

## **REQUEST FOR INFORMATION**

**Title:** Provision of Advisor Service to General Practice Education Committee -PS/GPEC - 001

**Reference number:** 703828450

Dear Potential Provider,

We would like to notify you of a potential upcoming requirement, and by doing so we are keen to understand where the market stands in terms of the business needs.

This Request for Information (RFI) seeks information relating to the provision of services from civilian advisors who are experienced subject matter experts as GP educators in line with General Medical Council (GMC) requirements.

The work the advisors will undertake seeks to satisfy the GMC who are the regulatory body through external validation of the Authority's programme. The only way that the Authority can satisfy this is through the engagement of appropriate general practice educators with sufficient experience and understanding of assuring learning environments, medical educators, and trainees. This is with an aim to encourage and maintain a consistent approach to GP training.

The Authority is inviting interested parties to provide details on their capacity and capability in this field along with a proposed delivery model and likely costings for such provision.

### **REQUIREMENT**

#### **Background:**

The Medical Quinquennial Review 2001 recommended that, with the appointment of a Defence Director of Postgraduate General Practice Education, the Armed Services General Practice Approval Board (ASGPAB) should be disestablished and succeeded by a General Practice Education Committee (GPEC). The GPEC's structure and function should mirror that found in civilian Local Education Training Boards (LETB) and Deaneries.

The GPEC advises and supports the PHC (Primary Health Care) Dean in the provision of high-quality training for general practice within the DMS (Defence Medical Services). Its aim is to encourage and maintain a consistent approach to GP (General Practice) training. It is a focal point for communication between the PHC Dean, the PHC Training Manager, and stakeholders such as RCGP (Royal College of General Practitioners), BMA (British medical Association) and the GMC (General Medical Council).

### **GPEC Advisor Activities:**

The Authority's representatives run the GPEC and will engage civilian advisors to fulfil a requirement to deliver visits and interviews in Defence sites worldwide where GP training occurs.

The Authority is aiming to engage 10 Advisors who will become members of GPEC to fulfil the primary function to visit training venues, hospital posts and DMS practices globally to assess their suitability for accreditation / re-accreditation for GP training. Approximately 80% of the work conducted currently takes place within the UK however, 20% is international. The work will be nominated and allocated by the PHC Dean on a quarterly basis, however, there may also be ad-hoc requirements.

Other activities to support GPEC would be:

- Satisfy the GMC acting as the regulatory body through external validation of our programme. The only way that we will satisfy this is through the engagement of appropriate general practice educators with sufficient experience and understanding of assuring learning environments and medical educators.
- It is a focal point for communication between the PHC Dean, the PHC Training Manager, and stakeholders such as Royal College of General Practitioners, BMA and the GMC.
- Act as a member of ARCP (Annual Review of Competency Progression) panels and appeals.
- Speaker on TSTC (Tri-Service Trainers Conference) and Prep 4 GPEC (Preparation for GPEC) Course.
- Members also interview candidates (Trainees and Trainers) presented by the PHC Dean for accreditation / re-accreditation as GP Trainers in accordance with the requirements and standards of the General Medical Council (GMC).

To remain as a GPEC Civilian Advisor there is a requirement to maintain:

- Clinical currency (minimum of 45 clinical sessions a year)
- GP Trainer currency (current trainer or by mutual agreement within 2 years post trainer status as per RCGP examiner)
- Must be in date for their Appraisal and Revalidation
- Be in date Equality and Diversity training
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### **Locations of GPEC Advisor work:**

The territorial responsibility of a GPEC member / assessor would encompass the following:

### **United Kingdom**

- All land-based service units within the UK including some bases in Wales, Northern Ireland, and the Scottish Parliament.
- 2 x aircraft carriers when in their home port, and not deployed operationally

### **Europe**

- Cyprus - The Sovereign bases.
- Germany

### **Worldwide**

- Canada
- The Falklands
- Asian Locations
- Middle East Locations

The Authority requires full coverage of these locations; however, this does not mean that every GPEC member will need to be available to cover every location.

## **AUTHORITY QUESTIONS TO SUPPLIERS**

- Are you able to provide a pool of General Practice Experts that can travel throughout the UK to undertake the required work?
- Are you able to provide a pool of General Practice Experts that can travel internationally to undertake the required work?
- Does the supplier, and their supply chain, have the capacity to fill multiple roles in multiple locations at one time?
- Do you have an estimated rate for GP's conducting the requirement in normal circumstances? (Excluding T&S and any other additional costs)
- The Authority are not able to accept a substitute in any circumstance as GPEC members are appointed to the committee. They are the subject matter experts within their field. Is this agreeable and achievable for the Supplier?
- Please provide any further information, issues, or benefits that you could consider relevant in refining the requirement.

## RESPONSE GUIDANCE

This Request for Information (RFI) has been issued in order to better understand the market. The Authority is inviting interested parties to provide details on their capacity and capability in this field along with a proposed delivery model.

Your response will be treated with confidentiality and, Answers will not be shared with any of the other supplier.

If you wish to engage with the Authority regarding this RFI, please email [nadia.ahmed109@mod.gov.uk](mailto:nadia.ahmed109@mod.gov.uk) with the following information:

- a. Company Name
- b. Brief description of your Company
- c. Answers to Questions and, any other details of capacity and capability in this field
- d. Point of Contact details

Your response is required by 27-06-2022 and will be treated with confidentiality. Answers will not be shared with any of the other supplier.

If deemed necessary, the Authority reserves the right to discuss responses on a 1-2-1 basis with suppliers in order to clarify any responses received.

## **General Conditions**

- This RFI has been issued to help us to refine the requirements.
- The Route to Market for this Procurement has not been identified.
- We reserve the right not to proceed with this procurement. Nothing shall constitute a commitment to instigating a formal procurement process.
- Any and all costs associated with the production of such a response either to an RFI or any resultant competition must be borne by the Supplier. The Authority will not contribute in any way to meeting production costs of any response.
- Information contained within this document is confidential and must not be revealed to any third party without prior written consent from us.
- We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.
- No information provided by a Potential Provider in response to this RFI will be carried forward, used, or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process that may take place.