**DRAFT SPECIFICATION**

1. **INTRODUCTION**

The Purchaser has its own unique port ambulance service offering 24/7 service provision to all Port users as and when required, this forms part of a combined structure of services with a fire, rescue and emergency team.

The Port ambulance service will attend a range of call outs ranging from small sprains/trips/falls to major incidents. During the provision of these services the Port ambulance trained personnel will be required to administer approved drugs in the course of their duties.

The service has grown significantly over the years and was previously heavily reliant on the East of England Ambulance Service but is now fully accountable and a stand-alone facility.

The services provided are registered with the Care Quality Commission (“CQC”).

1. **SCOPE OF SERVICES**

2.1 The Purchaser is required to maintain the high level of standards required by the CQC to operate safely. The Purchaser is reliant on the Contractor to provide effective oversight of its registered healthcare professionals who deliver the services, to provide a robust clinical governance group and provide a named medical advisor.

2.2 The Contractor shall provide a named medical advisor for the term of this Agreement, this medical advisor will be accountable for overseeing all clinical activity and will direct, guide, inform and advise on all clinical matters including (but not limited to):

1. Advising on the writing of clinical policies and procedures;
2. Reviewing patient care and assessing the standards and quality of that care;
3. Developing clinical care with the Purchaser’s clinical governance group;
4. Signing off clinical policies and procedures;
5. Delivering or overseeing ongoing training for the Purchaser’s appointed clinical staff;
6. Advising on meeting CQC standards and assisting with implementing changes necessary to meet those standards;
7. Being present for CQC inspections and other inspections as required;
8. Holding overall responsibility for medicines management;
9. Giving clinical directorship to the service and ensuring that they are kept up to date with the latest guidelines, practice and policy nationally;
10. Investigating serious clinical incidents and reporting to the Purchaser’s management team;
11. Holding medical responsibility for all clinical matters;
12. Advising on and reviewing new clinical skills, techniques and procedures;
13. Liaising with other agencies as necessary for the purpose of clinical care;
14. Advising on and authorising the sharing of clinical records and information; and
15. acting as the Caldicott lead for the organisation.

2.3 Through the term of the Agreement the Purchaser will commission the expertise of the Contractor’s specialist advisors to provide input on the clinical governance group as and when required. This will include:

- provision of a named medical advisor;

- telephone support from a dedicated clinical governance advisor;

- advice on medical liability;

- routine clinical governance advice;

- quarterly medical clinical governance meetings;

- multi-disciplinary medical support;

- Court statements in the event of criminal or civil prosecution;

- advice and support in cases of medical negligence or complaints; and

- emergency point of contact.

2.4 The Contractor’s medical advisor will attend the Purchaser’s ambulance service for one day every quarter and such days will include:

- Hosting a clinical governance meeting;

- Reviewing patient clinical records;

- Working with the clinical team to develop and advise on policies and procedures;

- Holding morbidity and mortality meetings with staff to facilitate case reviews;

- Ensure compliance with various aspects of clinical practice and standards; and

- Any other clinical business or meetings that are required to ensure that the Purchaser’s ambulance service is compliant with current standards.

2.5 The Purchaser will be able to gain the advice and support of the named medical advisor on an ‘as and when required’ basis by telephone and email.

2.6 The Purchaser shall be responsible for the following requirements:

1. Clinical waste and sharps contract;
2. Purchasing medicines;
3. Clinical consumable equipment costs;
4. Medical electronic engineering annual service costs;
5. Medical gasses ambulance pipeline servicing annually;
6. The Purchaser’s approved printed matter – policies, procedures, patient care record forms;
7. Purchase of a lockable medicines storage cupboard; and
8. Hire of medical gasses.