

*Promoting quality for  
better health services*



# **Product Procurement Briefing**

## **15<sup>th</sup> January 2009**

**Darren Thorne,  
National Lead for  
Local Quality Improvement**

# Agenda

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- Introduction to HQIP
- Vision for clinical audit
- Tendering process
- Products to be commissioned
- Bidding for development funds
- Next steps

- Registered Charity
- Contract with DH
  - NCAPOP
  - Reinvigoration of local clinical audit
- Quality Improvement Agenda

- National Development Team
- Local Quality Improvement Team
- Contracts and Procurement Team

# Future for clinical audit

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- Led by clinicians
- Supported by experts
- Evidence based
- Scientific methodology
- Auditing at the point of care
- Benchmarking of core data
- Electronic clinical audit tools
- Focus on behavioural change
- Sustainable improvement

# Intellectual property

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- Will remain property of HQIP
- Would be used for greater public good
- HQIP branding, acknowledging authors

# Corporate style

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- Documents, developed HQIP corporate style

# Tendering process #1

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- Inform of intention to tender by 23<sup>rd</sup> January 2009
  - Email to [procurement@hqip.org.uk](mailto:procurement@hqip.org.uk)
- Submit tender documents by midday on 30<sup>th</sup> January 2009
  - 1 soft copy, 4 hard copies

# Tendering process #2

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- Evaluation and assessment of tender  
17<sup>th</sup> February 2009
- Interview with suppliers 23<sup>rd</sup>/24<sup>th</sup>  
February 2009
- Award of contracts 26<sup>th</sup> February 2009

# Invitation to tender

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- Section 1A, Instructions to tenderers
- Section 1B, Form of tender
- Section 1C, Guarantee and indemnity
- Section 1D, Administrative instructions
- Section 2, Conditions of contract
- Section 3, Service specification
- Section 4, Price schedule
- Section 5, Tender evaluation criteria

# Assessment criteria

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- Understanding of clinical audit
- Qualifications and experience of the individuals
- Experience of the organisation
- Key elements
- Support the future for clinical audit
- Product developed or part-developed
- Approach taken to develop or refine
- Key policy documents or publications
- Proposed costs
- Key milestones

# Evaluation criteria

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In order of importance:

1. Experience
2. Qualifications
3. Cost
4. Approach/Methodology

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# Products for Development

# Clinical Audit Programme

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- Guidance and tools on how to develop a comprehensive programme
- Guidance and tools on how to prioritise a programme
  
- Delivery deadline: 10<sup>th</sup> April 2009
- Output: Text document
- Ref: HQIP CA PD 001

# Using Statistics in Clinical Audit

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- Basic guide to using statistics in clinical audit
  - Aimed at people who don't have experience in applying stats
  - Outline the tests that could be applied
  - Resources for further more advanced information
- Delivery deadline: 10<sup>th</sup> April 2009
- Output: Text document
- Ref: HQIP CA PD 002

# Clinical Audit and Commissioning

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- Commissioning process
  - CSP
  - Monitoring
  - Awareness presentation
  - Use of public health data
  - Commissioning health economy programme
  - Clinical audit and partnerships (section 31)
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- Delivery deadline: Draft by 22<sup>nd</sup> April 2009
  - Output: Text Document
  - Ref: HQIP CA PD 003

# Clinical Audit & Contracting

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- Independent contractor requirements and support
- Further resources
- Examples of topics

Delivery deadline: Draft by 22<sup>nd</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 004

# Clinical Audit Management Database

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- Interactive Registration
  - Intranet Front End
  - Help Desk
  - Reporting Functions
    - Monitoring of actions
    - Assurance of change
  - Keyword Search
  - User guide
- 
- Delivery deadline: 10<sup>th</sup> April 2009
  - Output: Electronic database, Text document
  - Ref: HQIP CA PD 005

# Clinical Audit Policy

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- Template of text that can be adopted for local use
- Template can be used as a stand alone policy or integrated into wide quality improvement policy
  
- Delivery deadline: 10<sup>th</sup> April 2009
- Output: Text Document
- Ref: HQIP CA PD 006

# Clinical Audit Strategy

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- Template of text that can be adopted for local use
- Template can be used as a stand alone strategy or integrated into wide quality improvement strategy
  
- Delivery deadline: 12<sup>th</sup> April 2009
- Output: Text Document
- Ref: HQIP CA PD 007

