

DOCUMENT CONTROL SHEET

Name of Document	Individual Funding Requests-Drugs Panel Terms of Reference
Version	6
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Approved by Committee	

REVISION HISTORY

Revision Date	Summary of Changes	Author(s)	Version Number
30.12.22	References to CCG changed to ICB and up to date logos added	Jackie Cotton	V4
February 2023	Membership updated as suggested at Jan 23 PCMMWG	Jackie Cotton	V5
May 23	Consultant in Public Health Medicine moved from non-voting to voting membership – this reflects the voting rights as allocated to the IFR- Procedures Panel	Jackie Cotton	V6

Approvals

This document requires the following approvals either individual(s), group(s) or board

Name	Title	Date of Issue	Version Number

Individual Funding Request-Drugs Panel

Terms of Reference

BACKGROUND AND ROLE

The Individual Funding Request-Drugs Panel considers requests for funding in line with the Individual Funding Request-Drugs Panel Commissioning Policy. Each application will be processed in line with that policy to ensure that requests are considered in a fair, consistent and transparent way, with decisions based on the available clinical evidence presented by the treating clinicians.

To be able to consider funding requests for treatment there should be evidence provided within the application to show how the patient would meet both criteria of clinical exceptionality. The requesting clinician should therefore provide evidence to show how the patient is BOTH:

- Significantly different clinically to the group of patients with the condition in question and at the same stage of progression of the condition
- AND
- Likely to gain significantly more clinical benefit than others in the group of patients with the condition in question and at the same stage of progression of the condition

CHAIR

The Lay Chair should be appointed by the NHS Norfolk & Waveney ICB and will ideally be a non-executive director.

MEMBERSHIP

Voting Members:

Medicines Optimisation and Prescribing Speciality Advisor (Deputy Chair)
Nominated Clinician Representatives from the NHS Norfolk & Waveney ICB:
Associate Medical Director for Primary care
3 Elective Care Speciality Advisors
ICB Medical Director
Consultant in Public Health Medicine

Advisory Non-voting members:

Interface Prescribing Adviser
Chairs from local Acute Trust Drugs and Therapeutics Committees
IFR Administrator
Medicines Optimisation Prescribing Advisor
Lay member

FREQUENCY OF MEETINGS

The meetings will be held monthly

RESPONSIBILITIES

The ICB voting members of the IFR-Drugs Panel will be responsible for making decisions as to whether treatments are approved for funding. ICB representatives will have delegated responsibility to make these funding decisions.

Panel members will seek to reach decisions by consensus where possible, but if a consensus cannot be achieved, decisions will be taken by a majority vote with each voting panel member present having an equal vote. If the panel is equally split, then the Chair of the Panel will have the casting vote.

QUORACY

The Panel will be quorate if the Chair or deputy chair are present and at least three of the voting members (to include at least 2 GP representatives).

Should the instance occur where the meeting is not quorate, the Panel will only be authorised to make a recommendation on a request, with the absent voting member(s) being asked to ratify that recommendation within 48 hours of the meeting.

REPORTING

Agendas and anonymised papers for the meetings will be circulated one week before Panel meets by the IFR-Drugs Panel Administrator, via secure email.

A report detailing ICB committed expenditure will be provided quarterly to the NHS Norfolk & Waveney ICB's Drugs and Therapeutics Committee.

PATIENT CONFIDENTIALITY AND CONFLICTS OF INTEREST

Conflict of interest forms will be completed annually and retained by the IFR-Drugs Panel Administrator.

Any IFR-Drugs Panel members who believe that they may have had any clinical involvement with a particular case will excuse themselves from the case. Confidentiality is the responsibility of all Panel members and should be maintained at all times.

ATTENDANCE AT IFR-DRUGS PANELS

Patients will not be invited or permitted to attend IFR-Drugs Panels but may submit written evidence or factual information in support of clinical exceptionality to the IFR Panel to be included in the case papers before the IFR Panel.

DECISIONS

Each ICB is responsible for decisions regarding IFRs for its population. The IFR-Drugs Panel Administrator will write on behalf of the relevant Panel to the referring clinician within ten working days of the meeting, setting out the decision and the reasons for it.