

## NTPF Model Publication Scheme

Section 8 of the Freedom of Information Act 2014, requires FOI bodies to prepare and publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency, and accountability. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. The scheme commits FOI bodies to making information available as part of their normal business activities in accordance with this scheme.

The Act requires that in preparing, reviewing or revising a publication scheme, an FOI body shall have regard to the public interest in:

- (a) allowing public access to information held by the FOI body;
- (b) the publication of reasons for decisions made by the FOI body; and
- (c) publishing information of relevance or interest to the general public in relation to its activities and functions generally.

Please find The National Treatment Purchase Fund (“NTPF”) Publication Scheme below. Each table contains links to the relevant information on the NTPF’s website. If the information you require cannot be found here, you may wish to visit the NTPF’s website.

For information on how to make a [Freedom of Information request](#) please click here.

### Information Contained in the Publication Scheme

<a href="#">Information about the National Treatment Purchase Fund</a>	<a href="#">Services Provided or to be provided to the Public</a>	<a href="#">Decision Making process for major policy proposals</a>
<a href="#">Financial Information</a>	<a href="#">Procurement</a>	<a href="#">FOI Disclosure Log and Other Information to be Published Routinely</a>

## Information about the National Treatment Purchase Fund

In this section the NTPF provides details of the following:

- [Establishment of organisation](#) (Ctrl + click to follow embedded link)
- [Roles, responsibilities and functions](#) (Ctrl + click to follow embedded link)
- **Governance/Management arrangements**
  - [Board Membership](#) (Ctrl + click to follow embedded link)
  - [Executive Team](#) (Ctrl + click to follow embedded link)
- **Corporate Plans and Strategies** (Ctrl + click to follow embedded link)
  - [NTPF Strategic Plan 2023 – 2025](#)
  - [Strategic Action Plan 2017 – 2019](#)
- [Annual Report](#) (Ctrl + click to follow embedded link)
- **Organisation and Pay/Grading Structures**

The staff of the NTPF are public servants of the State, and are paid according to standard public service scales. The NTPF currently employs over 60 staff.

Below is the Organisational Structure of the National Treatment Purchase Fund



an ciste náisiúnta um cheannach cóireála  
the national treatment purchase fund

**NTPF Board**  
(8 Members + Chairperson)

Board Secretary  
(Corporate Services Director)

Risk Officer  
(Corporate Services Director)

**Audit & Risk Committee**  
(4 Members)

**Patient Care Committee**  
(4 Members)

**Chief Executive Officer**



Pay scales in the National Treatment Purchase Fund are in accordance with the Circulars issued by the Department of Finance & Department of Public Expenditure & Reform.

[Building Momentum - A New Public Service Agreement 2021-2022](#) (Ctrl + click to follow embedded link)

[Locations and contact details for the organisation](#) (Ctrl + click to follow embedded link)

- [Useful Links to other agencies/bodies](#)
  - [Department of Health](#) (Ctrl + click to follow embedded link)
  - [HSE](#) (Ctrl + click to follow embedded link)
  - [HIQA](#) (Ctrl + click to follow embedded link)
- **Details of Service Level Agreements/Memoranda of Understanding**
- [Customer Charters](#) (Ctrl + click to follow embedded link)
- **Codes of Practice or Guidelines** (Ctrl + click to follow embedded link)
  - [Code of Conduct For Board Members and Employees](#) (Ctrl + click to follow embedded link)

## Services Provided or to be provided to the Public

- **Services provided for public including Administration of an enactment/scheme**

Its key functions are:

- Arranging for the provision of hospital treatment to classes of persons determined by the Minister;
- Collecting, collating and validating information on persons waiting for public hospital treatment;
- Agreeing pricing arrangements with private & voluntary nursing homes under the Nursing Homes Support Scheme
- Furnishing advice to the Minister for Health on related issues
- Performing any other function assigned by the Minister for Health, since July 2012 this includes responsibility for the publication of outpatient waiting lists

In carrying out its functions, the NTPF works closely with the Department of Health, the HSE, acute public hospitals and private nursing homes across the health system.

- **How such services can be accessed or for further information**

### **Commissioning of Patient Treatment through NTPF Funding**

Patients awaiting treatment in a public hospital should firstly contact their own hospital in relation to treatment and not the NTPF directly.

The Finance Directorate manages the NTPF Commissioning function which involves the arrangement of hospital treatment for persons on public waiting lists. Treatment funded through the NTPF is provided in 20 private hospitals and in 39 public hospitals throughout the island of Ireland.

