

# Contract Title: Gynaecology Staffing Insourcing Services

## DURATION OF CONTRACT

**Duration of contract:** Initial Period of 6 months with an option to extend for another 6 months?

**Start date of contract** 19/01/2026

**End date of contract** 30/06/2026

**Extension period** 6 months

**Extension notice period** 4 weeks before expiry of the initial period

## SERVICE SPECIFICATION

Blackpool Teaching Hospitals NHS Foundation Trust require a qualified Gynaecology team to support the delivery of patient clinics across their various sites.

The supplier will be required to provide full gynaecology pathway services for approximately 2000 patients by the end of the financial year. This includes 840 Urogynaecology patients and 300 general gynaecology patients who have already breached the 52 weeks waiting period. There will be additional patients each month. These will be approximately 32 Urogynaecology patients per month and approximately 140 general gynaecology patients per month until the end of the contract.

The full-service pathway will include booking the patient, patient triage and outpatient clinics. Depending on the patient, the pathway may also include, outpatient procedures, theatres inpatient procedures, physio sessions and may include colposcopy, hysteroscopy, Botox and urodynamics procedures.

### **Location of services to be delivered.**

At the Contract Commencement Date, services will be delivered at the following sites:  
Blackpool Victoria Hospital, FY3 8NR

### **Mobilisation requirements**

Services are expected to commence on 19/01/2026 or earlier if possible. Contract signature is expected to occur with enough time to onboard the successful supplier before this date.

The following steps will be required prior to service commencement: provide trust ID badges, review CVs of clinical staff, review all mandatory training has been completed (e.g. manual handling), The supplier is expected to ensure their staff have their own uniforms suitable for the services.

### **Service Days Required**

At contract commencement, the services required will be:

- Morning session (09:00am - 13:00pm) - consultant only
- Afternoon session (13:30pm – 17:30pm) - consultant only

Christmas, New Years Day CLOSED

### **Staff Experience and Qualifications**

The staffing levels below are a suggested staffing model given by the trust. Any proposed staffing model must comply with NICE guidelines and guidelines from the RCoG. The qualifications and experience listed for each staff member are minimum requirements for the role.

#### **Outpatient Clinic**

- Consultant Gynaecologist
  - Prior NHS experience,
  - Demonstrate minimum English Language requirements of an Allied Health Professional as described by NHS Professionals. See Appendix 1.
  - Specialist interest in urogynaecology where appropriate
  - RCOG (royal collage of gynaecology) certification – including a sub specialisation in urogynaecology for the staff who will be providing urogynaecology services
- Healthcare assistant
  - Gynaecology experience, support in chaperoning clinics

#### **Outpatient Procedures (E.g. Hysteroscopy, colposcopy)**

- Consultant Gynaecologist
  - See above
- Registered Nurse
  - Gynaecology trained/background
  - Prior NHS experience
- Healthcare assistant
  - See above

#### **Theatre procedures**

- Consultant Gynaecologist
  - See above
- Registrar
  - Prior NHS Experience
  - Substantively registered with another trust
  - Urogynaecology and gynaecology trained
- Junior SHO
  - Prior NHS Experience
  - Substantively registered with another trust
  - Urogynaecology and gynaecology experience

All staff must Demonstrate minimum English Language requirements of the appropriate level as described by NHS Professionals. See Appendix 2.

### **Number of cases/scans/named activity to be completed during contract**

Approximately 2000 full patient pathways within the contract period.

Current number of 52 week wait General Gynae Patients: 300

Current number of 52 week wait Uro Gynae Patients: 840

Anticipated additional monthly 52 week wait General Gynae Patients: 140  
Anticipated additional monthly 52 week wait Uro Gynae Patients: 32

### **Patient Booking**

The supplier will be expected to book all patients and backfill cancellation.

### **Room Availability & Booking (if applicable)**

Trust will provide access to appropriate clinic space for outpatient appointments. **All 3 rooms available in Gynaecology Day Suite – open from 8am.**

Trust will provide access to appropriate clinic space for procedures in a surgical setting. **All 3 rooms available in Gynaecology Day Suite – open from 8am.**

### **Equipment (if applicable)**

Desktop PCs provided, logins provided (unique to person)

All insourced staff will be provided with Desktops or PC's as well as unique login to all staff.

All equipment within the trust for relevant procedures/interventions (e.g., scopes, botox) will be provided.

### **Staffing Availability & Rotas (if applicable)**

Supplier must provide a minimum of 48 working hours' notice of an inability to provide the service.

The Authority must provide a minimum of 48 working hours' notice of not requiring the service.

### **Supplier responsibilities**

The Supplier must comply with all local policies, procedures and protocols.

Clinical assessment and intervention for a large cohort of long-waiting gynaecology and urogynaecology services. The service should cover the pathway from beginning to end including diagnostic activities.

The full-service pathway will include booking the patient, outpatient clinics, theatres inpatient procedures, physio sessions and may include gynaecology, colposcopy, hysteroscopy, Botox and urodynamics services.

### **Trust Responsibilities**

The trust are expected to ensure room availability, to hand patients to supplier in a timely manner and provide policies, procedures and protocols at or before contract award.

### **KPIs**

Attendance at monthly contract review meetings,

Compliance with local policies and procedures,

Completion of a patient pathways in a timely manner – all patients over 65 weeks to be treated/clock stopped by within 8 weeks of receiving patient details.

Time between patient handover and first "triage" – 5 day turnaround

Less than 1% patient complaints across the contract

Supplier service to support reduction in trust waiting time in a measurable way –local tracking will be supported by the Trust team. All 65 week patients for Urogynaecology to be treated by end of March 2025 and all 52 week patients to be treated by June 2026.

### **Registrations Required**

The supplier must be CQC registered at the time of bid submission.

The supplier must be Cyber Essentials accredited at the time of bid submission.

## **TARIF/PAYMENT TERMS**

Invoices will be submitted to 382.bth@elfsap.co.uk on a monthly basis. All invoices must note a valid PO and Contract Reference. They must include a detailed description of services for e.g. number of patient appointments completed from DD/MM/YY to DD/MM/YY.

Charged will be based on a per patient pricing model and will be aligned to the delivery of a full pathway. Please refer to the commercial response template.

The below HRG codes are given as reference to support the creation of tender submissions.

<b>HRG Code</b>	<b>HRG Name</b>
WF01B	First Attendance - Single Professional
MA35Z	Implantation of Intrauterine Device

## **ICT & IG REQUIREMENTS**

Trust Login,  
Nexus,  
G2,  
ORMIS

A DPIA must be completed by each individual Authority prior to contract commencement in line with local Information Governance procedures.

Any identified risks from the DPIA must be mitigated before services can commence.

## **TRAINING & INDUCTION**

Familiarisation with site,

Familiarisation with local policies, procedures and protocols.

Refresher training on appropriate medical equipment.

## **TERMS OF CONTRACT**

**The contract will be awarded under NHS sub-contract Terms and Conditions.**

**3-month termination notice**

The service model for this contract must not require future recruitment of staff currently employed by the Authority.

**Evaluators:**

Greg Shaw, Divisional Director of Operations

Shane Faulkner, Directorate Manager, Maternity and Women's Services