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

Email: enquiries@thebenchmarkingpartnership.com

Telephone: +44 (0)1270 875 563 (general office)

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| **Primary Contact Person (*first point of contact for general queries regarding your subscription*)** |
| Main Contact Name: |  |
| Organisation Name: |  |
| Main Contact Email: |  |
| Main Contact Telephone No: |  |

You will also be able to nominate one contact person for each individual discipline within each of the respective questionnaires. This person will then become the main contact for specific queries relating to submitted data, and for issuing draft reports/final version reports etc, but you can choose to also have the primary contact named above copied into all communication via the “General Information” questionnaire.

**Subscription Details**

* *Our Standard Annual Subscription fee of £3,000 (+VAT) allows submission of one complete set of questionnaires (one for each discipline as appropriate) for a single organisation.*
* *Organisations subscribing together as part of a complete network will receive a discount on the cost of their subscription fee for a full Standard Annual Subscription. If this applies to your organisation please tick the relevant box below, and then provide details of the other subscribing organisations in the ‘Other Information’ section at the end of this form. The standard subscription cost with network discount applied is £2,700 (+VAT).*
* *If you only wish to submit data to one single discipline (ie Chemistry, Haematology, Immunology, Microbiology/Virology or Histopathology/Cytology) please select the ‘Single Discipline Subscription’ option below. The standard fixed rate cost for this is £1,500 (+VAT).*

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| **Subscription Details – Please Select One Only** |
| Standard Annual Subscription (£3,000+VAT) |  (please tick) |
| Standard Annual Subscription – Network Discounted (£2,700+VAT) |  (please tick) |
| Single Discipline Submission Only (£1,500+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 benchmarking programme moved to its new home in 2017 and is no longer invoiced directly by Keele University. All invoicing for the programme is handled by Highbury Analytical. If you need to set up a new supplier, please contact enquiries@highburyanalytical.co.uk***

Please accept our subscription for The Benchmarking Partnership National Pathology/Laboratory Medicine Benchmarking 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 since 2001, 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, National Shared Services Scotland, and PathNet NI.

**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

Amanda Eld – Administration

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

Email: enquiries@thebenchmarkingpartnership.com

Telephone: +44 (0)1270 875 563

**2. Programme Description**

The Benchmarking Partnership National Pathology/Laboratory Medicine Benchmarking Programme delivers essential laboratory performance, efficiency, and best practice data that can be used to inform strategy planning processes, highlight areas of effective (and less effective) performance, and identify opportunities for growth, cost savings, and further efficiency improvements. As an independent voice we can also be used to highlight your successes, strengths and current performance levels to your host organisation, customers, and laboratory teams. The programme is entirely confidential, meaning that your identifiable data will not be shared with anyone (even others within the programme).

Using trusted and verified methodologies for benchmarking laboratories against relevant and comparable peer groups based on size, case-mix complexity and service delivery model, and building upon the team’s many years’ experience delivering benchmarking and pathology reconfiguration programmes both UK-wide and internationally, the Pathology/Laboratory Medicine Benchmarking Programme can provide significant benefits to every department.

The data analyses cover size of the department and service delivery model, quality, workload, case-mix and complexity, demand optimisation, staffing and skill mix, productivity, top-level costs and costs per test/request.

The programme draws on UK-wide data, including over 10 years’ worth of trend data, to create relevant comparison and provide meaningful context, and are particularly valuable in relation to reconfiguration model planning, where they can be used to help identify how and where to reconfigure to achieve maximum efficiency in terms of testing and resource allocation.

Furthermore, The Benchmarking Partnership have significant in-house experience delivering pathology re-configuration programmes across the UK and internationally, and are available to work with you in this area if required. Please contact us for further details.

A standard annual subscription to the National Pathology/Laboratory Medicine Benchmarking Programme allows one submission of data for each of the named disciplines to cover one entire laboratory/NHS Trust/organisation. The organisation will then receive an individual benchmarking report in PDF format, one for each of the following disciplines where data have been provided: Combined Blood Sciences, Clinical Biochemistry, Haematology (including Blood Transfusion), Immunology, Microbiology (including Virology), Histopathology, Cytology, and Combined Histopathology and Cytology (“Cellular Pathology”).

Each of the eight reports will feature data presentations which focus on the data for the organisation compared to that of their relevant peer group and the wider group, with bespoke interpretative commentary to help highlight the key messages for that organisation.

Data checking draft reports are issued at various points throughout the process, giving all subscribers multiple opportunities to verify their data in context and amend their data (if required) to ensure the data are robust and accurate by the time the final reports are published. Of course, this also provides early and on-going access to the latest data throughout the process.

Organisations who work across multiple sites also have the option to submit data for each of those individual sites, and to receive the full set of reports specific to each of those sites (in addition to those they receive at the ‘total’/overall organisation-level). Please speak with us in advance of submitting site-level questionnaires to allow us the opportunity to properly configure your organisation on our reporting system.

**3. Data requirements**

Each organisation will be issued with a full set of discipline-specific questionnaires (plus a short “General Information” questionnaire) in Excel format, which gathers ‘core’ data such as staffing numbers, top-level pay and non-pay costs, and individual test volumes, which are essential to the programme.

Blood Sciences disciplines are provided flexibility to submit data in the way which best represents their department. Options exist to submit staffing and finance data as a combined department, or as separate Clinical Biochemistry, Haematology, and where relevant, Immunology departments. This is also true of Cellular Pathology (referred to simply as ‘Pathology’ in Scotland), where departments may submit either combined, or as separate Histopathology and Cytology departments. Virology data are collected as part of Microbiology, but can be split out both in terms of the data collection and the reporting mechanisms. Molecular Pathology are also primarily collected as part of the Microbiology data return, but are however also covered in other disciplines (such as Haematology).

The Benchmarking Partnership team are on-hand throughout the process to answer questions and queries and to provide feedback and guidance where required. They are also able to provide assistance mapping Blood Sciences and Microbiology test data to the standard test definitions list, and integrate them into the questionnaire from the raw data file to save some time and to ensure consistent mapping of data. Please contact us if you wish to pursue this option.

**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 statistics with external organisations for the purpose of research, or in support of pathology initiatives.

**4. Fees and Charges**

A standard annual subscription to the National Pathology/Laboratory Medicine Benchmarking Programme costs £3,000 (+VAT). A discounted cost of £2,500 (+VAT) is available to organisations who subscribe together as part of a network of two-or-more organisations.

Our partners Highbury Analytical Limited process all invoices and payments for The Benchmarking Partnership’s National Pathology/Laboratory Medicine Benchmarking 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 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. 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 enquiries@thebenchmarkingpartnership.com

**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: |  |

**Miscellaneous Further Information**

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

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