



NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

NICE Health Economics Training Proposal

[REDACTED], Senior Consultant

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05/10/2022



Investors
in People

Health &
Wellbeing
Award



UNIVERSITY
of York

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1 Introduction

The National Institute for Health and Care Excellence (NICE) has implemented new business priorities to support the following three new areas of evolution: actively drawing in the most cutting-edge improvements in care, rapidly and robustly translating these into useful and usable advice and purposely influencing the system to adopt the best possible care. NICE are looking for an external provider to run a short suite of short health economics courses to ensure staff have the continuous learning opportunities required to keep abreast of best practice, learn from one another and collaborate with technical teams across the organisation to assist the delivery of these business priorities. The external partner will be required to partner with an internal subject matter expert at NICE to co-facilitate and provide in-house support on an ongoing basis to technical staff. York Health Economics Consortium (YHEC) Limited is pleased to submit this proposal to NICE which outlines our proposed training approach and fees associated with the work.

2 Training Structure

It is proposed that YHEC will run thirteen virtual one-day workshops for technical staff at NICE (technical analysts, technical advisers and health technology assessment analysts). YHEC will be responsible for designing, preparing, organising and delivering each training session. All virtual sessions will be recorded, and the slides/content used in the session delivery will also be shared with NICE in an accessible format for NICE technical staff to use as a learning resource. However, we request that YHEC branding is retained on all materials and that they are not presented as anyone else's work. The virtual workshops will cover the following topics:

1. An introduction to economic evaluation.
2. Advanced issues in economic evaluation.
3. Health economics decision modelling and critiquing models.
4. Early models for designing clinical trials.
5. An introduction to network meta-analysis.
6. Practical issues in network meta-analysis for Health Technology Assessment.
7. An introduction to R for Health Technology Assessment.
8. An introduction to medical statistics.
9. Health utilities for economic evaluation.
10. An introduction to patient-reported outcomes.
11. An introduction to systematic reviews, scoping reviews, rapid reviews, and overviews of reviews.
12. Identifying evidence for Health Technology Assessment.
13. Software to support the systematic review process.

3 Experience and Expertise: Designing, Developing and Delivering Training

3.1 Previous Experience

YHEC has ample experience in designing and delivering health economic technical training and runs a range of virtual short training courses in health economic topics including economic modelling, evidence retrieval and information skills¹. YHEC regularly works with clients with limited cost-effectiveness knowledge and, therefore, frequently staff are often required to teach basic health economic concepts to clients throughout projects. We have a vast range of training programmes to illustrate our previous experience, but two recent examples are described below.

YHEC staff wrote and delivered five introductory bespoke health economic modules to technical staff at the Danish Medicines Council (an alternative health technology assessment agency). The training was conducted to support the introduction of cost-utility analysis to inform decision making and covered the following topics: an introduction to costs and effectiveness, quality-adjusted life years, understanding models, decision making and uncertainty and critiquing models. YHEC received very positive feedback on both the content and the delivery.

YHEC delivers three modules on the University of York's distance learning programme 'Health Economics for Healthcare Professionals'. The three modules that YHEC leads are: 'Introduction to Healthcare Evaluation' (PG Cert), 'Advanced Topics in Economic Evaluation' (PG Diploma) and 'Decision Analysis for Health Technology Assessment' (MSc level). Each module last twelve weeks and includes a combination of written materials, online learning (discussion boards with tutor support) and live lectures. All three modules have been delivered by YHEC for the last seven years, although some YHEC staff have been actively involved in the teaching for twenty years.

All YHEC courses were designed to be interactive and contain a combination PowerPoint presentation-based lectures and exercises that can be completed by individuals or within groups.

3.2 Methods

Each course will be designed to be of use to technical staff across of range of departments at NICE where possible. Such departments will include digital health, health technology appraisals, MedTech and diagnostics. Each virtual workshop is anticipated to be delivered over and last approximately six hours (including a lunch break). However, the exact length will differ depending on the amount of content that should be delivered. It is anticipated that each module will be interactive and contain a mixture of both PowerPoint presentation-based lectures and group / individual exercises. Each module tutor will allow sufficient time for attendees to ask clarification questions throughout each module.

¹ <https://yhec.co.uk/training/>

YHEC will use existing training materials and update these to create bespoke training modules where required. The structure and content of each workshop will be drafted and agreed upon with the subject matter expert and Learning and Development Team at NICE following completion of all contractual matters. A range of YHEC staff will teach across the modules and staff allocation will be determined by staff speciality and previous experience with each topic. For one of the topics (network meta-analysis), we will collaborate with our partners at Quantics Biostatistics (<https://www.quantics.co.uk/>). YHEC has collaborated with Quantics to deliver this course for the past ten years. All other topic courses will be delivered solely by YHEC.

