Full details of the programme (including terms and conditions) are included within this document for reference. Please direct all enquiries to info@pathology.support

**Organisation and primary contact details**

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| **Primary Contact Person:** |
| Main Contact Name: |  |
| Organisation Name: |  |
| Main Contact Email: |  |
| Main Contact Telephone No: |  |

**Subscribed components**

Our Pathology Demand Optimisation Programme contains two distinctive components, which can either be subscribed to separately, or subscribed to together at a discounted rate per component, on an annual (12-month) subscription basis.

Please indicate below which components you will be subscribing to:

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| **Subscription Details – Please Select One Only** |
| GP Testing Demand Optimisation Component (£5,000+VAT) |  (please tick) |
| Diabetes Patient Management Component (£5,000+VAT) |  (please tick) |
| Or: **Both Components Together (£9,000+VAT)** |  (please tick) |

Will the subscription cost be covered by a single organisation? Yes – One Organisation

No – Split Payment

*(If you are splitting the cost across more than one organisation please provide details using the additional information section at the end of this form)*

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| **Payment Details (if a single organisation is covering the cost):** |
| Name of Organisation: |  |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

***\*Before you raise a purchase order please check to see whether our partners Highbury Analytical Limited are set up as a supplier on your finance system, as the Demand Optimisation Programmes are no longer invoiced directly by Keele University. All invoicing for the programme is handled by Highbury Analytical Limited. If you need to set us up as a new supplier, please contact enquiries@highburyanalytical.co.uk***

Please accept our subscription for The Benchmarking Partnership Pathology Demand Optimisation Programme. I confirm that I have read and accept the Terms and Conditions overleaf and have quoted a valid purchase order number(s) as required by my NHS Trust/Organisation’s internal financial procedures. If you have any queries about fees, please contact us on the numbers below.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme Description and Terms & Conditions**

**1. The Benchmarking Partnership**

The Benchmarking Partnership work alongside Highbury Analytical Limited and Beeston Consulting to deliver a range of benchmarking and consultancy programmes both across the UK and internationally, and were formed in collaboration with Keele University in 2015. The Benchmarking Partnership team have been delivering pathology/laboratory medicine benchmarking programmes and related consultancy and bespoke data analysis since 2003, and have contributed towards a number of related research papers and publications. They have also worked closely with the likes of NHS England and Lord Carter, EY Australia, Te Whatu Ora Northern Region New Zealand, National Shared Services Scotland, and PathNet NI.

Our current home is based within the IC6 Smart Innovation Hub at Keele University, hosted by Highbury Analytical Limited.

**The Benchmarking Partnership Core Team:**

David Holland – Programmes Lead

Dr Phil Hudson – Consultancy Lead

Dr Lynn Holdsworth – Director of Research

Gill Wilson – Data Analysis and Administration

John Harris – Data Analysis

Sue Holland – Data Analysis

Scarlett Eld – Administration

Imogen Carrahar - Administration

**All correspondence (including submission of this form) should be directed to**:

Email: info@pathology.support

**2. Programme Description**

The Benchmarking Partnership Primary Care Pathology Demand Optimisation Programme is designed to provide both the service provider (laboratory) and GP/ICB with the information and expertise they can utilise to provide a more appropriate, cost effective pathology service that delivers better outcomes for patients and the wider health economy. It features two distinct components.

The first component – “GP Testing Demand Optimisation” - relates pathology service usage to a range of related outcomes and best practice targets using relevant demographic data to draw meaningful comparisons, and provides guidance and advice on how to integrate the information into a successful demand optimisation strategy. It then tracks progress over the course of the programme to assess the impact of any interventions and initiatives.

The second component – “Diabetes Patient Management Programme” - analyses anonymised patient level HbA1c testing data to look in detail at optimum re-test intervals, the prevalence and impact of testing within (and outside of) best practice, identifying the usage of HbA1c for both diagnosis and patient management, and analysing the number of patients who are tested in primary vs secondary care. It also relates these data to patient outcomes in terms of condition severity and hospital admissions for diabetes to provide a comprehensive review of diabetes patient management.

