

Memorandum of Understanding (MOU)

Dated: 21/02/2023

Between:

- Health Education England (**HEE**) National – NHS Digital Academy; and
- The **Wessex AHSN**

Part 1 Background:

On 11th February 2019, following the publication of the Topol Review, the Health and Social Care Secretary at the time, Matt Hancock, spoke at the Royal Society of Medicine to announce the launch of the Topol Review (the Fellowships were announced within it).

The rationale for both the Topol Review and the programme is to “prepare the healthcare workforce to deliver a digital future”. The review predicted that 90% of all jobs within the NHS will require an element of digital skills within 20 years. The programme seeks to give fellows the protected time to learn, develop and implement these new digital skills within their organisations.

A driving force for the increase in digital literacy and use within the NHS is the increasing demand on healthcare systems. The current UK population is 67.6 million and is predicted to exceed 70 million by 2031. A demographic shift is likely, with the proportion of the UK population aged 85 years and over forecast to double in the next 25 years. With a growing population and ageing society, health issues such as chronic disease are increasingly prevalent, resulting in a rising demand for healthcare.

Simultaneously, health and care costs and expenditures are predicted to rise. The emergence of personalised medicine, the increased use of technologies (like genomics, digital medicine, artificial intelligence and robotics), and the demand for expanded care delivery sites, updated data management models and payment systems are all impacting the funding and operation of the healthcare ecosystem.

The healthcare sector is almost always an imperfect market as the factors that dictate supply and demand are difficult to predict (which the current COVID-19 pandemic demonstrates). Furthermore, as a nationwide, publicly coordinated and funded service (a public good), the NHS has often been challenged by an inability to respond to changing contexts and externalities at the same pace as private sectors and markets. A key example of this is the limited integration of digital technologies and the necessary skills to manage them. The NHS has faced barriers to developing these areas as it cannot always respond quickly, which has led to information and resource market failures. Healthcare comprises the largest sectoral share of all UK demand, yet it exhibits some of the lowest proportional levels of demand for a digital workforce compared to other sectors.

Nationally, many NHS organisations now face a lack of digital and IT skills within the workforce. Variations between regional NHS structures can further amplify the inequality between the regional adoption of digital technologies and the skilled staff who manage them. Furthermore, the healthcare sector has been relatively slow to adopt and innovate with new technologies, compared to private sector organisations. Deloitte surveyed 1,500 UK clinical staff and found a growing divide between policy ambition and ground-level actions. The research identified the top three words that described the status of digital transformation - “slow, expensive and inefficient”. The five greatest barriers to adopting digital solutions, according to clinical staff, were the technology costs (55%), finding the right digital solutions (11%), the technological complexity (10%), bureaucracy (8%) and training (6%).

Without this kind of intervention, the NHS risks failing to adopt and manage new technologies, which may prevent care systems from utilising potential technologies that can improve the population's health and tackle future healthcare challenges effectively.

The Topol Digital Fellowship is now in its third year of deliver and will have supported 97 Fellows to deliver a digital transformation project in the NHS by the end of the current cohort.

Fellowship Overview

The focus of the Topol Digital Fellowship is to provide Fellows with:

1. The time and opportunity to work on a digital health improvement and transformation project
2. Access to knowledge, skills and provocation to support them in their execution of their project
3. Access to a facilitated community of peers to support them as they work on their project
4. Support, expertise and mentoring as they work on their project
5. Future support through the Digital Academy Alumni

The Topol Digital Fellowship is designed to equip fellows with new skills and knowledge. These will include: how to practise person-centred design, how to use Agile methods to run projects and develop services, how to lead digital transformation, how to use data in the design of services. The programme is also designed to inspire fellows by enabling them to hear from others who have led digital transformations and built digital health and social care services. The programme is designed to connect fellows to like-minded peers, digital transformation and digital health and care experts and people who can support and mentor them.

Our commitment to the Fellow

Our commitment is to provide a series of learning experiences, a facilitated community of peers and a support network to enable Fellows to deliver an effective digital transformation project. In addition to this the organisation who employs the Fellow will be granted a bursary of up to £15,000 to support the successful delivery of the project.

The successful delivery of a project will be achieved via:

- The design and delivery of a series of programme workshops and lunch and learn sessions
- The provision and facilitation of an online networking community for Fellows to share experiences and seek support
- The provision of an online Machine Learning course and expert support
- The delivery of an alumni masterclass series
- Alumni support post programme and an alumni network via the NHS Digital Academy

Our expectations of the Fellow and the requirements of the Fellow's employer:

- Protect 0.2-0.4WTE of the fellow's time to focus on the deliverables of the Fellowship. We expect a minimum of 0.2 WTE to be protected but recommend that 0.4 WTE is fully protected. This protected time is mandatory for the completion of the fellowship and the receipt of the bursary. However, the programme is flexible as to how this time is taken over the 12 months of the programme.
- Ensure that the bursary of up to £15,000 is ringfenced and used to support to fellow to carry out their project. The bursary can be used however is felt necessary to support the Topol Fellow's project. For example, it could be used to fund backfill or

investment in technology or administrative support. A mid-point and end of programme financial summary of spend will be requested by the Programme Team

- Ensure that the fellow's project has a named project sponsor who will champion and support the fellow within their organisation.
- Enable the fellow to:
 - Lead the delivery of a digital transformation project for the duration of the programme
 - Attend and engage in all scheduled events
 - Engage in the online MS Teams community
 - Provide the programme with project updates and peers with support and feedback on their projects when requested
 - Participate when invited to provide feedback on the progress of the programme
 - Openly share knowledge gained on the programme with colleagues both in Fellow's own organisation and in the wider health and social care system

Part 2 Scope, duration and costs:

Set out below are:

- the main activities that will be undertaken and the period during which they will be undertaken; and
- the amounts HEE will pay to Wessex AHSN for this.