It will be inevitable that some material is replicated between topics (slides on 'sensitivity analysis', for example, will be important for several topics). However, such replication will be minimal and will only be used where relevant to – and in context with – other material for each topic.

As requested by NICE, YHEC will advise the Learning and Development Team of any changes to the modules, and the attendance of staff teaching on each module, at least one week before the event. YHEC will also circulate an agenda to all attendees at least one week before each module.

3.3 Collaborative Working

It is proposed that YHEC firstly prepare an outline for each module that will be shared with the internal subject matter experts. YHEC will then ensure that any comments are addressed when preparing the presentation slides and exercises. It is proposed that the internal subject matter experts are also offered the opportunity to provide one round of consolidated comments on each set of presentation slides and exercises for each module. YHEC would also be happy to attend teleconferences with the internal subject matter experts to discuss the presentation slides and exercises as necessary. However, YHEC can take a flexible approach to collaboration with the internal subject matter experts and is happy to take an alternative approach if required.

3.4 Facilitation of Virtual Sessions

YHEC has ample experience delivering training courses online and we frequently runs all of our short training courses remotely using Zoom. YHEC staff are also actively involved in the teaching and tutoring for the University of York's distance learning programme 'Health Economics for Healthcare Professionals' and lecture using Zoom and other software. Therefore, it is proposed that YHEC set up Zoom meetings for each module and liaise with NICE to ensure all employees have access. All modules will be allocated an administrator (a member of YHEC staff) who will be available to assist attendees with any technical problems. Depending on the number of attendees, we are happy for questions to be asked verbally (i.e. when there is a smaller numbers of attendees) or through the chat / Q&A functions (larger numbers of attendees). We are happy for all sessions to be recorded and saved by NICE.

It would also be possible to use alternative videoconferencing meetings/technology, arranged by NICE, if this would be preferable. If so, it will be necessary for NICE to provide an administrator to ensure all employees have access.

3.5 Programme Evaluation

YHEC will ask all attendees to complete an evaluation form at the end of each module to collect meaningful management information. Attendees will be asked to comment on the aspects of the module that they found the most and least interesting, provide feedback/recommendations for future courses (both on the content and delivery methods) and comment on how the content will impact the attendee and the organisation. YHEC will address all feedback within future modules where possible and within the constraints of the proposed budget, and all feedback from these questionnaires will be shared with the learning and development team at NICE.

3.6 Risk Mitigation

- **Risk 1: YHEC may be unable to allocate training staff to modules due to an uneven distribution of workload allocation throughout the year or through staff sickness.**

Mitigation: YHEC staff have warnings of upcoming work and complete long-term work plans. Session dates will be set in advance to allow time to ring-fenced ahead of each course. YHEC has a large number of staff that would be able to cover sessions in the event of illness. Reserve presenters will be assigned ahead of each course. All content would be well documented to ensure another member of the YHEC team can deliver the session.

- **Risk 2: The content of the modules is not relevant to NICE's decision making processes.**

Mitigation: YHEC has a close working relationship with NICE and other stakeholders to monitor, and respond to, any concerns expressed by stakeholders. YHEC adheres to the NICE manual and teaches clear, established, rigorously tested methodologies². YHEC operated as NICE's Economic and Methodological Unit for six years, and currently operates as an External Assessment Group. The NICE internal subject matter experts will also review all presentation slides and exercises to ensure all content adheres to NICE standards.

- **Risk 3: The project budget may not be sufficient to develop material for all topics.**

Mitigation: YHEC has existing content for all topics included in the proposal. Our course content is updated annually (courses are run publicly each year) and, as such, does not expect substantial changes to be required. We have budgeted for approximately seven days of time to update module content if required by NICE, which can also be assigned to the identification and development of case studies.

² <https://www.nice.org.uk/process/pmg36/resources/nice-health-technology-evaluations-the-manual-pdf-72286779244741>

3.7 Flexibility

YHEC is extremely flexible and, except for the Christmas break (between 22 December 2022 and 03 January 2023), can run the modules on dates that are convenient for NICE. Individual staff may have existing commitments, but we have multiple staff members who are able to cover each topic.

3.8 Costs

The fee for each model excluding all pass-through costs and exclusions is £[REDACTED]. An additional £[REDACTED] has been allocated to updating materials and/or identifying case studies. The fee for the entire project is, therefore, £28,850 plus VAT plus expenses. A detailed breakdown of this value, by task, is presented in the following table.

