FSRH’s Clinical Effectiveness Unit provision – Invitation to tender

August 2020

Deadline: 10am on Friday 25 September 2020
# Contents

1. Introduction .................................................................................................................. 3  
2. Background .................................................................................................................. 3  
3. Remit of Clinical Effectiveness Unit ........................................................................ 4  
4. CEU outcomes for new contract .............................................................................. 6  
5. Monitoring of the work of the CEU ........................................................................ 8  
6. Budget ....................................................................................................................... 9  
7. Indicative timetable .................................................................................................... 9  
8. Specification for bids: ............................................................................................... 9  
9. How to respond to this tender .................................................................................. 10  
Appendix 1 .................................................................................................................... 11
1. Introduction

Applications are invited to host and provide the Faculty of Sexual and Reproductive Healthcare’s Clinical Effectiveness Unit (CEU) for 3 years starting in May 2021, renewable for a further 3 years.

Organisations (or partner organisations) applying should have a proven track record in the production of clinical guidelines and standards, be linked to services providing clinical sexual and reproductive health care (SRH), be able to demonstrate a commitment to evidence based medicine and have links to academic support.

Please see section 9 for full instructions of how to respond to this tender.

2. Background

The FSRH is the largest multi-disciplinary professional membership body in the UK supporting sexual and reproductive health practice and outcomes.

Our vision

Our vision is of high-quality sexual and reproductive health at every stage of our lives.

Our mission

To achieve our vision of high-quality sexual and reproductive health at every stage of our lives, by:

- Producing high-quality clinical standards and guidelines for healthcare professionals
- Providing high-quality training and educational materials for healthcare professionals
- Influencing policy and practice through evidence-based advocacy
- Supporting and growing the SRH professional community
- Raising awareness of SRH among the public.

The Faculty of Sexual and Reproductive Healthcare (FSRH) is a membership body of over 15,000 doctors and nurses, setting national standards for training and practice across the UK. The majority of FSRH members are GPs or nurses who have passed the Faculty’s Diploma in sexual and reproductive health (DFSRH). The FSRH is also responsible for running a 6-year Speciality training programme for doctors aiming to be consultants in SRH.

The clinical guidance produced by the CEU contracted by the FSRH is key to its charitable aim of advancing medical knowledge and promoting and maintaining high standards of professional practice in sexual and reproductive health care.

The Faculty has been through a journey of modernisation over the last 7 years which has including changes to the staffing structure, communications and governance to achieve its increasingly ambitious plans to lead and support SRH clinicians and practice. The FSRH has completed 1 year of a 5-year strategy which you can read more about The new FSRH Strategic Plan 2020-2025.

The Clinical Effectiveness Unit will play a key role in delivering on our strategy and in particular our focus area of ‘Producing high-quality clinical standards and guidelines for healthcare professionals’ to ensure FSRH members get the support they need in their clinical practice.
The CEU was formed to support the work of the FSRH’s Clinical Effectiveness Committee (CEC) in 1998. Between 1998 and 2001 the Unit was based at the FSRH Offices in London. In 2001 the work of the CEU was tendered out to The University of Aberdeen who developed the role considerably with guidance published (or planned) in all the major clinical areas related to SRH. From 2008, the Unit was run by Sandyford, part of NHS Greater Glasgow and Clyde. In 2015 the contract was awarded to the Chalmer’s Centre, NHS Lothian in Edinburgh. Liaison with the existing CEU in the months up to the handover will be required.

3. Remit of Clinical Effectiveness Unit

The Clinical Effectiveness Unit has an increasingly important role in supporting the members of the Faculty – and clinicians working in SRH throughout the world - in their routine medical practice and promoting evidence-based medicine. There are three main ways in which the unit will be expected to do this and these are listed below. This is the ‘core’ business we would expect the CEU to carry out.