The NTPF is tasked with commissioning treatment for the longest waiting patients on the Inpatient Daycase (IPDC) and Outpatient (OP) Waiting Lists. The NTPF has a [Panel of Private Hospital](#) providers who tender prices and capacity for high volume procedures and full packages of care.

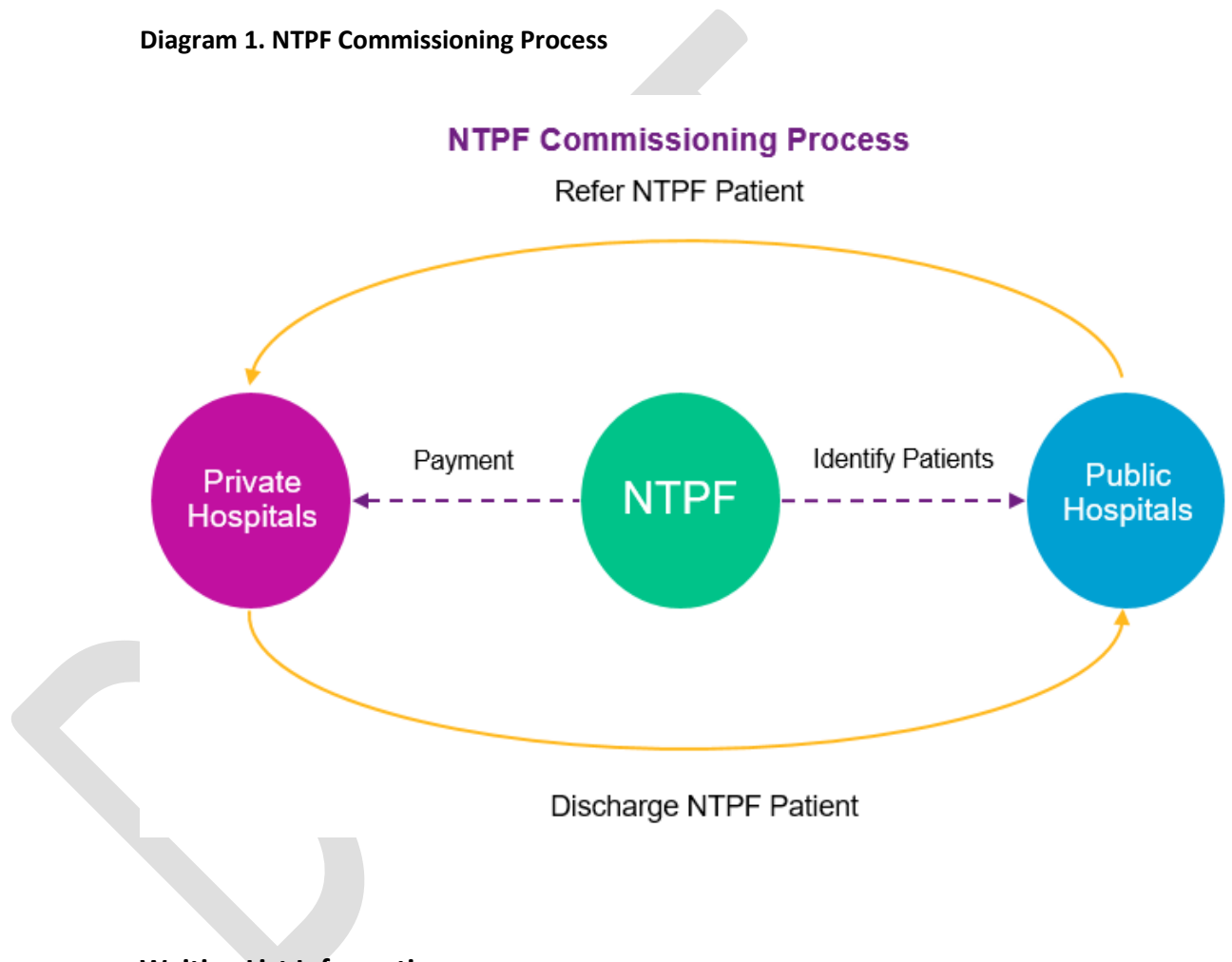
Every week each public hospital transfers an extract from their IPDC and OP Waiting Lists to the Reports Team at the NTPF. The Reports Team then compile this information into a number of reports. The Commissioning Team use these reports to rank the highest volume procedures against the available private hospital capacity.

Once the ranking of procedures (hospital treatments) is completed, procedures are procured from the successful hospital providers by way of orders to provide. Once these orders are accepted and returned signed, the Commissioning Team then issue

Case Authorisation Numbers (CANs) to the relevant public hospitals. These CANs are issued in chronological order, starting with the longest waiting patient, and are matched to the available capacity.

