

Specification

HM COASTGUARD CLINICAL GOVERNANCE MEDICAL DIRECTOR

Introduction

Her Majesty's Coastguard (HMCG), the emergency service arm of the Maritime and Coastguard Agency (MCA) wishes to procure the services of an appropriately qualified and experienced Medical Director (MD) to oversee and head up the robust implementation and ongoing maintenance of clinical governance in relation to all relevant aspects of operational service delivery.

Background

HMCG operational service delivery is split into 3 main branches, namely Maritime Operations, Coastal Operations and Aeronautical Operations.

Maritime Operations

HMCG operates 9 Coastguard Operations Centres across the UK and 1 National Maritime Operations Centre (NMOC) on the south coast of England near Fareham, Hampshire. These centres are staffed 24/7 by full time Coastguard Officers (CGOs). Some examples of tasks carried out by CGOs at these centres will include:

- Alerting and tasking of SAR assets (sea and or land assets)
- Coordination of maritime and coastal/shoreline and some inland incidents
- Communication with vessels of all types at sea
- Arranging and acting upon radio medical advice to vessels at sea
- Arranging for appropriate medical responses for any injured or ill casualties

Coastal Operations

HMCG provides a land-based Coastguard Rescue Service (CRS) consisting of 3500 volunteer Coastguard Rescue Officers (CROs) based in 330 strategically located Coastguard Rescue Teams (CRTs) across the UK. The primary functions of the CRS are:

- Missing person search
- Water rescue (in or close to the surf zone and rivers)
- Rope rescue (normally on sea cliffs)
- Mud rescue
- Casualty care

Aeronautical Operations

HMCG operates all civil SAR helicopters from its 10 air bases in the UK. These are alerted and tasked by the Aeronautical Rescue Coordination Centre (ARCC), based in the NMOC near Fareham, Hampshire. The helicopters and crews are provided by Bristows helicopters and each helicopter carries a paramedic. The ARCC alerts, tasks and coordinates the Coastguard helicopters across a wide variety of incident types, of which approximately 50% are in land. Bristows has its own internal clinical governance arrangements, although HMCG may wish to independently review some aspects of incidents with potential clinical governance implications in the interests of continuous improvement. The HMCG Medical Director would not directly govern Bristows clinical governance.

General

HMCG has set up a Clinical Governance Board (CGB) which the MD will be expected to attend and participate in. The CGB comprises/will comprise representatives from the following branches and external advisers:

- Coastal Operations;
- Maritime Operations;
- Aeronautical Operations;
- Training;
- Operational Standards;
- Coastal Resources (equipment procurement);
- Health and Safety;
- Seafarer Standards (MCA Chief Medical Adviser);
- Human Resources;
- Clinical Adviser (Clinical Governance implementation adviser – this role is temporary and in post)
- Medical Director (The role being tendered for – this role will be ongoing and tendered as required).

The CGB has its own Terms of Reference with the overall aim of ensuring all aspects of clinical governance from policy through to post mission review are joined up and that no one branch makes changes to their policies, procedures etc. without the interdependencies and or implications for other branches being considered and agreed first.

HMCG is embarking on a thorough review of operations that have clinical governance implications and will be amending existing, or creating new policy, procedures, training syllabi etc as required. Work packages will be created as necessary which will be led by selected HMCG staff, supported by the Clinical Governance Advisor as the HMCG Clinical Governance framework is built and implemented. The Clinical Governance Advisor will advise and support on the development of the framework and implementation for a period of 18 months.

Requirement

The requirements of this tender document relate primarily to the need for a MD to ensure robust clinical governance is in place in the Coastal Operations branch where casualty care is provided directly by CRTs. It is estimated that this will form in the region of 80% of the advice requirements. The remaining 20% will be to advise on clinical governance issues as required in relation to Maritime and Aeronautical Operations branches.

The MD will be required to take on the role and responsibilities of “Medical Director” for the purposes of clinical governance within HMCG.

