

Terms of Reference for a CCG Individual Funding Request Panel

Purpose

The CCG IFR panel will meet monthly to review requests for funding for treatments not currently covered by commissioning arrangements or for treatments excluded from those arrangements

The panel will adopt a consensus approach to decision making where unanimous view cannot be reached on an individual request.

The panel will consider requests on an individual named basis for treatments either not covered by commissioning arrangements or where a treatment is specifically excluded from those arrangements.

The panel will be responsible for assessing the clinical effectiveness of the procedure and then the cost effectiveness of the requested treatment based on the evidence available to them at the time. For requests where a treatment is excluded from commissioning arrangements the panel will review the evidence to determine whether or not the request under consideration is exceptional and should therefore have access to that treatment funded by the NHS.

Membership

- Head of Individualised Commissioning, Quality & Patient Safety or appropriate representative.
- Public Health Representative.
- GP Representative
- Lay advisor to / Lay member of Tameside and Glossop CCG.
- Head of Mental Health, Learning Disabilities, Children and Families.
- Commissioning Representative

** Representative members have the same authority to vote as regular panel members

Administrative Support

Meetings will be arranged and resourced by the CCG and managed by their nominated lead officer.

Preparation of agendas and all request papers, recording the outcomes of the meeting, taking any actions arising and ensuring letters are sent to the requesting clinician and patient within agreed timescales is the responsibility of the GMCSU EUR team on behalf of the CCG.

Ensuring a suitable venue is available is the responsibility of the CCG lead for IFR.

Quoracy

At least 3 members of the panel should be present to be quorate, two must be clinically qualified.

Chairs Action / Urgent Decisions

In clinically urgent situations a request may be considered in advance of the panel using the mechanism agreed in the GM EUR Operational Policy/Standard Operating Procedures.

Training of IFR Panel Members

Training of IFR panel members is the responsibility of the CCG but will be supported by the GMCSU EUR team.

Members should attend at least one meeting per quarter to maintain continuity and expertise.

Confidentiality

All requests will be treated as highly confidential as the majority will contain sensitive and/or clinical information.

Papers will be sent to members via either registered post or a secure e-mail service, e.g. NHS.net.

Consent will be obtained from the patient prior to the meeting.

All confidential papers will be gathered for shredding at the end of the meeting.

Review

These terms of reference will be reviewed annually or sooner if there are relevant changes in legislation or local/national guidance.