

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Department of Health and Social Care
Contracting Authority Contact	REDACTED
Contracting Authority Address	REDACTED
Invoice Address (if different)	REDACTED
Supplier Name	REDACTED
Supplier Contact	REDACTED
Supplier Address	REDACTED
Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	WP#1096
Date order placed	08/02/2021
Call off Start Date	08/02/2021
Call-Off Expiry Date	08/02/2022
Extension Options	None

Order Form Template (Short Form) Crown
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GDPR Position	Independent Controller
Job role / Title	Lab Operations Director

Temporary or Fixed Term Assignment	Temporary
Hours / Days required	<ul style="list-style-type: none"> • 232 working days • One month notice by all parties • A specific review after 9 months (August/September 2021) on the next 3 months • 28 days leave has been discussed with Richard to take within the 12 months, hence the lowered 232 days predicted days, based on a 5-day week
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	N/A
Immunisation requirements? (Fee type 1 only)	N/A

Pay band (use rate card to determine this)	10D	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	REDACTED	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
	Contractor day rate REDACTED Total REDACTED	Contractor day rate REDACTED Day Agency Margin REDACTED Day Total REDACTED
Method of payment	BACS	
Discounts applicable	None	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	BPSS clearance is required

State any skills, mandatory training and qualifications necessary for the role	None
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CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement

Key Responsibilities for the Lab Operations Director (LOD):

- Establishing a robust operational model for the delivery of a high throughput diagnostic service.
 - Liaise with Scientific Director for delivery of the scientific process through an automated laboratory processing unit.
- Operational overview of all operational delivery through Biological processing laboratories.
 - Resource planning and allocation (Staff, equipment, laboratory space)
 - Agreement of KPIs with other members of SLT (turnaround times, process success rates)
- Continuous review of operational delivery model
- Overview of the laboratory staff operational structure to allow for an efficient 24/7 operational service and workflow
 - Establishing role profiles/requirements for all staff members (pre-testing, testing, and post testing).
 - Design of appropriate operational structure (chain of management/supervisors through to hands on laboratory staff).
 - Shift pattern design
 - Upskilling of selected laboratory staff for routine robotic issue resolution
- Ensuring an effective stock management monitoring system is in place for maintaining laboratory consumables and chemicals.
- Ensuring H&S within all laboratory areas is maintained with investigation and escalation of near misses and incidents.

Deliverables:

- operational go live March 2021 (5000 samples pd)
- thereafter delivery to quality and time in accordance with the Leamington Spa capacity timetable so that at 20/06 – Line 6 of 12 lines (labs) becomes available with full contingent of resource (both shifts) i.e. 50% of Lab Total Capacity Achieved 150k per day
- operational full capacity (300,000 samples pd) no later than September 2021

Thereafter deliverables against the role spec will be agreed with the Site Director across people, productivity and process targets.

Handover/transition plan:

The role and requirements will be reviewed in August/September 2021 by the Site Director prior to any notice of contract termination. On identification and onboarding of his replacement, the Lab Ops Director will be required to produce a comprehensive handover/transition plan for both his replacement and, for business continuity purposes, in terms of responsibilities. The plan will be subject to approval and sign off by the Site director.

PERFORMANCE OF THE DELIVERABLES

Key Staff

REDACTED

Interim is only responsible for the supply of the Interim Contractors and it will be the responsibility of the Department of Health and Social Care to monitor, to advise and track the progress of the Interim Contractor and as such are responsible for the deliverables being met.

The buyers will be responsible for the performance and deliverables of each postholder

Key Subcontractors

N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	25.02.2021	Date:	Type text here 25/02/21