The appointed MD will need to be a medical doctor registered with the GMC, to have completed training and hold a CCT in a branch of Medicine relevant to pre-hospital activities; for example, Anaesthetics, PHEM or Emergency Medicine. The appointed MD should also have significant SAR or pre-hospital emergency care practitioner experience.

The appointed MD will be expected to have appropriate professional indemnity insurance.

The proposed MD should submit a detailed CV as part of their tender.

The MD will provide strategic, tactical and operational medical advice in relation to any HMCG activities and attend internal and external meetings as required. There may also be a requirement to participate in particular projects, initiatives or seminars internally or externally. Such tasks may include but not be limited to the following examples:

- Participate in Clinical Governance Board meetings and advise accordingly (meetings held in Southampton);
- Keep abreast of and advise on changes to legislation or best practice
- Advise on policy and procedures;
- Advise on incident reviews and investigations;
- Advise on training and capability;
- Advise on equipment procurement;
- Attend UKSAR medical group if required (most meetings held in London);
- Review UKSAR medical group minutes and papers and advise accordingly;

- Attend other UKSAR meetings if required;
- Attend and or participate in internal/external conferences, seminars, training etc if required;
- Produce Annual HMCG Clinical Governance report.

The MD will report to and be accountable to the Director of HM Coastguard.

The MD shall be suitably insured for the advice provided.

IR35 Tax Regulations

A substitute MD will need to be available if the appointed individual or firm is unable to undertake any of their duties to comply with IR35 tax regulations.

Details of the proposed substitute including their experience must be included as part of the tender submission.

Contract duration

The duration of the contract will be 24 months, with a review of the service provided after 9 months. Towards the end of the 24-month contract and subject to a further satisfactory review, the contract may be extended for another 6 months.

Contract review criteria will be based on the following evaluation factors:

- Attendance of Clinical Governance Board meetings – minimum requirement 90% P.A;
- Clear evidence of timely and appropriate advice provision at Clinical Governance meetings and other forums as required;
- Evidence of timely and appropriate advice when it is requested – within 48 hours of request;
- Evidence of proposed changes to best practice being identified and raised in a timely manner;
- Evidence of clear written and verbal explanations to support advice given where appropriate.

Award of Contract

It is anticipated that the successful tenderer will be notified within 4 weeks of tender return date. Commencement of contract will be within 2 weeks of tender award date.

Tender evaluation

Factors which will influence tender evaluation include the background, experience and qualifications of the proposed MD and value for money. Any other “added value” factors will also be taken into account. A shortlist of proposed MDs will be formed who will be invited to give a presentation (30 minutes max) to nominated members of the CGB, followed by an interview (60 minutes max). This will be carried out at either Southampton or Fareham, Hampshire.

Costings

It is anticipated that the most time-consuming part of the service provided by the MD will be attendance at the CGB. CGB meetings vary in length and a day should be set aside for them.

For the purposes of providing costs within this tender, the time requirement has been categorised in broad terms only, with attendance at the CGB defined as a “core tasks”. Other adhoc tasks, if they arise, will be paid using an appropriate rate from the costings table below unless agreed otherwise. Payment will only be made for tasks/hours completed which have prior written agreement from the Contract Administrator. The number of occurrences included in the costings table is an estimate. The actual number may be more, or less and payment will be adjusted accordingly.

Expenses

Tendered rates must be inclusive of any travel costs, travel time and accommodation costs to attend meetings.

Task	No of events	Time per task (Days)	Time per task (Hours)	Total time (Days)	Total time (hours)
Clinical Governance Board meetings (Southampton)	24	1	N/A	24	N/A
Provide remote advice by Skype, phone, email etc.	30	N/A	0.5	N/A	15
Unspecified full day event/task, (Southampton)	12	1	N/A	12	N/A

Note: The above rates will be used for other adhoc tasks if and when required.