

Industry Costing Templates Annual updates April 2016

The Costing Group Meeting was held March 2016 during which the changes to the templates listed in this document were agreed.

1. Versions

The updated templates are referred to as version 2.4 (April 2016).

2. Annual Updates

Hourly rates

The hourly rates have been updated to reflect:

- Agenda for Change and Medical and Dental pay circulars release prior to 1st April
- Adjustments for the revised National Insurance thresholds including the removal of the employer's National Insurance rebate for contracted out pension schemes (the rebate was included in prior years)

Rates without OH/CB	Clinical	Nurse/ Pharmacist/ Practice Manager	Admin	GP
Rate 16/17	£73.94	£31.44	£14.58	£80.00
Rate in 15/16	£72.54	£30.42	£14.15	£80.00
Change from 15/16	£0.66	£1.02	£0.43	£0.00
% Change from 15/16	1.93%	3.36%	3.03%	0.0%

Additional wording has been added to template in reference to managing out of hours rates.

Market Forces Factor

The Market Forces Factor Tariff has been updated to reflect the latest tariff. There are only 9 changes which reflect the mergers since the tariff was last updated in 14/15 (there was no update in 15/16).

Provider Name	Payment index value for 2016-17	Costing template value 2015-16	Difference
LONDON NORTH WEST HEALTHCARE NHS TRUST	1.1959	1.1954	0.0005
TORBAY AND SOUTH DEVON NHS FOUNDATION TRUST	1.0132	1.0114	0.0018
ROYAL FREE LONDON NHS FOUNDATION TRUST	1.2196	1.2465	-0.0269
ROYAL UNITED HOSPITALS BATH NHS FOUNDATION TRUST	1.0807	1.0805	0.0002
FRIMLEY HEALTH NHS FOUNDATION TRUST	1.1652	1.1617	0.0035
UNIVERSITY HOSPITALS OF NORTH MIDLANDS NHS TRUST	1.0267	1.0242	0.0025

THE ROYAL WOLVERHAMPTON NHS TRUST	1.0344	1.0341	0.0003
CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST	1.2477	1.2500	-0.0023
SOUTH WESTERN AMBULANCE SERVICE NHS FOUNDATION TRUST	1.0486	1.0485	0.0001

Prescription Charges

The prescription charge has been updated to reflect the latest charge of £8.40 for 2016/17 from the 2015/16 value of £8.20.

3. Costing Template Validation

Updates have been included on the coversheet to improve the collection and display of information relating to the validation of the Industry Costing Template. Links to additional information regarding this process are also included.

4. Functionality

David Powell at Health Research Wales has continued to support development of the template functionality which now includes the automatic inclusion of additional rows when adding in new investigations and procedures when only two empty rows remain. This has removed the need for the 'add row' button within the secondary templates.

5. Pharmacy

The Pharmacy worksheet has been updated to include a number of new line items to support the use of the template for Advance Therapies and Radiopharmaceuticals where relevant:

Set-up, management and close-down costs

- Addition of a "OR TYPE D: (For relevant Advance Therapies and Radiopharmaceuticals) Specialist Professions Preparation "
- Additional of "(For relevant Advanced Therapies and Radiopharmaceuticals) Specialist profession oversight fee (annualised charge - pro rata as needed)", effectively a 'top-up' to the standard IMP Management fee

Per Patient costs

- "Advanced therapy - additional preparation time" to enable the 'top-up' of the time like controlled drug dispensing time

Variable costs

- Specialist storage requirements for advanced therapy/radiopharmaceuticals (e.g. dry shipper containing liquid nitrogen or -80C freezers) (per site charge as required)
- Specialist transportation requirements for advanced therapy/radiopharmaceuticals (e.g. dry shipper, dry ice, spillage kits, courier costs) (per site charge as required)

Additional costs (to be met by the Sponsor as required)

- Individual training sessions for handling and preparation of study advanced therapy/radiopharmaceutical (usual staff hourly rate)

6. Other changes

A summary of following changes have been agreed:

Study Info section

- 'Principal research site' revised to utilise IRAS terminology: 'Lead R&D office and chief investigator name (where applicable)'

Set-up and other costs section

- Market Forces Factor is now applied to PIC value to bring this in line with other set-up items with guidance values included and the summary page adjusted to include the correct total.
- Clarification wording added to pre-screening items in non-chargeable items definition to accommodate stratified medicine study requirements

Investigation list

- Monitoring line item and definition expanded to include risk and remote based monitoring
- In Medical Technology templates only: Additional procedures and definitions included activities listed for:
 - o Patient training for device use
 - o Patient device return procedures

About this template section

- Additional wording included to support use of template for non-clinical trials to provide consistency in approach

7. Supporting Documentation

An update of the support documentation to reflect the latest version of the template will replace any previous versions available on the website costing page. The documents revised to reflect the changes described above are:

Suggested financial arrangements appendix text

- version updates to reflect latest template version 2.4
- feedback mechanisms

User guide with FAQs

- updated to reflect the costing template validation process
- costing Group membership list
- new FAQ added for using the template with non-clinical trials
- FAQs updated to reflect HRA approval process

Step-by-Step guide for the template

- Updated to reflect costing template updates
- Updated to reflect the costing template validation process

Step-by-Step guide for invoice and income distribution

- No update required
- Import template updated to maintain functionality

8. Focus for 16/17

During the 16/17 year, the key focus areas for the template will be as follows:

1. Finalisation of the UK-wide investigation list definitions for benchmarking of guidance values in the templates
2. Review of set-up activities and associated charges for all templates

9. Changes for consideration in future versions

Based on user feedback and the costing group meeting discussions the following elements continue to be considered for future versions and within the template strategy:

- Exploration of one template for multi arms and the link of multiple arms to invoicing automation
- Continued consideration for support in both older and newer versions of excel
- Continued consideration of an online tool to support invoicing and income distribution rather than inbuilt excel functionality
- Review of band used within the template
- Review of Primary Care template needs
- Accommodation of Any Qualified Provider as research sites e.g. community care, community pharmacy, dental practice

10. Feedback or questions

If you have any feedback regarding these updates or suggestions for future consideration, please contact supportmystudy@nihr.ac.uk