IPDC patients are contacted directly by the public hospital who inform them of the offer. If the patients accept the offer of treatment in a private hospital they are asked to give their consent for their data to be transferred to the private hospital. OP patients are issued with a letter offering outsourcing treatment. This letter asks them to consent to the transfer of their data to the private hospital by way of a tick-box.

**Diagram 1. NTPF Commissioning Process**



**Waiting List Information**

The NTPF currently collects and collates information in respect of the Inpatient, Day Case, Planned Procedure (IDPP\*) and Outpatient (OP) Waiting Lists.

- [National Waiting List Data](#) (Ctrl + click to follow embedded link)

**Waiting List Reform Unit**

The Waiting List Reform Unit is responsible for leading the National Treatment Purchase Fund's work in developing, implementing and maintaining operational processes and systems both within the NTPF and in respect of waiting list

management in the health service nationally. By improving national guidance, processes and systems, the Unit drives quality patient information, equity, improved governance, national standardisation, efficiency and the provision of access and shorter wait times for patients.

- [National Waiting List Guidelines](#) (Ctrl + click to follow embedded link)

### **National Centralised Validation Unit (NCVU)**

The National Centralised Validation Unit was established in September 2018 as a unit within the NTPF.

The NCVU has streamlined and standardised the formal administrative Outpatient, Inpatient and Day Case waiting list validation programmes. The validation process ensures that patients on hospital waiting lists, awaiting access to care for long periods of time, are contacted regularly to identify whether or not they are ready, willing and available to attend hospital appointments.

- [National Centralised Validation Unit](#) (Ctrl + click to follow embedded link)

### **Audit and Quality Assurance (AQA)**

The Audit and Quality Assurance (AQA) function was established in the NTPF in May 2014 under the NTPF's Statutory Instrument (2004, S.I. No. 179). Since then it has played an important role in supporting the organisation to deliver on one of its key functions, which is to *"collect, collate and validate hospital waiting list data"*.

The AQA team audit and quality assure the accuracy of waiting list information returns from public hospitals to the NTPF, through testing compliance against national waiting list management protocols and minimum data sets. Audit findings and recommendations are a key driver for improvements and standardisation in waiting list management practices and the accuracy of waiting list data returns to the NTPF for national reporting.

### **Nursing Homes Support Scheme**

The Finance Directorate manages the NTPF function under the Fair Deal Scheme, which involves making arrangements with Nursing Homes (438 in total) in relation to the price at which long term residential care services will be provided under the scheme.

The NTPF's role in respect of the Nursing Homes Support Scheme is to negotiate with proprietors of private and voluntary nursing homes and make arrangements with them regarding the maximum prices that may be charged under the Scheme.

It is important to note that the role is confined to negotiating prices with private and voluntary nursing home proprietors. Responsibility for administration of the

Scheme, public nursing home costs, processing of applications and general management of the Fair Deal fund rests with the HSE.

- [Nursing Home Support Scheme](#) (Ctrl + click to follow embedded link)
- Further information about the Nursing Homes Support Scheme is available on the [Department of Health](#) and [HSE websites](#)

- **How much such services cost to access, if any**

Services are provided Free of Charge with the exception of specific charges that apply under the Freedom of Information Act where a Freedom of Information request is made.

Payment of FOI charges, where appropriate, are by way of electronic means and for further details please contact [foi@ntpf.ie](mailto:foi@ntpf.ie)

- **Review or appeal rights relating to such services**

- [Customer Charters](#) (Ctrl + click to follow embedded link)

- **Research projects undertaken in respect of these functions/services**

The majority of NTPF reports are produced at the request of the Minister for Health and can found on the Departments website [here](#) .



## Decision Making process for major policy proposals

The NTPF is a corporate body with functions and responsibilities as set out under Statutory Instrument 179 - National Treatment Purchase Fund (Establishment) Order, 2004 and the Nursing Homes Support Scheme Act (2009).

The NTPF does not make public policy. In carrying out its functions, the NTPF works closely with the Department of Health and the HSE, the NTPF occasionally provides comments on relevant policy proposals.

- **Major policy proposals including any public consultation exercises**
- **Reports on the operation of public services by the FOI body**  
[Annual Reports](#) (Ctrl + click to follow embedded link)
- **Expenditure reviews, Policy assessments**  
Nothing to date

## Financial Information

NTPF accounts are audited and reported on by the [Comptroller and Auditor General](#) (C & AG) as required under the provisions of section 5 of the Comptroller and Auditor General (Amendment) Act 1993. The C & AG provides independent assurance that public money is properly managed, spent to good effect whilst achieving value for money and is contributing to improvements in public administration.