Table 3.1: Cost of training modules

Task	Fee
An introduction to economic evaluation	£[REDACTED]
Advanced issues in economic evaluation	£[REDACTED]
Health economics decision modelling and critiquing models	£[REDACTED]
Early models for designing clinical trials	£[REDACTED]
An introduction to network meta-analysis	£[REDACTED]
Practical issues in network meta-analysis for health technology assessment	£[REDACTED]
An introduction to R for health technology assessment	£[REDACTED]
An introduction to medical statistics	£[REDACTED]
Health utilities for economic evaluation	£[REDACTED]
An introduction to patient-reported outcomes	£[REDACTED]
An introduction to systematic reviews, scoping reviews, rapid reviews, and overviews of reviews	£[REDACTED]
Identifying evidence for health technology assessment	£[REDACTED]
Software to support the systematic review process	£[REDACTED]
Preparation of new material and/or identifying case studies	£[REDACTED]
Total	£28,850

3.9 Declaration of Projects that are Detrimental or Ethically Opposed to the Health Aims Promoted by NICE

YHEC is not currently working with any clients or partners that could be seen as being detrimental or ethically opposed to the health aims promoted by NICE.

4 Modern Slavery Act Transparency Statement

YHEC is a subsidiary of the University of York and follows the universities policies and procedures relating to slavery and human trafficking. Details of the universities slavery and human trafficking statement can be found here:

<https://www.york.ac.uk/about/sustainability/strategy/slavery-human-trafficking/>.

5 Transparency Requirements

No elements of this proposal should be regarded as 'Commercial in Confidence' or 'subject to the non-disclosure clauses' of the Freedom of Information Act or the Data Protection Act.

6 About YHEC

York Health Economics Consortium is a health economics consulting company owned by the University of York. It provides a range of services, including economic modelling, literature searching, systematic reviews, network meta-analyses, patient-reported outcomes, service review and applied research and training to the NHS and the pharmaceutical and health care industries. YHEC also carries out work for a range of clients outside the health sector, including Local Authorities and the voluntary sector. Current clients include: NHS England, the National Institute for Health and Care Excellence (NICE), a range of local NHS trusts and several large multi-national pharmaceutical, device and nutrition companies.

YHEC is one of a group of Health Economics departments at York, which is the largest and most active group in the United Kingdom. It is the main consultancy provider of Health Economics expertise at York, combining rigorous research standards with efficient project delivery. As well as its own multidisciplinary staff, YHEC often draws on the specific expertise of staff in related academic departments.

7 Terms and Conditions

A copy of the standard terms and conditions for YHEC is attached in Appendix A.

8 Project Acceptance Form

Clients are asked to sign the attached Project Acceptance Form which confirms acceptance of the project proposal.

Appendix A – York Health Economic Consortium (YHEC) Terms and Conditions

Customer

1. These terms and conditions together with the attached specification will govern the provision of research (the “Services”) by York Health Economics Consortium Ltd (the “Company”) to you (the “Customer”).

Company’s Obligations

2. The Company will:
 - a) Provide a proposal to the Customer prior to supply, for the Customer’s agreement (the “Proposal”).
 - b) Provide the Services to the Customer in accordance with the Proposal and the agreed project plan.
 - c) Notify the Customer of any changes to the deliverables during the supply of the Services and ensure the Customer’s agreement with the changes prior to continuing.
 - d) Notify the Customer of any delay in the performance of the Company’s obligations.
 - e) Identify a project manager to liaise with the Customer and supply the necessary personnel to provide the services.

Customer’s Obligations

3. The Customer will:
 - a) Provide accurate information to the Company for the purpose of preparing the Proposal.
 - b) Inform the Company in writing of their acceptance of the Proposal.
 - c) Identify a project manager to liaise with the Company.
 - d) Notify the Company of any change to the information provided to the Company for the purpose of preparing the Proposal.
 - e) Notify the Company of any changes to the Proposal that it requires.
 - f) Pay the Company for the Services within 21 days of the invoice date.
 - g) Ensure that any data supplied to the Company are accurate and delivered in time with the agreed project plan.
 - h) Acknowledge that, with the exception of internal sharing as a learning resource for The Customer (for which permission is granted), all project documents and models remain the copyright of the Company and may not be published externally, quoted externally or reproduced externally without the permission of the Company.

Price and Payment

4. The price will be as quoted by the Company for the Services in the Proposal.
5. The price may increase where the Services in the Proposal are altered in accordance with the Customer's instructions. Any such increase would be agreed in writing with the Customer.
6. All prices quoted are exclusive of VAT, which will be additionally charged at the then prevailing rate.
7. All prices quoted by the Company will be valid for 60 days from the date of the agreed Proposal.
8. All prices quoted are commercial in confidence.
9. In the event of cancellation of a project once commissioned, a fee will be charged by the Company to cover costs of all work undertaken, services provided, expenses and commitments made up to the time of cancellation.