A) Recommendations for clinical practice

- To produce new reviews of current good practice (evidence-based guidelines). The topics and number will be agreed in advance with FSRH’s Clinical Effectiveness Committee (CEC). There will usually be no more than 1 new topic a year. In-depth guidelines will be largely confined to contraception, but the CEU will need to be able to respond to a range of SRH-related issues.
- To review and update existing FSRH guidelines in a timely manner as appropriate, up to four a year.
- To identify experts in the field to support the development of the outputs of the CEU.
- To ensure that the guidelines are produced to an acceptable methodology, ensuring they meet NICE accreditation standards.
- To liaise with the FSRH General Training Committee and review education and training products to ensure they are in line with CEU guidelines and best practice.
- To support CPD for FSRH members including contributing to webinars/online sessions.
- To produce a summary sheet linked to each revised/new guideline.
- To produce the UK Medical Eligibility Criteria in a timely manner based on the WHO MEC (thought to be 2022).
- To comment on FSRH draft quality standards produced by the Clinical Standards Committee (CSC).
• To continue the audit programme that allows services and GP practices to benchmark themselves against other services linked to FSRH standards and guidelines.

• Review patient information provided by partners, including FPA contraception leaflets. These are based on the CEU clinical guidance and therefore reviewed in accordance with these updates and the CEU schedules.

B) Members’ Evidence Request Service/support for members

• The CEU will provide researched answers to the FSRH Members’ Evidence Request Service that are not related to named patients and that cannot be answered by existing guidelines. Existing guidance includes FSRH guidelines, WHO, NICE and other sources relevant to UK practice.

• Responses will subsequently be published on the FSRH web site to provide a learning/information resource for all members.
  ▪ For context in 2019, 441 Members’ Evidence Requests were submitted in total, of which 134 were answered, the rest rejected as not relevant or had been answered before.

• The CEU would be expected to produce/update FAQs for members based on these enquiries and will be expected to immediately acknowledge queries and provide an answer within 10 working days.

• The CEU would be expected to work with FSRH members to ensure that the service is continually improved to meet their needs/the Faculty’s objectives.

• Contribute to the Faculty e-newsletter summarising key research and guideline developments in SRH in plain English.

C) Review of new research/products

• To keep a watching brief for significant new research publications and, where appropriate, products.

• To assist the CEC/External Affairs Team and the FSRH Officers by providing a rapid assessment of publications – and providing relevant briefings - to be used in press statements/other work as required.

• To assist the FSRH Officers and staff by providing an assessment of the clinical content of publications/products to be endorsed by the Faculty.
D) Other

- Systematic reviews of specific subject areas agreed with the CEC.

Examples of the work of the current CEU is available on the Faculty website:

Clinical guidelines

Members’ Evidence Request service

4. CEU outcomes for new contract

The FSRH has also identified some areas of work which we would like the CEU to carry subject to the cost and resources available. In the response to this tender we would like to hear which of these could be provided and how much they would cost so that we can negotiate this further as part of the contract.

