

Call for expressions of interest

2017

Introduction

National drivers such as the Francis Report, Berwick Review and National Quality Board (NBQ) Concordat emphasises the need to deliver and facilitate the delivery of human factors principles and practices in the NHS to drive improvement in quality and safety.

The focus of the AHSN Patient Safety Collaboratives is to develop HFE practice and principles through education and training, specifically in developing the right people, with the right skills and the right values.

Eastern, West Midlands and East Midlands Patient Safety Collaboratives in association with Health Education England, response to the Concordat has been to set up a Human Factors Exchange that focuses on developing and utilising the rich and diverse expertise available in HFE to amplify its impact for the NHS.

Aims of the Human Factors Exchange

The HF exchange has 3 main aims:

1. Develop a Human Factors Career pathway for the NHS
2. Increase HF capability and awareness in the NHS
3. Create a sustainable pool of expertise in implementing HF based solutions to patient safety issues

Our Objectives

The objectives of the HF Exchange are centred on a key objectives for each aim. The objectives are:

1. Create an role for NHS HFE leads for Trusts within the East Midlands
2. Integrate HFE into job roles within the NHS
3. Produce a portfolio HFE projects which tackle NHS issues with evidence of impact

How to Achieve

To achieve these objects we have begun a work stream for each:

1. Postgraduate certificate funding
2. Human Factors Roadshow events to raise awareness and increase knowledge
3. Developing bespoke Human Factors and Ergonomics solutions in the NHS

It is the third of these which this document is most applicable to. We will be developing bespoke solutions by providing funding for human factors projects in the NHS which improve the quality of care and safety of patients in priority areas.

Priority Areas

The HF Exchange has set priority areas in which HFE principles will have a significant positive impact and align with national drivers for improvement in the NHS. It is in these areas where funding is more likely to be awarded and are areas of particular interest to the HF Exchange. Please be aware that this is not an exhaustive list and there may be other areas of equal value that are not present. In

the case of a bid outside relating to an area outside those listed here, the onus will be on the applicant to demonstrate to the Exchange why it is a priority.

The priority areas for are:

- Physical Deterioration
- Culture/leadership
- Maternity/Neonatal safety
- Mental Health

Call for Expressions of Interest

Objectives

The objective of a call for expressions of interest is to gather a wide range of human factors projects which have been designed specifically to tackle an issue relating to a priority area in the NHS and develop them into bespoke HF solutions with support from HF experts.

The expression of interest submitted will be shortlisted and reviewed by HF experts. Once the shortlist has been completed the submissions will be returned and asked to be developed into a proposal. This proposal will then be presented to a panel of HF Exchange members in a Dragons Lair event before the decision will be taken to distribute funding

Scope

The project proposals must align to the priority areas, as well as being relevant to the area of work of the individuals submitting an expression of interest.

The scope can include any NHS staff groups and does not have to be limited to a single speciality. There must be some demonstrable significant impact at the end of the project. The subject of this impact is not limited but must be measurable in the NHS. For example; a time or cost saving, improved patient safety through lower incidents rate, more efficient pathways.

What we are looking for

The proposals must:

- Be NHS focused
- Show potential for significant impact
- Have a background of evidence
- Have a clearly defined issue it is aiming to solve
- Be focused on one of the priority areas mentioned above
- Identify a project team capable of delivering the project
- Show the potential for upscale and dissemination

What we cannot support

We will not consider funding for any project focused on any of the following:

- Primary Research – e.g. Drug trials
- The sales promotion of existing products
- Small scale initiatives
- Low impact initiatives
- Activities which organisations and trusts should be funding as part of their core business or ongoing organisational costs e.g. service audits or mandatory training
- Work focused outside of the East Midlands
- Projects of a commercial nature

Nature/Composition of bidding

Bids can be submitted from a single organisation or multiple organisations. If a proposal is being submitted from multiple organisations, all the organisations must be listed and lead organisation must be clearly identified. Note that for successful bids the organisational structure - including the nominated lead organisation - can be reconfigured if appropriate during finalisation of the contract.

Process

Main steps and dates

Activity	Date
Call for Expressions of Interest are circulated	December 2016
Expression of Interest Deadline	8 th January 2017
Shortlist Expression of Interest and provide feedback	15 th January 2017
Dragon's lair event	9 th February 2018
Successful projects identified	11 th February 2018
SLA's signed	31 st March 2018
Project starts	1 st April 2018

Any questions pertaining to the submission of expressions of interest should be directed to your PSC lead: Cheryl.crocker@nottingham.ac.uk, caroline.angel@eahsn.org, peter.jeffries@wmahsn.org

Format and content

An Expression of Interest template is available from your lead PSC.

Shortlisting

All Expressions of Interest submitted will be evaluated by an HF expert to create a shortlist of projects to develop a workable proposal. All shortlisting will be based only on the Expressions of Interest submitted. Therefore it is important to include all relevant information in the Expression of Interest.

Expectations

From successful bids

There are a number of expectations from successful bids:

- Project leads and any organisations involved with the projects will be asked to sign a service level agreement for the project
- Each project will need to abide by a reporting structure giving 4 updates through the project. This includes a first and third quarterly review, an interim report and a final report.
- Each project will be made aware of the dates of these and expected to hold them
- Project lead will be expected to raise any threats to the project to the lead PSC as soon as possible
- If the project requires support it is the duty of the project lead to request this from the lead PSC.