NTPF financial information can be viewed on the NTPF's website [www.ntpf.ie](http://www.ntpf.ie)

- [Financial statements](#) (Ctrl + click to follow embedded link)

- **Plans for major Capital Expenditure**

None

- **Prompt Payments**

The NTPF is committed to making every effort to pay its suppliers promptly. In this regard suppliers can help by ensuring that:

- correct invoices are sent directly to Accounts Payable
- accurate bank account details are provided
- their Tax Clearance status with the Irish Revenue is up to date.

In the case of all public sector contracts of a value of €10,000 (inclusive of VAT) or more within any 12-month period, the contractor (and agent or sub-contractor as appropriate) will be required to produce either a valid tax clearance certificate or the relevant e-Tax Certificate verification details. This is a mandatory requirement. Full details on tax clearance procedures may be found on the Revenue website.

The NTPF is obliged to report quarterly to the Department of Health on prompt payments. (Government Decision S29296 of 2 and 8 March 2011 and 28 March 2017).

[Prompt Payment Reports](#) (Ctrl + click to follow embedded link)

- **Governance Board Member remuneration**

The remuneration received by Board Members of the NTPF is stated annually in the NTPF's Annual Reports and Financial Statements, found [here](#).

- **Funding/Sponsorship of non-public bodies**

The NTPF does not provide funding by way of grants or sponsorship to any non-public bodies or interest groups.

## Procurement

Public procurement is the acquisition, whether under formal contract or otherwise, of works, supplies and services by public bodies. It ranges from the purchase of routine supplies or services to formal tendering and placing contracts for goods and outsourced services. The NTPF is committed to achieving value for money in the procurement of goods and services essential to support our work in providing a high quality service to customers and stakeholders in a cost effective and efficient manner.

When awarding contracts we are governed by the following principles:

- **Equal Treatment:** All suppliers will be treated equally and with the utmost fairness at every stage of a contract award procedure.
- **Transparency:** Any information and rules regarding forthcoming contracts and the rules to be applied should be readily available to all interested candidates.
- **Proportionality:** Any demands placed upon suppliers should be both relevant and directly related to the contract being awarded.
- **Mutual Recognition:** Standards, specifications and qualifications in use throughout the EU should receive equal recognition, on condition that the products or services are suitable for their intended purpose.

Irish Government Contract Regulations apply to all of the above principles and require that competitive tendering should be used. European Procurement Directives apply for contracts above the EU thresholds.

- Procurement policies

The NTPF adheres to Public Procurement Guidelines in relation to the attainment of professional services. The guidelines can be accessed [here](#).

The Office of Government Procurement (OGP) commenced operations in 2014 and is now taking responsibility for sourcing of goods and services on behalf of the Irish Public Service. Through Framework agreements Public Bodies are encouraged to source provision of services within this process. The NTPF has used this process to tender for service provision where appropriate and suitable to the NTPF's requirements.

- **Tender Competitions and Contracts**

Details of open tender competitions over €50,000 are advertised on the etenders website. To search NTPF tenders, complete the following steps:

1. Go to <https://www.etenders.gov.ie/>
2. Select Notice Search on the left hand side. A new tab will open.
3. Search by preferred term eg. Keyword, time period or advanced search.
4. Select "search within expired RFTs" to include completed tenders.

- Public contracts awarded including contract type, contractor, value, award date, duration and brief description over €10k for ICT and over €50k for other contracts appear in the following table:

<b>Contracts Awarded in 2023</b>				
<b>Company</b>	<b>Type of Contract</b>	<b>Estimated Value of Contract</b>	<b>Award Date and Duration</b>	<b>Description of Services</b>
ISAS trading as Waystone Compliance Solutions (IE) Limited	Single Contract - Open Procedure	€150,000 (excl. VAT)	01/05/2023 3 years with option of 1 x 12 month extension	Data Protection Officer Services
Servisource Recruitment Ltd  Osborne Recruitment  Morgan McKinley	Multi-Party Framework Agreement through OJEU	€350,000 - €500,000 (excl. VAT)	01/05/2023 2 years with option of 2 x 12 month extensions	Recruitment Support Services
Emerald Facility Services	Single Contract – Open Procedure	€150,000 (excl. VAT)	01/06/23 12 months with option of 4 x 12 month extensions	Office Cleaning Services
ByrneWallace LLP Mason Hayes Curran LLP	Multi-Party Framework Agreement through OJEU	Range of €300,000 - €700,000 (excl. VAT)	01/08/2023 3 years with possible 1 x 12 month extension	Legal Services
Greenville Procurement Ltd	Single-Operator Framework	€50,000 - €70,000 (excl. VAT)	01/08/2023 3 years with option of 1 x 12 month extension	Procurement Support Services