Unless specified otherwise below the total cost is the only amount payable by HEE to Wessex AHSN under this MOU.

The two organisations may mutually agree to change or amend the activities set out below (which may potentially result in a change to the total price). In such event this shall be documented in writing (including by email) and will be kept on file with the signed version of this MOU.

Deliverables



Topol Workflow.docx

This service request is for the delivery of Cohort 4 and the recruitment for Cohort 5. With the support of the project support office in the Digital Academy, the deliverables are:

1. Governance:
 - a. Reporting to the Digital Academy via monthly update reports.
 - b. Contract manager and point of contact for the delivery partners.
2. The procurement, planning, organizing, hosting and delivery of the face-to-face events:
 - a. Opening event 26/04/2023 (booked not yet paid for)
 - i. Procure photography and videography for the event – this must meet HEE accessibility criteria
 - b. Closing event February 2024 TBC
 - i. Procure photography and videography for the event – this must meet HEE accessibility criteria
 - ii. Procure poster boards for the event
3. Programme management
 - a. Set up and manage the Topol SharePoint site for an online collaboration platform (currently MS Teams) in conjunction with the core programme delivery partner.

- b. Pastoral support and escalation point for the Fellows outside of the coaching offered from the delivery partner.
- c. Point of contact for speaker requests and opportunities for Fellows and Alumni.
- d. Contribute to Alumni planning events.
- e. Plan, manage and deliver recruitment for Cohort 5.
- f. With support from the Communications Lead for the Digital Academy develop content for the Topol website including profile updates for Fellows and Alumni.
- g. EDI Evaluation:
 - i. Procure full EDI analysis following Cohort 4 recruitment cycle in line with previous evaluation
- 4. Masterclasses:
 - a. Develop and deliver three Masterclasses through the year with a range of guest speakers across health and social care.
- 5. Finance / commercial:
 - a. Ensure robust contracting is in place with Fellow's employer to ensure allocation of bursary payment. These should be in line with the [NHS Education Contract](#)
 - b. Establish an MoU for the British Association of Dermatologists (BAD) sponsored places
 - c. Manage bursary payments to Topol Fellow's organisations. Ensure these payments are used for the intended projects.
 - i. These will be paid at a rate of £15,000 per Fellow
 - ii. To be paid from March 2023 in 1 payment
 - iii. Establish a process for retracting funds and reallocating if the Fellows is to change organisations throughout the Fellowship

These deliverable are for Feb 2023-March 2024..

Duration of this MOU

The MOU (arrangement) will become active when signed.

The arrangement set out here will cover the 1 year starting on 1st February 2023 (recruitment will have taken place prior to this agreement starting).

The arrangement can be reviewed in advance of this end date with consideration given to arrangements after that point.

These deliverable are for Feb 2023-March 2024.

Key milestones

March 2023: contract starts

10th February 2023: Cohort 3 Closing Conference

1st April 2023: Cohort 4 starts

26th April 2023: opening conference

May 2023: masterclass 1

1st July 2023: STOP/GO decision point from NHS Digital Academy for Cohort 5 recruitment and delivery options

1st August 2023: agree next Cohort numbers including BAD sponsored places

September 2023: masterclass 2

October 2023: Recruitment opens

January 2024: masterclass 3

January 2024: places offered
February 2024: closing conference
31st March 2024: Cohort 4 finishes

Remuneration and Recharge

Area	Breakdown / recommended provider	Cost (all excluding VAT)
Programme management costs		
Cohort 4 Launch	Venue (ICC Birmingham booked)	
	Catering	
	Media (AbZac media)	
Cohort 4 Close	Venue	
	Catering	
	Media (AbZac media)	
	Poster board rental (Xhibit Supplies)	
EDI Evaluation	The Strategy Unit	
Recruitment Lay Reps		
Bursary	53 Fellows, to be adjusted as per the number of places offered	
Total		£920,560.00 + VAT

PAYMENT TO BE MADE IN FULL ON RECIEPT OF PURCHASE ORDER

Part 3 Operational arrangements:

Representatives for commercial management of this MOU are:

- for HEE: [REDACTED]
- for Wessex AHSN: [REDACTED]

In the event that a dispute/concern between HEE and the BAD in relation to this MOU cannot be resolved by the representatives named above, the matter shall be escalated where appropriate to successive levels of management in each organisation until the dispute/concern is resolved.

Signed for and on behalf of HEE:

[REDACTED] – Head of Digital Readiness

[REDACTED]

Signed for and on behalf of Wessex AHSN:

[REDACTED]

– Associate Director Strategic Programmes