

1. Which of the following Orthotic Services does your Trust provide?

	YES	NO
NHS run Orthotic Service in secondary care		
NHS run Orthotic Service in primary care		
A 3rd party run Orthotic Service in secondary care		
A 3rd party run Orthotic Service in primary care		
Other		

2. If your service is run by a 3rd Party –

	Reply
Please name them	
When did the current agreement start?	
If there have been previous agreements with the incumbent supplier, how long in total have they delivered your Orthotic Service?	
When does your current agreement run until?	
Are you considering a tender at the moment?	
What was the total value of the contract?	
Is there an allowance for increasing patient numbers and activity each year?	
Was the contract a lump sum contract or pay for activity basis?	
Is the tender covering both service and product?	
What is the current cost per Orthotist session in your trust?	

3. Over the last five financial years, how many orthotics patients were treated?

2011 - 12 =
2012 - 13 =
2013 - 14 =
2014 - 15 =
2015 - 16 =

4. Regarding Orthotic Sessions run over the last 12 months, please provide the number of –

	Reply
Average number of Orthotist sessions per week	
Average number of Limited orthotic practitioners (LOP) sessions per week?	
Average number of Footwear Technician sessions per week?	
How many full time equivalent Orthotists work in your trust?	
How many Administrators from the trust do you employ to work within the Orthotics Service?	
What % of NHS Managers do you employ to cover the Orthotics Service?	

## 5. Regarding your current Orthotic Service Waiting times –

	Reply
Your Average waiting time from referral to assessment?	
Your Average waiting time from assessment to supply?	
Your Average referral to treatment time?	

## 6. Is your service managed and awarded with any other service ie Podiatry, prosthetics?

	YES	NO
Podiatry		
Prosthetics		
Others (please specify)		

## 7. Can you provide annual volumes of prescriptions/orders for the last 12 months -

	prescriptions / orders	Lead Time
Stock Orthotic Footwear orders		
Modular Orthotic Footwear orders		
Bespoke Orthotic Footwear orders		
Orthotic Footwear repairs		
Moulded EVA Insoles		
Plastic Heel cups		
Carbon Fibre Insoles		
Bespoke AFOs		

## 8. Regarding Orthotic Footwear –

	Reply
Which companies do you currently order Orthotic footwear from or do you make these in house?	
Which companies do you currently order insoles from or do you make these in house?	

## 9. Can you give the breakdown of your financial performance vs budget for your Orthotic Service annually for the last 5 years?

	Financial Performance	Budget
2011 to 12		
2012 to 13		
2013 to 14		
2014 to 15		
2015 to 16		

10. Are there any planned changes to the structure of your Orthotic Service in the next 12 months? If yes, please specify.

11. Do you have a framework for Orthotic products? if so please provide the file or a hyperlink to the file.

12. Regarding your patient administration / IT System –

	Reply
What patient administration IT system do you use for your Orthotic Services? (appointment booking, patient database etc)	
What IT system do you use to manage the general administration in your Orthotic Service? (ie Ordering system, stock control, workshop management etc)	