Request for Registrations of Interest (ROI)

Registered Nurse Prescribing in Diabetes Care

2012 Managed National Roll Out
REGISTRATIONS OF INTEREST FOR THE DIABETES NURSE SPECIALIST (REGISTERED NURSE) PRESCRIBING 2012 MANAGED NATIONAL ROLL OUT.

New Zealand Society for the Study of Diabetes Incorporated (NZSSD) is seeking registrations of interest from parties interested in participating in the Diabetes Nurse Specialist (Registered Nurse) 2012 Managed National Roll Out Project.

This document sets out NZSSD’s procedures and requirements for Registrations of Interest (“ROIs”), which all submissions should follow. If you are in doubt about the relevance of providing information, we advise that the information should be included rather than omitted.

NZSSD will evaluate ROIs for suitability.

Your attention is drawn in particular to clause 2.5 relating to this ROI process and that there is no intention that the ROI process creates legal relations between NZSSD and those registering an interest.
1 BACKGROUND

The prescribing of medicines is regulated under the Medicines Act 1981 and its associated regulations which provide for two classes of prescribers: authorised and designated prescribers.

Authorised prescribers are medical practitioners, dentists and registered midwives and have full prescribing rights and access to all medicines in the Medicines Regulations based on their scope of practice.

In 2011 a new regulation was created within the existing Medicines Act (1981) within the designated prescriber category, to allow suitably qualified Registered Nurses prescribe a limited range of diabetes related medicines and devices under the supervision of an authorised prescriber. NZSSD was contracted by Health Workforce New Zealand Health (HWNZ), in partnership with the Nursing Innovations Team of the Ministry of Health and collaboration with the Nursing Council of New Zealand, to implement the innovation project in 2011. The external Evaluation Report confirmed the safety and effectiveness for the twelve diabetes nurse specialists and now a national managed roll out is planned.

NZSSD has been commissioned to lead the implementation of the managed roll out of Diabetes Nurse Specialist (Registered Nurse) Prescribing in 2012.

NZSSD is seeking interest from suitable diabetes services/sites throughout New Zealand to participate in the managed roll out. N.B. For the purposes of this project, a ‘site’ is not necessarily a single service but may be one or two services within a district combining to form a collaborative site. A collaborative ROI between local services to form a site may be submitted but must be geographically nearby.

2 PROCEDURE AND TIMETABLE

2.1 Submission of registration of interest

Closing Date and timelines

ROIs must be received by 5pm on 24th August 2012 (“the Closing Date”) by NZSSD’s Contact Person specified in clause 2.2 below. **Late submissions will not be considered.**

The key milestones associated with the issue of the ROI are expected to be as follows (note that this timetable may be subject to change):

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
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<tbody>
<tr>
<td>1 August 2012</td>
<td>Issue of ROI</td>
</tr>
<tr>
<td>14 August 2012</td>
<td>Last date for questions from submitters</td>
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<tr>
<td>24 August 2012</td>
<td>Closing date for receipt of interest</td>
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<tr>
<td>12 September 2012</td>
<td>Evaluation and selection of preferred submitters</td>
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<tr>
<td>14 September 2012</td>
<td>Notification to preferred submitters &amp; service agreements sent</td>
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<tr>
<td>28 September 2012</td>
<td>Service agreement finalised</td>
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<tr>
<td>1 October</td>
<td>Preparation for the go-live of the Sites commences</td>
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Format of ROIs

Your ROI must be delivered to NZSSD’s Contact Person, by the Closing Date, in a sealed envelope marked **Registrations of Interest for Diabetes Nurse Specialist (Registered Nurse) Prescribing Workforce Innovation Project** in the following format:

- **Six** printed copies (one unbound); and
- **One** electronic copy on a computer disk(s), USB stick or a CD ROM in Microsoft Word format.

You may not submit your ROI by facsimile or email.

You may amend or withdraw your ROI at any time before the Closing Date specified above by providing written notice to NZSSD’s Contact Person.

NZSSD will acknowledge the receipt and the withdrawal of ROIs.

All notices in regards to this ROI will be forwarded to the address provided by submitters in their ROI.