Intellectual Property Rights

10. Unless expressly stated herein, nothing in the terms and conditions or the attached specification shall be construed as granting either party any right, title, or interest to the other party's pre-existing intellectual property rights ("Background IP").
11. Provided the Customer makes payment in full, any new intellectual property rights embodied in the deliverable items stated in the specifications shall be owned by the Customer.

Data Protection

12. The Company is a registered fee payer under the Data Protection (Charges and Information) Regulations 2018.
13. The parties will comply with their obligations under the Data Protection Laws (meaning the Data Protection Act 2018 and for such time as it is directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679), as amended or updated from time to time and any successor legislation). A party shall not, by act or omission, put the other party in breach of the Data Protection Laws.
14. If the Services require the sharing of Personal Data (as defined by the Data Protection Laws), then the parties agreed to enter into a separate data sharing agreement or data processing agreement (as appropriate).

Confidentiality

15. Each party shall keep strictly confidential any confidential information disclosed to it by the other party relating to Services. The recipient shall only use the confidential information in the performance of the Services. Confidential information does not include any information that is publicly available or later becomes publicly available, other than through breach of confidentiality.

Limitation of Liability and Insurance

16. The Company has Public Liability insurance (£30,000,000 for any one event and in the aggregate) and Professional Indemnity insurance (£10,000,000 for any one claim and in the aggregate.)
17. To the fullest extent permitted by law, the Company's liability for any breach of these terms and conditions, any negligence or otherwise arising out of performance of the Services for one or a series of claims will be limited to the value of the services purchased by the Customer from the Company in the 12 months prior to the incident giving rise to a claim, and shall not extend to any: loss of profits; loss of revenue; loss of data; loss of contracts; or loss of opportunity (in each case, whether direct or indirect), or for any other indirect, special or consequential losses.
18. The Company will not be liable if it has provided any recommendations for action and the Customer implements those recommendations prior to taking further advice on the implementation strategy from the Company.
19. Nothing in these terms and conditions shall be interpreted as limiting or excluding liability for negligence resulting in personal injury or death; fraud; or for any other type of liability that, by law, cannot be limited or excluded.

Termination

20. This agreement may be terminated immediately by either party due to a breach of these terms by the other party.
21. Either party may terminate the agreement on 30 days' written notice to the other party.
22. The following clauses shall survive expiration or termination of this agreement for any reason whatsoever: 13, 15, 17, 18, 19, 24, 25, 26, 27 and 28.

General

23. No goods or services will be supplied prior to the Proposal being accepted in writing by signing and returning the attached project acceptance form.
24. The Company will hold either physically or electronically or both, for a period of six years, materials relating to the project, in line with the YHEC Retention Schedule (<https://tinyurl.com/YHEC-Retention>). This period may be shortened or extended in discussion with the client, and in accordance with any data sharing agreements put in place for the project. After the agreed period, the Company reserves the right to destroy those materials, unless agreed otherwise.
25. The parties are independent contractors. This agreement does not create a partnership, agency, or employment relationship between the parties.

26. This agreement constitutes the entire agreement between the parties with respect to the Services and supersedes all prior agreements and communications.
27. This agreement (and all non-contractual disputes arising or in connection with it) is governed by, and is to be construed in accordance with, the laws of England and Wales.
28. The English Courts will have exclusive jurisdiction to deal with any dispute which arises out of, or in connection with, these terms and conditions and the parties irrevocably submit to such jurisdiction. Notwithstanding the foregoing, either party may bring proceedings for an injunction or enforce of a judgment in any court of competent jurisdiction.

[REDACTED]

09-Nov-2022 | 06:36 PST

[REDACTED]

09-Nov-2022 | 14:48 GMT

PROJECT ACCEPTANCE FORM**NATIONAL INSTITUTE FOR HEALTH AND CARE
EXCELLENCE****Health Economics Training**

I confirm acceptance of the above proposal dated 05 October 2022 at a total cost of £28,850 plus VAT and expenses. I also confirm acceptance of the project proposal on the terms and conditions set out. This quotation is valid for three months from submission.

YHEC filename and path:

[REDACTED]

Purchase Order (PO) no:

[REDACTED]

Authorised signature:**Name:****Position:****Date:****Company name and address to appear on
invoices:****Company registration no.****VAT no. (UK only):****Email address for invoices to be sent to:****PLEASE USE BLOCK CAPITALS**

If this proposal is accepted, YHEC's normal procedure is to raise an invoice for 40 percent of the agreed total cost on commencement of the project.

Please complete all fields and return the signed acceptance form to yhec@york.ac.uk



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