<b>ICT Contracts</b>				
PFH Technology	Single Contract – OGP Framework	Lot 1 < €250,000	25/01/2023 – Expiry of OGP Framework	Server Support & Virtualisation Software
CDW Limited	Single Contract – OGP Framework	>€250,000	12/06/2023	Microsoft Licensing Services
PFH Technology	Direct Drawdown – OGP Framework (Lot 1)	Requirements of between 1 and 500 Devices	13/07/2023	Personal and Notebook Computers and associated services
Threatscape Ltd	Single Contract	€17,000	28/06/2023	Maintenance/Support on Symantec EndPoint Protection

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## FOI Disclosure Log and Other Information to be Published Routinely

- [About FOI/Applications](#) (Ctrl + click to follow embedded link)

- **Disclosure Log**

### Background to Disclosure Logs:

Guidelines issued to Freedom of Information (FOI) bodies, including The National Treatment Purchase Fund, provide that a Disclosure Log be made available of requests made to it under the Freedom of Information Act, 2014.

The following is The National Treatment Purchase Fund's Disclosure Log from 1st January, 2023 to 31st December, 2023 inclusive.

The log gives detail of all Non-Personal FOI requests received, including:

- The date of receipt of the request
- Details of request
- Whether request was withdrawn
- Category of requester; journalist, client, other
- Decision type: full grant, partial grant and refusal or full refusal
- Date decision was made

<b>NTPF Disclosure Log 2023</b>				
<b>Date Request Received</b>	<b>Category of Requester</b>	<b>Summary of Request</b>	<b>Decision Type</b>	<b>Date of Release</b>
12/01/2023	Journalist	A list of the most up to date NTPF nursing home support fees	Refuse (Already in Public domain)	13/01/2023
23/02/2023	Member of the Public	Records relating to Claims made under TAPS in July, August & September 2020 by 7 Nursing Homes from a particular Nursing Home Group.	Part-Granted	12/05/2023
28/04/2023	Business/ Interest Group	Ophthalmology Expenditure and Waiting List data	Part-Granted	26/05/2023
02/05/2023	Journalist	Inpatient and Daycase waiting list data for 5 and 10 years	Part-Granted	29/05/2023
21/06/2023	Journalist	Data re the number of patients who have been removed from the NTPF waiting list via administrative validation 2015 to June 2023 and the reasons why.	Part-Granted	17/07/2023

27/06/2023	Journalist	NTPF board minutes and sub-committee minutes between March and May 2023	Part-Granted	20/07/2023
21/08/2023	Business/ Interest Group	Records relating to the methodology for calculating fees payable to Nursing Homes under TIPS and other related information	Part-Granted	15/09/2023
21/08/2023	Business/ Interest Group	Request for information on IT Service Management solution (aka ITSM) used if any	Part-Granted	30/08/2023
29/08/2023	Legal Firm	Procedural manuals, policy documents and technical guidance documents generated by or held by the National Treatment Fund (the "NTPF") in the past 5 years, regarding the negotiation process of Fair Deal pricing with nursing homes.	Part-Grant	25/09/2023
06/10/2023	Individual/ Business Interest	Information on patient numbers that are sent annually to the UK for Urethral Stricture Management	No Record exists.  Transferred to HSE	10/10/2023
11/10/2023	Business/ Interest Group	Information on IT infrastructure and device	Part-Granted	25/10/2023
15/11/2023	Business/ Interest Group	NTPF Patient Treatment Expenditure and numbers treated for 2022. Also Ophthalmology Expenditure split between private and public hospitals for 2022.	Part-Granted	11/12/2023
13/12/2023	Business/ Interest Group	Breakdown of NTPF Orthopaedics funding for 2022, split Public vs Private	Part-Granted	15/01/2024

- [Reports](#) (Ctrl + click to follow embedded link)
  
- **Information held by the body which is sought regularly.**
  - [National Waiting List Data](#) (Ctrl + click to follow embedded link)
  - [Nursing Home Support Scheme](#) (Ctrl + click to follow embedded link)
  - [HSE Fair Deal – Cost of Voluntary and Private Nursing Homes](#) (Ctrl + click to follow embedded link)
  - [National Treatment Purchase Fund Special Audit Programme 2018](#)