### 2.2 Enquiries

General enquiries about this ROI must be made during business hours to NZSSD’s Contact Person:

Helen Snell  
Project Manager

by telephone: 06 3508114  
by email: helen.snell@midcentraldhb.govt.nz  
by delivery:  
  post: Department of Diabetes and Endocrinology  
  MidCentral Health  
  Private Bag 11036  
  Palmerston North 4442

  street address: Department of Diabetes and Endocrinology  
  MidCentral Health  
  Gate 9, Ruahine Street  
  Palmerston North 4442

Note that your ROI may only be delivered to NZSSD’s Contact Person by post or delivery.
Submitters must not:

- contact any other person at NZSSD regarding this ROI without the express authorisation of NZSSD’s Contact Person.
- approach or directly or indirectly lobby, attempt to influence or provide any form of incentive to, any representative of NZSSD concerning any aspect of this ROI process. Any submitter who either directly or indirectly makes any such approach may be disqualified.
- make any public statement in relation to this ROI, the ROI process, their ROI or participation in the ROI process, without NZSSD’s prior written consent.

NZSSD’s Contact Person is not obliged to address any enquiries received within seven (7) calendar days prior to the Closing Date in clause 2.1.

Any communication with you where NZSSD provides information that is applicable to all submitters, and is not in this ROI or its attachments, may be notified to others to whom this ROI has been provided and may be published on the NZSSD and Health Workforce New Zealand websites.

2.3 Confidentiality

If your ROI contains information that you consider should be held confidential you are advised to clearly identify such information and indicate the reason(s) why you consider the information should be held confidential.

Please note that information held by NZSSD may be subject to request(s) under the Official Information Act 1982 as this project is sponsored by Health Workforce New Zealand and the Ministry of Health.

NZSSD may also release summary information about submitters short listed following this ROI process.

2.4 Ownership of ROI documents

All ROI documents will become the property of NZSSD on lodgement.

Ownership of the intellectual property rights in a ROI does not pass to NZSSD with the lodgement of the ROI. However in submitting a ROI, the submitter grants NZSSD a licence to retain, use, disclose and copy the information contained in any ROI document for the purposes of:

- evaluating or clarifying the ROI;
- negotiating any resultant contract;
- managing a contract with the successful submitter (if any);
- responding to any challenge to the ROI process, audit and complying with governmental and parliamentary reporting requirements or request for information; and
- any other purpose related to the ROI process or above purposes.

2.5 ROI selection process

NZSSD must be satisfied that you and your ROI meet certain eligibility criteria before your ROI may be considered.

The criteria for your ROI to be eligible are that NZSSD is satisfied that:
your submission complies with the requirements of this ROI; 
• you have the ability to provide the services specified in Part 3; 
• you satisfy the evaluation criteria in Part 5.

The evaluation criteria are not in any particular order, are not exhaustive and will not necessarily be accorded equal weight or any particular weight at all.

NZSSD’s preference is to short list submitters on the basis of this ROI. However, NZSSD may (at its option) consider non-conforming ROIs. Any non-conforming ROIs should clearly identify the aspects of your proposal that do not conform to the ROI requirements.

In considering your ROI, NZSSD may ask you for further information, or to verify information, in relation to any aspects of your ROI.

If NZSSD’s discussions with submitters or other circumstances make it necessary to extend the indicative date by which NZSSD wishes to shortlist submitter(s) in clause 2.1, NZSSD may notify parties who have submitted a ROI of the necessary extension of time.

NZSSD reserves the right at any time to: 
• accept or reject all or any ROI; 
• consider, accept, or reject any non-conforming ROI, at NZSSD’s sole discretion; 
• suspend or cancel (in whole or in part) this ROI and the ROI process at any time; 
• re-invite ROIs; 
• seek additional ROIs; 
• waive any irregularities or informalities in the ROI process; 
• amend any timetable in this ROI; 
• amend this ROI, or any associated documents, by the issue of a written amendment notice; 
• consult with the public and/or any other party interested in the delivery of the required services; 
• notify all other submitters and offer any of the other submitters the opportunity to amend their ROIs where, as a result of one or more ROIs received or for any other reason, NZSSD decides to change the services that NZSSD intends to contract for; 
• not enter into any contract in relation to the matters described in this ROI.

