance with the terms of the Contract.

#### **4.2. Management Information and Format**

4.2.1. The Supplier to provide timely, full, accurate and complete data to HEE.

4.2.2. HEE have the right (on reasonable written notice) to make necessary adjustments to the nature of the Management Information.

4.2.3. Estimated Costs over the contract period:

2021 -2022 = Between £40,000 - £130,000

### **5. Continuous Assessment in Relation to Flexible Portfolio Training**

5.1. The Supplier shall undertake project evaluation as required, including but not limited to the following:

5.2. Recruitment, management of an evaluation team, provision of clinical specialists relevant to the type and scale of the evaluation exercise;

5.2.1. Provision of resources appropriate to the activity for the delivery of outputs/outcomes;

### **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 = Between £40,000 - £130,000

7.1 Total maximum value of services under the contract is £130,000 exclusive of VAT.

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