

Contract Title: Ultrasound Staffing Insourcing Services

DURATION OF CONTRACT

Duration of contract	Initial Period of 36 months with an option to extend for another 24 months.
Start date of contract	01/02/2026
End date of contract	31/01/2029.
Extension period	1 year + 1 year to a maximum extension end date to 31/01/2031.
Extension notice	12 weeks before expiry of the initial period.

SERVICE SPECIFICATION

NHS Trusts in Lancashire and South Cumbria require qualified Ultrasound Staff to support the delivery of patient clinics across their various sites.

The Trusts involved are Blackpool Teaching Hospitals (BTH), East Lancashire Hospitals (ELHT), Lancashire Teaching Hospitals (LTHTR), University Hospitals of Morecambe Bay (UHMB).

This service will require competency in: NOUS, Obstetric, Vascular, Head and Neck with FNA, Gynaecology, MSK, Breast, Paediatrics.

Location of services to be delivered.

At the Contract Commencement Date, services will be delivered at the following sites:

- BTH: Blackpool Victoria Hospital FY3 8NR
- BTH: Whitegate Health Centre FY3 9ES
- BTH: Clifton Hospital FY8 1PB
- BTH: Fleetwood Health Centre FY7 6HP
- ELHT: Burnley General Teaching Hospital BB10 2PQ
- ELHT: Rossendale Primary Health Care Centre BB4 7PL
- ELHT: Royal Blackburn Teaching Hospital BB2 3HH
- ELHT: Clitheroe Community Hospital BB7 4JX
- ELHT: Barbara Castle Way Health Centre BB2 1AX

Throughout the life of the contract, services may also be requested at the following sites:

- UHMB: Royal Lancaster Infirmary LA1 4RP
- UHMB: Heysham Health Centre LA3 2LE
- UHMB: Furness General Hospital LA14 4LF
- UHMB: Westmorland General Hospital LA9 7RG
- UHMB: Ulverston Health Centre LA12 7BT
- LTHTR: Royal Preston Hospital PR2 9HT
- LTHTR: Preston Healthport PR2 8DW
- LTHTR: Chorley Hospital PR7 1PP

From 01/04/2026, LTHTR intend to utilise this contract to support Ultrasound Services at its sites. At the time of Tender, the volumes required are not known.

During the term of the contract, the Authorities reserve the right to request services at any of their other sites not listed above.

Mobilisation requirements

Services are expected to commence on 01/02/2026. 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:

ID badges and uniforms must be provided by the Supplier for sonographers at all Trusts, CVs to be checked and approved by the Authorities, confirmation all mandatory training has been completed e.g. manual handling, Basic Life Support.

Service Days Required

Week to week the number of sessions required will vary. The Authorities will utilise this service to support short term staffing shortages and as such the successful supplier must be capable of delivering increased levels with one to two weeks' notice (sometimes shorter).

Below are some example sessions that services may be required for. The Commercial Response Template details the anticipated scan volumes per annum. Services will not be required at any Authority on Christmas Day.

Supplier staff must be on site with enough time to start the first patient at the time listed.
All equipment provided.

BTH

Whitegate Drive: 1x sonographer 0830-1700 on weekdays, 1x Sonographer 0800-2000 7 days a week, services not required on Bank Holidays. 1x HCA may also be required.

Blackpool Victoria Hospital: 1x Sonographer 0830-1700 Saturday and Sunday to include Bank holidays.

Clifton or Fleetwood: 1x Sonographer 0830-1700 Monday – Friday.

ELHT

Burnley General: 0800-2000 on weekdays. 0800-1800 at weekends.

Royal Blackburn: 0800-2000 on weekdays. 0800-1600 at weekends.

Rossendale Primary Health Care Centre: 0800-1800 weekdays.

Clitheroe Community Hospital: 0800-1600 weekdays.

