



Community Hospital Association: Project Researcher

- Request for Quote (22.3.2021)

1. Purpose of this document

This document sets out our *request for quote (RfQ)* for a Project Researcher to undertake the qualitative and quantitative data collection and analysis for our project *Community Hospitals: Embedding Covid-19 positive impact changes through shared learning* as part of the Health Foundation Q Exchange Award Programme.

This document provides an outline of the project in terms of the aims, objectives and desired outcomes. Together with the role deliverables for the project researcher.

2. Background

Community Hospital Association

The Community Hospitals Association (CHA) was established in 1969 and is a unique voice for community hospitals - their services, staff, patients and communities. The CHA is a Not For Profit Limited company. It is a membership organisation which supports community hospitals in England, Scotland, Wales and Northern Ireland. We are dedicated to sharing knowledge and experience on the role, function and potential of community hospitals. We also share information throughout our networks on the contribution that community hospital services make to the health and wellbeing of patients and communities.

The CHA actively encourages research and evaluation in community hospitals in order to inform practice and improve patient care through:

- Applying knowledge from research
- Transferring learning from good practice
- Informing planning for appropriate services
- Sharing ways in which communities support their community hospital
- Securing excellence in patient care
- Bringing new knowledge, information, evidence, updates and resources on community hospitals

Project summary

In January 2021, the CHA was successful in its application to the Health Foundation Q Exchange for funding to support a project aimed at describing, supporting and promoting ways of working developed during Covid-19 through shared learning across Community Hospitals

<https://q.health.org.uk/idea/2020/community-hospitals-embedding-covid-19-positive-impact-changes-through-shared-learning/>

The outputs of the project are:

- The identification of innovation and positive practice within community hospitals during Covid
- Share the learning widely across UK community hospitals in formats that identify with frontline clinical staff, managers and commissioners
- Increase awareness of the benefits of sharing and learning across UK community hospitals, resulting in more active participation in the CHA
- The learning and output from this project will be the central focus for a future CHA Conference

Proposed project activities

We welcome suggestions for what approach the project would take, and acknowledge that it will evolve as we receive feedback from the interviews. At present, however, our thinking is that it would include the following elements:

- In-depth examination of highlighted case studies to aid the development of a protocol to map initiatives nationally
- Setting up of Q Exchange Special Interest Group for community hospitals
- Using the CHA database, we will interview/survey Covid-19 related innovations and best practice systematically at organisational level
- Data collection will be by interview using a standardised interview protocol or aligned online survey completion
- Additional case studies may be completed following data collection
- Analysis will take place, using QI methodology on positive impact changes, methodology used and identifying key learning to allow assessment of longer-term impact and the challenges of sustainability

3. Our Requirements

The CHA view this as a collaborative quality project and we would like to work with you to deliver the data collection and analysis for this project.

CHA Project Team will:

- Collate all the information and contact details of organisations providing community hospitals in the UK
- Undertake a grey literature search
- Draft the initial interview schedule and will have tested it
- Support the interview process
- Agree the process for storing project information

- Have access to an Advisory Group including specialist advisors

Project researcher deliverables are to:

- Arrange interviews with previously nominated community hospital staff in each organisation
- Undertaking the recorded interviews via Zoom, in line with an agreed qualitative interview protocol
- Distil and code the themes from the interview field notes
- File the information in line with the agreed protocol
- Send out surveys to agreed Community Hospitals
- Distil and code the themes from the surveys
- Document case studies in an agreed format
- Engagement with community hospitals via social media
- Write the interim report
- Provide regular updates to the Project Group on progress and emerging themes

There are 117 health organisations who provide community hospital services, not all will choose to be involved. The project will be iterative and a decision will be made by the project group when enough data has been gathered through various sources for the project.

Timescales

We envisage that the timeline would broadly be: Research contract commences May 2021, field work commences May 2021; interim report due December 2021.

There may be a further piece of work as part of this project during 2022.

Budget

A maximum budget of £15,000 for the Project Researcher role. This amount is inclusive of all time, expenses, relevant taxes or other associated costs.

4. Role requirements

Knowledge, Skills and Expertise

You will have a track record of undertaking qualitative research and experience in mixed methods; with a good understanding of quality improvement and evaluation in health and social care. You will meet the following criteria:

Essential

- Experience of delivering online meetings
- Significant experience of undertaking qualitative research and experience in mixed method research
- Good working knowledge of quality improvement and evaluation
- Experience of collaborative project work
- Good understanding of the Health and Social care landscape
- Ability to build strong working relationships quickly

- Ability to work independently
- Effective time management
- Professional indemnity insurance

5. Tender/Quote requirements

Tender/Quote documents

Please set out in your bid:

- Your understanding of our requirements including how you would work collaboratively with the CHA Project Group
- Your suitability for the task in line with the selection criteria (please provide examples)
- Proposed project plan and timetable
- Cost
- Confirmation of professional indemnity insurance
- Two references

Your proposal should not be more than 3 pages long. You are welcome to be innovative in your submission and to include a range of media such as diagrams, infographics, embedded links to videos. **Please send your proposal to infocommunityhospitals@gmail.com**

Tender Evaluation Criteria

The following evaluation criteria will be used to assess each bid:

- Overall quality of the tender/quote – 15%
- Understanding of our requirements including collaborative working – 15%
- Skills, Expertise and Knowledge (criteria and references) – 50%
- Value for Money – 20%

Tender Deadline

The RfQ will close on the 30 April 2021 at 12pm and we hope to make a decision within 20 days for commencement on the work 31 May and for the project interviews to start on the 30 June 2020.

For further information or questions, please contact The Q Project Group via email at infocommunityhospitals@gmail.com

For more information on CHA visit our website:
<http://www.communityhospitals.org.uk/index.html>