<table>
<thead>
<tr>
<th>A) Must haves</th>
<th>B) Ideally include</th>
<th>C) If affordable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and scope potential new clinical guidance to support the clinical practice of the FSRH membership</td>
<td>Produce full FSRH clinical guidelines – using a NICE accredited process – a minimum of 3 new or updated a year</td>
<td>Review and co-badge guidelines related to SRH life course with other Colleges/organisations</td>
</tr>
<tr>
<td></td>
<td>Explore ways of delivering clinical guidance using interactive digital tools (eg apps, microsites)</td>
<td>Propose new guidance for co-badging where needed/gap</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality assure other guidance/products (for a fee)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dealing with enquiries for permission to use guidelines and UKMEC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Updates of existing FSRH clinical guidelines to an agreed timescale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clinical moderation of any member forums</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Input into the design of any forums</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summary of each new Guideline aimed at GP level (members only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient targeted information for each new Guideline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UKMEC to agreed Faculty formats and agreed timescales</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Content for an App for UKMEC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work with the Clinical Standards Committee to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work alongside FSRH staff to translate audit findings</td>
</tr>
<tr>
<td>A) Must haves</td>
<td>B) Ideally include</td>
<td>C) If affordable</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>develop auditable outcomes linked to each new Guideline</td>
<td>into comms targeted at lay public (decision-makers etc)</td>
<td></td>
</tr>
<tr>
<td>Support the roll out and analysis of each audit (members only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review FSRH standards documents</td>
<td></td>
<td>Closer collaboration with the Clinical Standards Committee including conducting a review of evidence to support the development of standards</td>
</tr>
<tr>
<td>Input into any new membership offers</td>
<td>Work in detail on these</td>
<td>Explore with staff how to increase income from CEU products</td>
</tr>
<tr>
<td>Provide at least one media spokesperson who would be available for proactive and reactive press work as well as able to attend media training</td>
<td>Provide clinical briefings at short notice to FSRH spokespeople and FSRH lead</td>
<td>Commentary on new studies to debunk misleading press coverage on such studies (“FSRH Explainer” series)</td>
</tr>
<tr>
<td>Support FSRH press lead to press release every new/updated guidance This includes reviewing the press release for key messages/clinical accuracy in a timely manner;</td>
<td>Provide the press lead with short summaries of current FSRH clinical guidance on different issues to support media activity.</td>
<td></td>
</tr>
<tr>
<td>Keep FSRH press lead abreast of upcoming new/updated guidance so that comms resources can be developed in advance when possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speak at relevant events on behalf of the FSRH including Faculty conferences</td>
<td>Speak at non FSRH events relevant to our work</td>
<td></td>
</tr>
<tr>
<td>Promote FSRH membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A) Must haves</td>
<td>B) Ideally include</td>
<td>C) If affordable</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provide relevant copy for the FSRH newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Membership Engagement Team to develop new tools/benefits for members based on clinical guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate and report evidence relating to relevant new medicines and medical devices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical quality assurance of all education and training products including new ones – with a focus on ensuring our education products are based on the latest clinical guidance/research</td>
<td></td>
<td>To support the development of assessment question writing and review.</td>
</tr>
<tr>
<td>Role in reviewing eSRH (online elearning platform) modules to ensure they are up to date with guidance/research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review patient information provided by partners (likely to include FPA leaflets)</td>
<td>Support FSRH staff with Public and Patient Information (PPI) activities including input to materials</td>
<td>Help to develop the FSRH strategy on increasing public awareness of SRH</td>
</tr>
<tr>
<td>Review any FSRH patient information to ensure they are in line with guidance/best research</td>
<td>Review information produced by partner organisations to ensure it is in line with FSRH Guidance</td>
<td></td>
</tr>
<tr>
<td>Support the Digital Content Manager with the maintenance of a library of archived Guidance on the FSRH website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Monitoring of the work of the CEU

The Clinical Effectiveness Committee of the FSRH will be responsible for, on behalf of the FSRH Council and Trustees:

A) Agreeing an annual work plan with the CEU
B) Monitoring the quality and quantity of the work/output of the CEU on a quarterly basis

C) Agreeing any amendments or updates to the contract

The CEU would be expected to develop monitoring and evaluation measures of its work including impact on clinicians/members.

Should there be significant concern regarding the work of the CEU with respect to either content or failure to meet agreed deadlines that is not rectified within an agreed time period, the CEC may recommend to the FSRH Council and Board of Trustees that funding be reduced or withdrawn.

6. Budget

Actual funding will be negotiated with the successful bidder and would be expected to be in the region of £270K (inclusive of VAT) per annum.

7. Indicative timetable

<table>
<thead>
<tr>
<th>Stage</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for applications</td>
<td>25 September 2020</td>
</tr>
<tr>
<td>Interview with invited suppliers</td>
<td>29 October 2020</td>
</tr>
<tr>
<td>Decision ratified by Trustees</td>
<td>Winter 2020</td>
</tr>
<tr>
<td>Contract drawn up and papers signed</td>
<td>February 2021</td>
</tr>
<tr>
<td>Handover starts</td>
<td>1 March 2021 (2 months)</td>
</tr>
<tr>
<td>Full contract starts</td>
<td>1 May 2021</td>
</tr>
</tbody>
</table>

In some circumstances the appointing committee may request to visit the applicant's department prior to appointment.