Barbara Castle Way Health Centre: 0800-1600 weekdays

LTHTR

At contract commencement LTHTR will not be utilising services under this contract. However, from 01/04/2026 LTHTR will be utilising services. However, the volumes required are not known at this time.

UHMB

Throughout the life of the contract UHMB may request services to support their ultrasound dept. UHMB will confirm service activation in writing, specifying start date/s, site/s, session pattern, and scan mix; the Supplier will acknowledge within 2 working days.

Staff Experience and Qualifications

A Sonographer must hold the following experience:

Mandatory

- Prior NHS experience.
- HCPC or RCT Registration.
- Degree in Diagnostic Radiology or Scientific based subject relevant experience.

- CASE accredited post graduate qualification in Medical/Clinical Ultrasound or Direct entry ultrasound qualification.
- Demonstrate minimum English Language requirements of an Allied Health Professional as described by NHS Professionals. See Appendix 1.
- Experience and competence to write and verify own reports.

Desirable

- Specialist scanning, the following scan types maybe requested by any Authority during the course of the contract. Please evidence how you ensure high quality scanning from appropriately qualified individuals for these scan types -
 - Gynae
 - Obstetrics
 - MSK
 - Vascular
 - Head and neck (including FNA)
 - Breast
 - Paediatrics
- Experience with Sectra.
- Experience with AGFA PACS.
- Experience with GE, Canon, Samsung, Siemens ultrasound machines.
- Voluntary registration with the LCR.

Each Authorities qualification requirements vary slightly depending on the needs of their individual service. The awarded contract will detail explicitly the qualification requirement for each Authority. The suppliers must demonstrate that they currently have a sufficient staff pool with appropriate experience and qualifications to meet the above requirements.

The supplier must also show the ability to meet specialist scanning requirements with competencies in: NOUS, Obstetric, Vascular, Head and Neck with FNA, Gynaecology, MSK, Breast, Paediatrics.

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

A typical day will require the completion of a certain number of Ultrasound scans:

- Whitegate Drive: 25-35 Scans per sonographer per day, 15-20 min appointment slot.
- Blackpool Victoria Hospital: Approximately 24 scans per day (mainly Inpatients).
- Clifton or Fleetwood: 25-35 Scans per sonographer per day, 15- 20 min appointment slot.
- ELHT: all sites 4 scans an hour (min 3)
- LTHTR: all sites minimum of 3 scans per hour completed and reported.
- UHMB: all sites minimum of 3 scans per hour completed and reported.

Patient Booking

The Authorities will book all patient appointments in line with existing local procedure. A list of patients will be provided on the day.

The Supplier, or their staff, must not amend or cancel any bookings or lists. All changes must be completed by the relevant Authority.

Equipment (if applicable)

Desktop PCs provided by Authorities.

Logins provided by Authorities.
Supplier to provide ID badges and uniforms.

Staffing Availability & Rotas (if applicable)

Where possible and for the purposes of booking clinics, The Authorities provide the Supplier approximately 4 weeks' notice of which sessions are required.

Minimum Notice to Supplier of not requiring services: 48 working hours.

Minimum Notice to Authority of inability to provide service: 48 working hours.

Supplier responsibilities

Supplier to comply with local policies and procedures.

Supply must comply with local scanning protocols.

Suppliers must evidence Audit processes for staff competencies.

Below is an example of the entire patient pathway on the day.

Meet patient, ID patient, scan, report scan, compliance with comms of urgent findings (Rad Alert).

Comms of urgent findings

BTH: Utilise Rad Alert IT system.

ELHT: Findings raised via the Radiology Secretaries and supplier staff can communicate with Radiologists via Sectra PACS.

UHMB: Suppliers must comply with local UHMB SOP for Communication of Urgent and Unexpected Findings. Rad Alert will be used when implemented, with no penalty for using the SOP pathway in the interim.

LTHTR: GP's go via the X-Ray Radiology Medical Secretaries. Outpatients utilise Rad Alert.

