



Derby and Derbyshire
Clinical Commissioning Group

Individual Funding Requests (IFR)

Information for patients registered with
**NHS Derby & Derbyshire Clinical Commissioning
Group/Integrated Care System (CCG/ICS)**

What's in this leaflet...

- What this policy means for you
- How applications are managed
- How to appeal a decision

Introduction

This leaflet informs you what happens when your treating clinician decides that you might benefit from a treatment that is not routinely provided locally by the NHS.

If this is the case and your treating clinician feels that you may have exceptional clinical circumstances an Individual Funding Request (IFR) can be submitted which will be considered under the IFR Policy. This policy is used across the whole of Derbyshire to ensure people are treated consistently and fairly no matter where they live.

As the NHS Derby and Derbyshire Clinical Commissioning Group/Integrated Care System (CCG/ICS) is responsible for planning and paying for health services for the whole of Derbyshire, we have a public duty to ensure that the funding we are given is used in a fair and effective manner and considers the healthcare needs of the entire local population. This means that the CCG/ICS sometimes needs to make difficult decisions about which treatments are routinely provided. Wherever possible, patients are referred to services covered by existing agreements.

When clinical grounds are identified for the consideration of a treatment or procedure which is not routinely funded by the CCG/ICS the IFR Policy provides a standard process to deal with such requests. All applications are carefully considered and discussed in strict confidence.

Further information can be found on the NHS Derby & Derbyshire Clinical Policies website.

Please see link below for further information:

http://www.derbyshiremedicinesmanagement.nhs.uk/assets/Clinical-Policies/Goverance_Policies/ifr_interim_policy.pdf

Making an application

Your treating clinician will make an application on your behalf as we do not accept applications from patients.

Your treating clinician will need to demonstrate that your clinical circumstances are 'exceptional' and justify why you should receive treatment when others would not get this.



IFR applications go through the following process:

1. Stage 1 - Screening

Once the IFR application has been received, the request will be reviewed to see if there is evidence of exceptionalality or that your condition is very rare. If there is no evidence of exceptionalality or rarity, the request will not progress to **Stage 2** and will be returned to your treating clinician within 10 working days of the IFR being received, unless further information is needed.

If you are not happy with this decision you have a right to make a complaint. The complaints process will not review whether the screening decision was correct but will check that the IFR process was correctly followed.

2. Stage 2 - Panel Process

If the Screening panel has agreed that there is evidence of clinical exceptionalality, your request will be referred to the next available, IFR Panel, which usually meets once a month. The IFR Panel is made up of a mixture of clinical members of the CCG/ICS as well as experts from Public Health, Medicines Management and Lay representatives.

The members of the Panel discuss the information and evidence presented and then decide whether the request meets the criteria for exceptional funding. The Panel needs to be confident that the decisions made are fair and equitable; treatments are likely to be beneficial and that public money is being wisely spent across the community.

Your treating clinician will be informed of the decision within 5 working days of the Panel meeting. If you have provided consent, you will also receive a letter providing details of the outcome. If funding is approved at **Stage 2** you and your treating clinician will then be able to discuss practical arrangements for your treatment.

3. Stage 3 - Review process

If the Panel decides the criteria for exceptional funding have not been met, it is important that you make an appointment to discuss the outcome with your treating clinician.

If further new evidence is available, that demonstrates that your case is exceptional i.e. that you are different from other patients with your condition and that you would benefit more than they would, this can be submitted within 10 working days.

If you or your treating clinician are not satisfied that the correct process was followed by the Panel in reaching a decision, or you feel that the panel did not take into account all of the relevant evidence when making its decision you may ask for a review of the decision.

The request for a review must be made within 20 working days following the receipt of the IFR panel decision letter.

To ensure a fair process, an initial review will be carried out by a trained member of the IFR panel who hasn't been involved in the case, to decide if the request meets the criteria for review.

If the CCG/ICS **does not** accept the grounds put forward for a review, a letter will be sent to you and your treating clinician explaining the reasons for the decision.

The review panel will decide:

If the correct process has been followed;

If the IFR panel reached a decision that was rational and based on all the evidence presented.

If the Review Panel decides that the decision was not reached correctly then it can instruct the IFR Review Panel to reconsider your case.

If the review supports the original decision you have no further right of appeal through the IFR process.





Your Rights

- You have the right to know how we will use the information about you.
- You have the right to access your medical record (subject access right)
- You have the right to object to us making use of your information.
- You have the right to restrict the way we use your information and we are obliged to agree if it is possible to do so.
- You have the right to correct information if what we are holding is incorrect.

What can I do if I am not happy with the final decision not to approve my request?

You may make a complaint about the handling of your request at any time.

To whom should I address my complaint?

Complaints Manager
NHS Derby & Derbyshire CCG
1st Floor North
Cardinal Square
10 Nottingham Road
Derby
DE1 3QT

Email: DDCCG.complaints@nhs.net

For further information please visit:

www.derbyandderbyshireccg.nhs.uk/contact-us-useful-links/how-to-make-a-complaint/

For any queries email us at DDCCG.complaints@nhs.net

Where can I get further advice and support?

The Patient Advice and Liaison Service (PALS) can offer help and support.

Patient Advice and Liaison Service (PALS)

If you are a relative or carer and would like to get help on the spot, PALS provides a confidential advice and support service that will help you sort out any concerns you may have about the care provided by the NHS and guide you through the different services available.

Telephone: 0800 032 32 35

Text mobile facility no: 07919 466 212

Email: DDCCG.PALS@nhs.net

If you need help accessing this document in any other format i.e. printed or braille, please call the Patient Advice & Liaison Service on 0800 032 32 35 or email DDCCG.Enquiries@nhs.net

- W celu uzyskania innych wersji lub tłumaczenia niniejszego dokumentu prosimy o kontakt z działem Patient Advice & Liaison Service pod numerem 0800 032 35 35 lub adresem e-mail ddccg.enquiries@nhs.net
- ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਕੋਈ ਵੀ ਹੋਰ ਸਹੂਲਤ ਜਾਂ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਵਕਰਪੇ ਕਰਕੇ ਮਰੀਜ਼ ਸੇਵਾ ਹੇਠਲੇ ਸੇਵਾ (Patient Advice & Liaison Service) ਨੂੰ 0800 032 35 35 ਤੇ ਸੇਵਾ ਪਰਕ ਕਰੋ ਜਾਂ ddccg.enquiries@nhs.net ਤੇ ਈਮੇਲ ਕਰੋ
- Ak potrebujete pomoc s prístupom k dokumentu, zatelefonujte na Patient Advice & Liaison Service (Rady pacientom a sprostredkovateľské služby) na číslo 0800 032 35 35 alebo pošlite e-mail na ddccg.enquiries@nhs.net
- اگر آپ کو اس دستاویز تک رسائی پانے میں مدد درکار ہو، تو برائے مہربانی پیشینت ایڈوائس اینڈ لائزن سروس سے اس

DDCCG.Communications@nhs.net 0800 32 32 35 فون نمبر یا اس ای میل پر رابطہ کریں