# Using clinical audit to demonstrate compliance with NICE guidance

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- Uses principles from best practice in clinical audit
  - Refers to NICE 'How to Guides' and audit support tools
  - Considers how compliance with NICE guidance can help with other national audit priorities – such as Healthcare Commission requirements, national audit and priorities for local audit strategy
  - Uses steps in clinical audit cycle to encourage effective engagement with lead clinicians and other staff affected throughout process. This includes establishing baseline assessment to identify areas for audit and to implement changes for improvement
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- Delivery deadline: 12<sup>th</sup> April 2009
  - Output: Text Document
  - Ref: HQIP CA PD 008

# Audit, Research and Service Evaluation guide

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- A guide that articulates the difference between each area
- Checklists on how to decide which type of project it is
- Includes information about clinical audit and ethical approval

Delivery deadline: 12<sup>th</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 009

# Information Governance and Audit Guide

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- A guide that addresses the information governance requirements for clinical audit.
- This should include:
  - Use, storage and retention of patient identifiable and non-patient identifiable data

Delivery deadline: Draft by 22<sup>nd</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 010

# When to apply for PIAG approval guide

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- When and how to apply for PIAG approval
  
- DeliverydDeadline: Draft by 22<sup>nd</sup> April 2009
- Output: Text Document
- Ref: HQIP CA PD 011

# Code of Practice for professionals undertaking clinical audit

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- Develop a code of practice for professionals who support clinical audit projects

Delivery deadline: Draft by 22<sup>nd</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 012

# Template clinical audit report

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- Guidance on what a clinical audit report should contain
- Template report

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 013

# Template Annual Clinical Audit Report

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- Guidance on what to include in an annual clinical audit report
- Template report

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 014

# Job Descriptions & KSF Outlines

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- Job Descriptions and KSF outlines for
  - Clinical audit administrator (Band 4)
  - Clinical audit data input clerk (Band 4)
  - Clinical audit facilitator / Analyst (Band 5)\*
  - Clinical audit specialist (Band 6)\*
  - Clinical audit practitioner (Band 7)\*
  - Head of clinical audit (Band 8)\*
  - \*To be matched with published national profiles

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 015

# Clinical audit awareness training resource pack

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- Basic introduction to clinical audit, aimed at induction programmes
- Presentations
- Template leaflets
- Interactive learning tool i.e quiz

Delivery deadline: Draft by 22<sup>nd</sup> April 2009

Output: Various

Ref: HQIP CA PD 016

# Clinical audit training (methodology) for clinicians

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- Intermediate introduction to clinical audit methodology, aimed at staff (clinicians) who need to undertake audit
- Presentations
- Template leaflets
- Interactive learning tool ie quiz

Delivery deadline: Draft by 22<sup>nd</sup> April 2009

Output: Various

Ref: HQIP CA PD 017

# Implementing Local Change from National Clinical Audit Projects

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- Guidance on how to use the outputs of national clinical audit projects to inform local quality improvement

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document

Ref: HQIP CA PD 018

# Healthcare Records Audit Template

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- Audit designed to meet the needs of the NHSLA risk management requirements
  - Details of standards and criteria
  - Data collection tools (hard and soft)
  - Analysis tools
  - Template report and action plan
  - Clinical Audit guide with considerations for improvement where standards are not met

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document, Electronic data collection

Ref: HQIP CA PD 019

# Consent Audit Template

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- Audit designed to meet the needs of the NHSLA risk management requirements
  - Details of standards and criteria
  - Data collection tools (hard and soft)
  - Analysis tools
  - Template report and action plan
  - Clinical Audit guide with considerations for improvement where standards are not met

Delivery deadline: 10<sup>th</sup> April 2009

Output: Text Document, Electronic data collection

Ref: HQIP CA PD 020

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# **Additional Product Funding**

## **HQIP CA PD 021**

# Additional Product Funding

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- To be used to bid for the development of tools, guides and resources not listed on the product development menu

# Criteria

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- Project should add value to the clinical audit community nationally
- Beneficial for use within NHS organisation
- Not to fund clinical audit projects
- Bids should not exceed £15k
- Products shown to meet an identified gap

# Bidding process #1

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- Inform of intention to bid by 23<sup>rd</sup> January 2009
  - Email to [procurement@hqip.org.uk](mailto:procurement@hqip.org.uk)
- Submit bidding document by midday on 30<sup>th</sup> January 2009
  - 1 soft copy, 4 hard copies

# Bidding process #2

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- Evaluation and Assessment of bids 17<sup>th</sup>  
February 2009
- Interview with bidders 23<sup>rd</sup>/24<sup>th</sup>  
February 2009
- Award of funds and contract 26<sup>th</sup>  
February 2009

# Next Steps

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- Website – 16<sup>th</sup> January 2009
  - Documents
  - Presentation
  - Questions

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# Questions