

Your completed individual funding request form should be sent to:

IFR Co-ordinator  
Smithfield One  
Leonard Coates Way  
Hanley  
Stoke on Trent  
Staffs  
ST1 4FA

### **Patient Advice & Liaison Service**

If you have concerns about the way an individual funding request is being handled - or need advice in choosing an Advocate to act on your behalf - you can contact the Patient Advice and Liaison Service (PALS) for further support. The contact details are:

Tel: 0800 030 4563

E- mail: [pals@northstaffordshire.nhs.uk](mailto:pals@northstaffordshire.nhs.uk)



## **Individual Funding Request (IFR)**

### **A Guide for Patients**

#### **Introduction**

Each Clinical Commissioning Group (CCG) is allocated a fixed amount of money for the healthcare needs of the local population. CCGs follow a prioritisation process to decide which treatments and services will be funded, as, it is not possible to fund every available treatment. The aim of the prioritisation process is to ensure services offer the most benefit to the largest number of patients, whilst also ensuring the process is fair to the whole population and that public money is spent wisely.

As a result there are a number of treatments/services that North Staffordshire CCG does not fund. However, your GP or Consultant may make a request for a treatment or service that we do not routinely fund if they feel there are **exceptional clinical circumstances** related to your case.



This process is known as the Individual Funding Request (IFR) Process.

## MAKING AN APPLICATION

Your GP or Consultant will normally make an application on your behalf.

The IFR Process consists of two stages:

### Stage 1 Review

Your request will be reviewed to determine if there is “prima facie” evidence of clinical exceptionality. If this review finds that there is evidence your request will be progressed to the next stage. If there is no clinical evidence of exceptionality your GP or Consultant will be given the opportunity to submit further evidence.

This stage of the process does not make a judgement on whether the request meets the criteria for exceptionality it solely determines whether there is sufficient evidence within the application to advance it to the next stage.



### Stage 2 Panel

If your request demonstrates prima facie evidence of clinical exceptionality your request will be referred to an IFR Panel for consideration. The panel will consist of clinical members of the CCG as well as experts from Public Health. The panel will decide whether your request meets the criteria for exceptional funding. Your GP or Consultant will be informed of the decision within 5 working days of the Panel. Panels meet on a monthly basis. If funding is approved at Stage 2 you and your doctor will then be able to discuss practical arrangements for your treatment.

## If funding is not approved at Stage 2

If the Panel decides the criteria for exceptional funding have not been met, a letter will be sent explaining why the funding could not be given.

Further evidence that demonstrates that your case is exceptional – that you are different from other patients with your condition and that you would benefit more than they would - can be submitted at any point. An IFR is not closed.

**If you are not satisfied** that the correct process was followed by the Panel in reaching a decision, you may ask for it to be reviewed by an Appeal Panel. You also have the right to make a complaint at any point during the handling of your IFR. Details are available from the IFR team on 0845 602 6772 ext 1661, or from PALS (see the back of this leaflet.)

The CCG's Individual Funding Request Policy is available on request by contacting the IFR team on 0845 602 6772 ext 1661



Or you can read it on our website: [www.northstaffsccg.nhs.uk](http://www.northstaffsccg.nhs.uk).