8. Specification for bids:

The successful bid will demonstrate:

- Appropriate leadership. The Director of the CEU is expected to be medically qualified and working in the field of SRH and ideally will be a current Fellow, Member or Diplomate of the FSRH, in addition to having demonstrable staff and financial management experience. See Appendix 1.
- Track record of development of guidance and standards in the health field.
- Through partnership or links with academic and clinical providers, a good knowledge and understanding of the provision of SRH in the UK
- Links to a Higher Education Institute/sustainable academic support.
• Sustainable, high quality, administrative support.
• A clear mechanism for the delivery and accountability of each work stream outlined in the remit of the CEU above, ensuring continuity with the current work programme.
• Cost effective use of resources.
• Evidence of ability to monitor and evaluate work programmes.

9. How to respond to this tender

Applications should include:

• a full CV of the lead applicant
• details of current activity being carried out in the department, together with sources of funding
• an outline of the personnel it is proposed to employ and their roles
• details of support, including internet and library access
• a summary of proposed activities and expenditure
• an outline of what monitoring and evaluation will be carried out
• a declaration of competing interests
• a letter supporting the application from the applicant’s employer

Informal enquiries about the CEU/tender may be made to Dr Diana Mansour, Vice President Standards of the FSRH on vicepresidentstandards@fsrh.org prior to the deadline.

<table>
<thead>
<tr>
<th>Completed applications</th>
<th>should be sent to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Hatfield, CEO, Faculty of Sexual and Reproductive Healthcare via email on <a href="mailto:jhatfield@fsrh.org">jhatfield@fsrh.org</a> to arrive no later than <strong>10am on Friday 25 September 2020</strong>. Interviews for the CEU/tender will be held (remotely) on Thursday 29 October between 13:00-17:00 via Zoom.</td>
<td></td>
</tr>
</tbody>
</table>
The Director of the CEU will:

1) appoint, manage, and supervise staff to ensure that the aims of the unit are met. These staff will be employed by the Director’s employer or affiliated University Department;

2) be responsible to the Clinical Effectiveness Committee and, through the Chair of the CEC, to the FSRH Council, Officers and Trustees;

3) agree a work plan with the CEC at the beginning of each year, monitoring will be quarterly;

4) attend the CEC meetings;

5) liaise with the FSRH Clinical Standards Committee and attend when needed;

6) ensure that the output of the CEU is independent, of a high standard and submitted to the CEC for approval in a timely manner;

7) establish a system to enable the Faculty to provide a rapid response to high impact publications and press enquiries;

8) liaise with the Chair of the FSRH General Training and Clinical Studies Committees as appropriate;

9) liaise with the Directors and CEO of the FSRH as appropriate;

10) ensure that all publications that arise from the work of the CEU are approved by the CEC before publication or circulation;

11) ensure that any publication that is likely to be contentious or newsworthy is highlighted to the chair of the CEC well in advance to ensure that the situation is managed appropriately;

12) ensure that the output of the Unit remains confidential until published by the Faculty;

13) ensure that the Faculty is consulted and acknowledged in any other publication that arises from the work of the CEU;

14) establish links with other bodies working in the field of women’s health, including FPA, Brook, BASHH, RCOG, RCN, WHO, RCGP, RCM;

15) ensure that the funding provided by the FSRH is utilised in accordance with the agreed terms, which include:
   a. salaries of CEU staff
   b. employer’s costs
   c. stationery
   d. IT support
   e. Conferences/training for staff
   f. Travel

16) submit a quarterly account to the CEC and Director of Membership showing all expenditure by the Unit of allocated FSRH funds and, at the end of each calendar
year, submit an audited account of such expenditure. The FSRH, or its agent, will be
granted reasonable access to and, if necessary, to copy from, records relating to the
expenditure.