2.6 General

(a) NZSSD is not liable (whether in contract, tort or otherwise) for any liability, loss (including a direct, indirect or consequential loss), cost or expense arising from your ROI or from its preparation or lodgement.

(b) Submitters and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any similar conduct with any other submitters or person in relation to the preparation or lodgement of their ROIs.

(c) ROIs shall remain valid for a period of 180 days from the Closing Date.
(d) By responding to this ROI, you accept the terms and conditions of this ROI and the ROI process.

3 THE SERVICES

NZSSD requires suitably qualified and experienced Diabetes Nurse Specialists to participate in the Diabetes Nurse Specialist (Registered Nurse) prescribing managed roll out project.

The project requires up to six services/sites across practice settings (i.e. primary health care and acute/specialist services) and a broad geographical spread that meet certain criteria outlined below. **N.B. For the purposes of this project, a site is not necessarily a single service but may be one or two services within a district or close geographical region combining to form a collaborative site.**

3.1 Characteristics of suitable diabetes services

Minimum requirements for consideration as a demonstration site:

- At least two Diabetes Nurse Specialists (DNS) who are registered nurses (maximum four per site) providing diabetes services who meet Nursing Council of New Zealand’s qualification and training requirements

- Nurses must provide evidence of indemnity insurance via a relevant professional organisation

- At least one authorised prescriber, who will act as a supervisor, and be the clinical champion for the project within the service(s)/site

- At least one authorised prescriber who will undertake a clinical audit of a sample of clinical files which includes evidence of DNS prescribing

- Approval from the Nurse Leader and Medical Head (or equivalent) of the service(s) for participation in the project as a site

- Approval from the Director of Nursing and other relevant managers (e.g. Chief Operating Officer, Medical Director) for participation in the project as a site

- The service works within a multi-disciplinary team model

- Mature quality management systems that include policies, processes and evidence of continuous quality improvement having been implemented

- Administrative support to enable the accurate collection and reporting of data and information

- An undertaking that a high level of commitment and priority will be given to this project (meeting timeframes, using project documentation, participating in project meetings, sharing knowledge and experience with other sites, internal audit, proactively identifying patients for DNS management that will include prescribing etc)

- Have sufficient throughput of patients to demonstrate a broad spectrum of work for DNS across the diabetes continuum e.g. minimum of 10-15 patients per week per nurse

- Clinicians have access to continuing education, managerial and professional support

Diabetes Nurse Specialists within the service/site will meet the Nursing Council of New Zealand’s authorisation criteria for prescribing. This includes registration in the Registered Nurse scope of practice and:

a) completion of two level eight papers or equivalent as assessed by the Nursing Council. The papers must include the following content; pathophysiology, clinical assessment and decision making, and pharmacology; and

b) demonstrates a clear understanding of diabetes disease processes at level eight or equivalent as determined by the Nursing Council; and

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1 Refer Nursing Council of New Zealand for specific requirements
c) completion of a six to twelve week practicum with the authorised prescriber supervising the prescribing, which demonstrates knowledge to safely prescribe all specified diabetes medicines and knowledge of the regulatory framework for prescribing*.

d) accreditation on the Diabetes Nurse Specialist framework by the New Zealand Nurses Organisation or a competence assessment demonstrating speciality level on the Diabetes Knowledge and Skills Framework or attainment of level three on a Professional Development Recognition Programme with a focus on diabetes.

e) the applicant is sufficiently knowledgeable to safely prescribe all specified diabetes medicines, has knowledge of the regulatory framework; medicines on the schedule and can provide rationale for prescribing decisions. This evidence may be in the form of a letter which can contain examples, case studies, documentation, work books, or a diary and must be verified and supported by the applicant’s supervising medical practitioner.

*The prescribing practicum will commence after site selection. If a nurse has already completed a prescribing practicum via a tertiary provider, the medical practitioner supervising his/her prescribing practice will complete an assessment (using NZSSD documentation) and determine if any further practicum experience is required prior to authorisation.

