

National Urgent and Emergency Care and Paramedic Specification

1. Introduction

The HEE National Urgent and Emergency Care and Paramedic Team aims to procure the expertise and services from a supplier specialising in delivering solutions to education and training issues in Emergency Medicine. HEE will work in partnership with the supplier to deliver on the priorities and Mandate deliverables of HEE in emergency departments as outlined in the NHS Long Term Plan and People Plan. This will include:

- 1.1 Working in partnership with the Medical Schools Council, the Council of Deans, Royal Colleges and the Faculty of Medical Leadership and Management to support the delivery of leadership curricula and improve leadership cultures.
- 1.2 Provide employers the necessary tools to better support junior doctors at the start of their career and help improve working conditions and their experiences.
- 1.3 Support Specialty and Associate Specialist (SAS) doctors via implementation of the relevant recommendations outlined in the report entitled 'Maximising the Potential – essential measures to support SAS doctors' published by HEE and NHS Improvement, February 2019.
- 1.4 Facilitate growth in the medical workforce and help provide suitable educational opportunities and support for junior doctors at a regional level.
- 1.5 Provision of Continuous Professional Development (CPD) in medical education and upskill the urgent and emergency care workforce, which includes:
- 1.6 Clinical Transformation
 - 1.6.1 Organisational training and development
 - 1.6.2 Clinical and personal leadership training and education
 - 1.6.3 Recruitment, staffing and talent management policies
 - 1.6.4 The non-clinical management of hospital services

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. Suppliers should have access to a large (5000+) group of fellows or members such as Emergency Medicine trainees and doctors who are able to develop, assist, advise or lead on work outlined in the National Urgent and Emergency Care and Paramedic Specification.
- 2.2. Supplier should have access to data regarding numbers of Emergency Medicine Trainees, their ARCP pass rates and the assessments they have completed.

Health Education England

2.3. Suppliers should have access to a Lay Advisory Group that has experience advising in matters regarding Emergency Medicine and Emergency Departments.

2.4. Suppliers should own or have access to boards, committees and sub-committees based in England related to workforce groups in Emergency Departments who are able to develop, assist, advise or lead on work outlined in the National Urgent and Emergency Care and Paramedic Specification. This should include groups with experience in:

- 2.4.1. Setting standards for EM training and assessment
- 2.4.2. Setting standards for revalidation in Emergency Medicine
- 2.4.3. Research and Publications
- 2.4.4. Recommending of individuals to the GMC for CCT and CESR-CP
- 2.4.5. Assessing the equivalence of training and experience of overseas doctors and UK NCCG

2.5. The Supplier should have links to stakeholders groups and organisations that include Emergency Medicine Trainee and Specialty and Associate Specialist Doctor representation.

2.6. The Supplier should have skills and experience in:

- 2.6.1. Setting and monitoring standards of clinical care in Emergency Medicine in England;
- 2.6.2. Providing expert guidance and advice on policy to relevant bodies including Arms-Length Bodies (ALB) such as HEE in Emergency Medicine in England;
- 2.6.3. Advancing education and research in Emergency Medicine in England;
- 2.6.4. Setting standards of training in Emergency Medicine in England;
- 2.6.5. Delivering projects with ALBs to improve education and training in Emergency Medicine in England.
- 2.6.6. Publishing clinical guidelines in Emergency Medicine in England.
- 2.6.7. Delivering education and training to pass the examinations required for Emergency Medicine trainees to achieve their Certificate of Completion of Training in England.
- 2.6.8. Delivering ultrasound training, simulation and non-technical skills facilitation to trainees in Emergency Medicine in England.
- 2.6.9. Special interest areas relating to Emergency Medicine such as Pre-Hospital Medicine, Paediatric Emergency Medicine, Ambulatory Care, Mental Health and Intensive Care Medicine in England.
- 2.6.10. Clinical Audit and Quality Improvement in Emergency Medicine in England.

3. Education and Training Solutions in Emergency 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 Emergency Medicine.

3.2. Workshops or study days for a range of potential attendees including but not limited to trainees, consultant grades and senior clinical decision makers, healthcare professionals and Advanced Practitioners in the Emergency Department. This should include any associated facilities/event management including venue rooms, catering, etc.

Estimated costs over the contract period:

2020 -2021 = £150K

2021-2022 = £150K

2022-2023 = £150K

Total = £450K

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 on MI Reporting template to HEE. The initial MI Reporting Template is set out in Annex A of the Contract.

4.2.2. HEE to provide the Supplier with supplemental guidance for completing the MI Reporting Template. The Supplier agrees to complete the Monthly MI Report in accordance with the guidance.

4.2.3. The Supplier will not make any amendment to the current MI Reporting Template without prior Approval of HEE.

4.2.4. HEE have the right (on reasonable written notice) to make necessary adjustments to the nature of the Management Information including the MI Reporting Template which the Supplier is required to supply to HEE.

4.2.5. Estimated Costs over the contract period:

2020 -2021 =£200K

2021-2022 = £200K

2022-2023 = £200K

Total = £600K

5. Continuous Assessment in Relation to English Emergency Departments

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 Higher Educational Institutes (HEIs) resources appropriate to the activity for the delivery of outputs/outcomes;

5.2.2. If HEE has already recruited a HEI then the Supplier shall collaborate with them. Expectations for collaborative working shall be defined in the Contract.

5.2 Estimated Costs over the contract period:

2020 -2021 = £200K

2021-2022 = £200K

2022-2023 = £200K

Total = £600K

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:

2020 -2021 = £550K

2021-2022 = £550K

2022-2023 = £550K

7.1 Total maximum value of services under the contract is £1.65M exclusive of VAT.

Annex A: Initial MI Reporting Template

Completed by	Period	Date

Overall RAG	RED / AMBER / GREEN
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*as a general guide, Green = project on track, no current major issues, Amber = one or more major issues being mitigated, Red = Major Issues posing risk of project cancellation

Summary of Progress in last month: <i>Narrative description of activity and overall progress</i>

Key actions and summary of next steps required							
Action	Owner	BRAG	Next Steps	Baseline Date	Forecast Date	Dependencies	Commentary

Blue – Complete	Red	Amber	Green
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Risks						
Risk ID	Risk Description	Impact	Likelihood	RAG	Mitigation Actions	Progress

Issues						
Issue ID	Description	Issue RAG	Impact Date	Action Plan Summary	Owner	Risk Lead

Lessons		
Lesson ID	Lesson Description	Outcome

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