

What is an Individual Funding Request?

An Individual Funding Request (IFR) is a request for treatment that is not normally available on the NHS, and which is made on your behalf by your GP, consultant or healthcare practitioner.

Sometimes no commissioning policy exists, or there are some treatments the NHS will only provide under certain circumstances.

For example:

- You may request a very new treatment or drug for which the Clinical Commissioning Group (CCG) has no commissioning policy
- You may request a procedure although you do not meet the criteria for which the procedure is routinely commissioned.

You are entitled to submit a written statement, if you wish, (up to 1,000 words) which will be submitted with the application that your clinician submits on your behalf.

In this statement it might be helpful for you to describe the impact of your condition on your life.

Where the CCG's policy is not to routinely fund the treatment you are requesting, the Individual Funding Panel (IFR Panel) meets to consider all information provided, to determine if there are sufficient grounds to fund the treatment for you when it is not available to other people. This is called 'exceptionality'.

Decision-making process

The decision making process is based on the following principles:

- Clinical need
- Clinical and cost effectiveness
- Impact of refusal
- Demonstration of exceptionality

Panel decision

The IFR Panel's decision will be communicated back to your original referrer, (GP, consultant or healthcare practitioner) who is responsible for discussing the outcome of the panel with you.

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What can I do if I am unhappy with the outcome of the panel decision?

If you feel that the IFR Panel did not follow a proper process, in discussion with your original referrer, you can request a treatment decision review, identifying what part of the process is felt to be incorrect and why.

If you decide to submit an application to the review panel, you are entitled to attend the panel meeting and make a verbal statement.

You will be given 10 minutes to put your case across and respond to any questions from the panel members.

You are able to bring a friend, relative or advocate to support you but you are not able to bring a legal representative.

Treatment Decision Review Panel

If a review is requested our Treatment Decision Review Panel will consider your case and check whether the correct process has been followed.

However, if there is significant new information in the request for review, the case will be referred back to the IFR Panel.

The Treatment Decision Review Panel is chaired by a senior manager and will include a senior clinician and another CCG representative, usually a non-executive director.

The Treatment Decision Review Panel will check the following:

- That the IFR Panel have considered all the evidence presented correctly
- That no new evidence has come to light since your case was first considered that might change the IFR Panel's decision
- That the IFR Panel acted in accordance with the CCG's relevant commissioning policies

If the Treatment Decision Review Panel concludes that the process was flawed, or that new evidence has been presented, your case will be referred back to the IFR Panel for reconsideration.

The Treatment Decision Review Panel is not in place to change the IFR Panel's original decision; it is in place to ensure correct process has been followed.

If you are unhappy with your experience or feel the panel made the wrong decision, you can make a formal complaint or provide feedback about your experience by contacting the CCG's Patient Advice and Complaints Teams.

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Useful Information

Your referrer will be asked to indicate that you have given your consent to disclosure of information relevant to your case from professions involved in your care. Your information is treated as confidential at all times.

Panel contact

Individual Funding Request Panel
Panel Co-ordinator
Bridge House
Brunel Individual Estate
Newton Abbott
TQ12 4PH

Funding applications should be submitted electronically to:
D-CCG.IFR-NEWSTD@nhs.net

Patient Advice and Complaints Teams

NHS NEW Devon CCG

Email: pals.devon@nhs.net

Tel: **01392 267 665** or **0300 123 1672**

Text: **07789 741 099**

Address:
Patient advice and complaints team
FREEPOST EX184
County Hall
Topsham Road
Exeter
EX2 4QL

NHS South Devon and Torbay CCG

Email:
patientfeedback.sdtccg@nhs.net

Tel: **01803 652 578**

Address:
Patient experience
South Devon and Torbay CCG
FREEPOST RTEZ-YHRC-RZKZ
Pomona House
Torquay
TQ2 7FF

Website: www.newdevonccg.nhs.uk/nhs-funded-patients/exceptional-individual-funding-requests-100177

If you have any queries, or require this guide in large print or another format, please contact the panel coordinator