In addition NZSSD require evidence of the DNS having:
- The ability to order and obtain results of laboratory tests
- The ability to establish a collaborative working relationship with other professionals
- Clear and effective communication skills
- Sound judgement in clinical decision making
- The ability to assist in the development of clinical guidelines, protocols and processes
- The ability to implement and maintain clinical records and contribute to quality management including collection of data, reporting and analysis

3.2 Requirements of services/sites throughout the project

Each site will:
- Follow project protocols
- Provide medical supervision for DNS prescribers
- Undertake regular review of DNS prescribing by the authorised prescriber
- Document regular reviews with the DNS and authorised prescriber
- Determine whether the frequency of reviews require amendment and if so, notify the NZSSD project manager accordingly
- Ensure DNS prescribers are supported in their role by the service(s) and are able to participate in regular teleconferences and scheduled meetings with the project manager and DNS prescribers in other sites
- Collect and supply data as required by the project, including pre-and post project surveys.
- Maintain accurate records as required by the project. This includes:
  - Clinical records including but not limited to demographic data, other medical conditions and medicines, clinical and laboratory data, indications for change in medication (if any) and changes made
  - Project records of meetings, policies, procedures, internal audits, data collection, quality management system records
- Undertake clinical audits against criteria as set by the project and at intervals as set by the project
- Maintain good communication and reporting to the project manager
- Make changes within the project as indicated by the project manager in response to monitoring across the project (for example collection of additional data, change in process)
- Provide full access to all records including clinical records to the project manager\textsuperscript{2} or project support staff when the project manager or project support staff are on site assisting with monitoring activities
- Work cooperatively with the project manager in the release of any communications related to the project (for example local community newspaper articles, notices within diabetes services, letters to referrers etc)
- Immediately report any sentinel event or patient harm should a sentinel event or serious incident occur
- Meet project milestones and timeframes required including:
  - Supply of baseline data as required by project protocol
  - Supply of project data fortnightly throughout the six month project, with final data provided within two weeks following completion of the project
  - Supply results from clinical audit and prescription audits conducted during the project
  - Supply of any tools, forms, templates, policies and procedures specific to the project

4 CONTENT OF YOUR REGISTRATION OF INTEREST

Please complete the following in your response.

4.1 Declaration - refer appendix one

4.2 Response form – refer appendix two

5 REGISTRATION OF INTEREST EVALUATION CRITERIA

The following criteria will be used when assessing the ROIs received. The criteria are not in any particular order, are not exhaustive and will not necessarily be accorded equal weight or any particular weight at all.

1. The application must meet any terms and conditions of the ROI before it will be evaluated.

2. The evaluation panel (consisting of representatives from the Executive Committee of NZSSD,) will evaluate the ability of the submitter to demonstrate services as described in Part 3 can be met.

3. Each application will be assessed against each criteria and a majority view formed as to whether it meets the criteria – scoring a 5 (exceeds); 3 (meets), a 0 (does not meet) or conditional 1 (may meet if conditions are met or additional information supplied).

4. Preference will be given to ROI’s where there is strong support from governance and management for their participation in the project.

5. In the event that there are more than six suitable demonstration sites, the short listed submissions will be prioritised with consideration to throughput of patients where DNS prescribing is likely to occur, spectrum of work available within the continuum of services offered, prior experience working collaboratively to enhance clinical decision making, budget

\textsuperscript{2} The project manager is a Nurse Practitioner and has been appointed by NZSSD
requirements (if any) of the diabetes service and geographical or service issues.

6 NOTIFICATION TO PREFERRED ROI APPLICANTS

Preferred applicants will be offered an opportunity to participate as sites. This offer will be made in writing and will include a draft service agreement in the form of a Letter of Understanding. Applicants must accept the offer and terms of the Letter of Understanding within five days of the offer having been made. Note that the Letter of Understanding will reflect the requirements of this ROI.

Unsuccessful applicants will be notified in writing that their submission has not been successful.

All notices will be forwarded to the address provided by applicants in their interest form attached to this ROI at Appendix 1.
I have examined the request for registration of interest (ROI) for the DNS 2012 Prescribing Managed National Roll Out.

I submit this application to be a site in accordance with the ROI.

I understand NZSSD is not obliged to accept any application it may receive.

I attach all information outlined in the Appendices and other information required by the ROI.