Supplier Procedures

The supplier must provide a procedure that allows the Authority to identify the original report writer to allow clinical clarifications. E.g. inclusion of report writer name and contact details at bottom of report.

The supplier must provide a procedure that allows the Authority to raise clinical discrepancies to the supplier.

Trust Responsibilities

Booking patients, provide patient lists on the day, providing adequate room space, provide Ultrasound equipment that is appropriately maintained with Quality Assurance up to date, Trust PCs for Admin and Reporting, Ultrasound gel, PPE, clinical consumables.

KPIs

- Quarterly Service Review, with all Authorities having the option to attend, even if they are not currently utilising the contract.
- Reports completed same day, immediately after image acquisition to include UHMB activity whenever services are active, with UHMB represented at Quarterly Service Reviews
- Report audit - trust will do internal audits of 5% of NOUS all services.
- Compliance with local policies and procedures.

- The Authorities require consistency in the staff that deliver services to each individual trust. Please evidence how you will minimise staff turnover to reduce the amount of onboarding each trust is required to do. During contract negotiation an appropriate KPI will be agreed.
- Patient complaints escalated to the Trust within 48 hours, complaints/incidents from patients are handled in line with Trust Policies and Procedures.
- Provider to ensure mandatory training Moving and Handling, Basic Life Support, etc is completed.

Registrations Required

CQC Registration – Desirable.

Enhanced DBS

Cyber Essentials

The Authorities must follow due diligence processes as set out within their head contracts with the Lancashire and South Cumbria Integrated Care Board. These can include requesting evidence of:

- Business information e.g. Address, Persons of significant control, Ownership structure.
- Medical Indemnity e.g. CNST Registration.
- Corporate insurances: Medical, Employers, Equipment, Public Liability.
- Copies of any Sub-Contracts the Supplier will utilise to deliver the services.

Not all items listed above are relevant to all contracts they are given as examples of the kind of due diligence performed. This due diligence is undertaken partly through the Qualification process but will be finalised during Contract Negotiation.

TARIF/PAYMENT TERMS

Invoices will be submitted to the individual Trusts account payable departments on a monthly basis. The appropriate accounts payable email addresses are listed below. All invoices must note a valid Trust 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.

Blackpool Teaching Hospitals: 382.bth@elfsap.co.uk

East Lancashire Hospitals: 435.elh@elfsap.co.uk

University Hospitals of Morecambe Bay: 331.uhmb@elfsap.co.uk

Lancashire Teaching Hospitals: elfs.438lth@cloud-trade.net

Charges will be based on a per patient pricing model and will be aligned to the below scan types. One price must be provided for each scan type. The price must be provided in GBP ex vat and include the cost for delivery of both the scan and the report. This must be completed in the Commercial Response Template.

The following scan types can be requested under this contract: NOUS, Vascular, Obstetrics, Elastography, Gynae, MSK, Head and neck (including FNA), Breast and Paediatrics. Primarily services will be NOUS, other scan types have been included to support short term staffing problems or specialist requirements.

IG REQUIREMENTS

A DPIA must be completed by each individual Authority and the Supplier prior to the first utilisation of the contract. The DPIA must be completed 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,
Refresher training for equipment (GE, Canon, Siemens & Samsung),

TERMS OF CONTRACT

Any contract resulting from this tender will be made under the NHS template sub-contract for the provision of clinical services.

The Supplier or the Authority may terminate the contract by providing three months written notice. The service model for this contract must not require future recruitment of staff currently employed by the Authority.

Each Authority must Pre-approve all CVs of each individual Supplier staff member prior to that staff member beginning work with a new Authority. The CV's must include staff names, qualifications, and references. References must be provided prior to sonographer attending site. Each individual Authority retains the right to refuse a staff member based on lack of qualifications or poor references. Following review of a CV, an Authority may request a trial period for that staff member with specifics of the trial agreed between that Authority and the Supplier.