Each component can be subscribed to separately, and will run for 12 months. Up to 12 monthly reports will be produced for each subscribed component, subject to receipt of timely data from the laboratory. The programme launched in 2007 and has a proven track record in helping reduce wastage, improve patient management, reduce bed days across a range of key pathways, and ensure that pathology services are being used more effectively and appropriately.

The team are on-hand throughout the process to answer questions and queries and to provide feedback and guidance where required.

**3. Data requirements**

Pathology/laboratory test data need to be provided to The Benchmarking Partnership by the subscriber in a raw Excel/CSV format. The data requirements are relatively straightforward, with no questionnaires to complete and no extensive manipulation or processing of data required. Guidance documents are available at the start of the process to help with the data formatting.

An initial dataset to cover three complete calendar years are required for each component of the programme for first-time subscribers to the service. Data may then be provided monthly (or as frequently as the laboratory team feel is appropriate up to monthly) by the laboratory IT team to The Benchmarking Partnership, in order to generate a latest report up to that point.

Help and guidance are provided throughout the process. A data validation session takes place within the laboratory to ensure the numbers are correct and that the laboratory are happy with them before the process continues to the reporting and phases. A member of The Benchmarking Partnership team will also be available to join you on a remote (eg Teams/Zoom) session with your GP colleagues to help present data on your behalf, if you wish. This needs to be co-ordinated with the TBP team to ensure availability.

The pathology test data are mapped to external demographic and population data that do not need to be provided by the laboratory.

**4. Data Confidentiality Agreement:**

By signing this form and agreeing to subscribe to the programme, the subscribing organisation (and The Benchmarking Partnership themselves) agree that neither identifiable laboratory-level data, nor the names and identities of those involved, will be shared with organisations external to the delivery of this programme without written permission. Occasionally, The Benchmarking Partnership may share fully anonymised summary-level only (aggregated) statistics with external organisations for the purpose of research, or in support of pathology initiatives such as those of national interest, but will never name participating laboratories nor share identifiable individual data.

**5. Fees and Charges**

An annual subscription to the each component of Pathology Demand Optimisation Programme costs £5,000 (+VAT), however both can be subscribed to together for a total £9,000 (+VAT).

Bespoke analyses of the data by the TBP team may be available at an additional cost – please contact us for further information.

Our partners and host organisation Highbury Analytical Limited process all invoices and payments for this programme. If you do not currently have Highbury Analytical Limited set up as a supplier on your system then please contact enquiries@highburyanalytical.co.uk to begin that process prior to raising a purchase order. **Please note that Keele University no longer directly process invoices for this programme.**

On receipt of your application an invoice will be sent from Highbury Analytical Limited to the invoice contact(s) quoting the purchase order number(s) you have provided. Payment terms are 30 days from invoice date. VAT is payable on all invoices at the prevailing rate (currently 20%).

You have 30 days from the date on this subscription form to cancel your enrolment in the program with full refund of fees for the year, provided no work has commenced on production of your reports. Cancellation must be made in writing and addressed to Mr David Holland at: c/o Highbury Analytical Limited, Innovation Centre 6, Smart Innovation Hub, Denise Coates Foundation Building, Keele University ST5 5NS, or emailed to info@pathology.support

**Additional Information**

If the subscription cost is being split between more than one organisation, please provide details of each organisation below:

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| **Payment Details for First Organisation** |
| Name of Organisation: |  |
| Amount Payable: | £ |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

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| **Payment Details for Second Organisation** |
| Name of Organisation: |  |
| Amount Payable: | £ |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

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| **Payment Details for Third Organisation** |
| Name of Organisation: |  |
| Amount Payable: | £ |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

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| **Payment Details for Fourth Organisation** |
| Name of Organisation: |  |
| Amount Payable: | £ |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

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| **Payment Details for Fifth Organisation** |
| Name of Organisation: |  |
| Amount Payable: | £ |
| Purchase Order Number: |  |
| Contact Name for Payment Enquiries: |  |
| Email Address: |  |
| Telephone Number: |  |

**Miscellaneous Further Information**

Please provide details of any relevant further information below (if required):

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