I declare the following known or perceived conflicts of interest should this submission be successful:

•

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Contact details for this submission are:

<table>
<thead>
<tr>
<th>Employer Name:</th>
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<tbody>
<tr>
<td>Contact Person:</td>
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<td>Phone (Direct Dial):</td>
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<td>Mobile Phone:</td>
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<td>Physical Address:</td>
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<td>Postal Address:</td>
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Signed for and on behalf of the organisation:

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<th>By:</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Position:</td>
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<td>Date:</td>
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Appendix 2 – Registration of Interest application format and information required – DNS Managed National Roll Out

Applications should be completed on the form below. Additional information may be supplied where appropriate.

Please ensure you provide the following with your application:

- Letter of support from the Director of Nursing and Operational Manager (e.g. Chief Operating Officer) of the organisation
- A copy of your organisation chart (to show reporting lines to governance) and staff names and qualifications within the diabetes service
- A profile of your diabetes service outlining the services offered and characteristics of the population your service serves
- Letter of support from the Nurse Leader and Medical Head of the diabetes service wishing to be a demonstration site
- Curricula vitae of the two (or more) DNSs that will participate as designated prescribers within the service together with evidence of ability to meet the Nursing Council of New Zealand’s authorisation criteria.
- A copy of the diabetes service annual quality and risk management plan
- An outline of an implementation plan for your diabetes service that identifies:
  - Steps necessary to prepare to participate in the project (e.g. completing prescribing practicum, amendment of policies and procedures, development of new procedures, training for reception and booking staff, changes to internal audit schedules, creating regular meeting times for authorised prescriber reviews with DNSs, collection of baseline data, applications of DNSs to the Nursing Council of New Zealand for authorisation to prescribe as a designated prescriber etc)
  - Regular activities that will be taken throughout the project (e.g. scheduling time for meetings, collection of data, implementation of revised policies and procedures, liaison with the project manager, correspondence with patients, undertaking internal audits, undertaking clinical audits etc)
- Any additional supporting documents you wish to append with your submission

Please confirm that:

☐ The site has one or more clinical champions that that are authorised prescribers (please ensure the name or names are included in the organisation chart attached with this submission)
The site has one authorised prescriber (this may be the clinical champion) who will undertake clinical audits as directed by the project manager (please ensure the name or names are included in the organisation chart attached with this submission).

DNS prescribers will have the ability to order and obtain results of laboratory tests.

The service is adequately resourced to provide administrative support to ensure the timely and accurate collection of data.

Each of the DNSs nominated within this application to participate as designated prescribers are anticipated to meet the requirements for authorisation as set by the Nursing Council of New Zealand.

The service is confident that there will not be any resourcing changes within the next year that may impact on the ability of the service to fully participate in the project where data can be provided for a six month period of DNS prescribing.

If your service cannot confirm each of the requirements above, please provide details including how your service would propose to meet these requirements prior to the commencement of the project.

If your service expects any remuneration for participation in the project, please detail and quantify what these expectations are.

<table>
<thead>
<tr>
<th>How many patients does your diabetes service see per annum?</th>
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<tr>
<th>How many of the above patients are seen at least once per annum by a DNS?</th>
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<tr>
<th>How many patients <strong>per month</strong> would your service anticipate could be seen by one or more DNS where a prescription may be written?</th>
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</table>
Outline the spectrum of work provided by your service.

Describe how your service works as a multidisciplinary service. Use an example where clinical decision making was enhanced through a multidisciplinary process.

Outline any prior experience your service has had in participating in innovations or research projects.

Provide an example of a continuous improvement project your service has initiated as a result of quality monitoring.

Summarise the results from your last patient satisfaction survey for the service and what actions if any have been taken upon analysis of the results.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>List the continuing education, managerial and professional support DNS have access to within your diabetes service.</td>
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<td>Describe the regulatory frameworks for safe prescribing by designated prescribers</td>
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<tr>
<td>Describe existing quality controls within your service for maintaining accurate clinical records.</td>
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<tr>
<td>Provide a typical example where a DNS within your service has used sound clinical decision making that has impacted on the onward care or management of a patient with diabetes.</td>
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<tr>
<td>Describe an example where a DNS has worked collaboratively to improve the care or management of a patient with diabetes (do not use the same example as given above)</td>
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</table>
Outline any concerns or difficulties your service may have in meeting the requirements of being a site within the project.