

## Procedure for Approval of Individual Funding Requests by Clinical Director of Pharmacy

This procedure provides guidance to pharmacists supporting clinicians submitting an Individual Funding Request (IFR).

### A. Definition of an IFR

An individual funding request is a request received from a provider, or a patient with explicit support from a clinician, which seeks funding for a single identified patient for a specific treatment.

There are two basic types of IFR:

- Individual request – the patient is suffering from a presenting medical condition for which there is no relevant national/regional/NHSW policy and there are unlikely to be similar patients in Worcestershire; or
- Clinical exceptional request – the patient is suffering from a presenting medical condition for which NHSW has a policy but where that policy does not provide for funding for the patient's particular clinical circumstances. The patient therefore seeks to demonstrate exceptional clinical circumstances to justify the receipt of funding in clinical circumstances falling outside the terms of the policy

An Individual Funding Request (IFR) may be one or more of the following:

1. A high cost drug
2. Approved by NICE but not for the indication requested
3. Not approved by NICE for any indication
4. The treatment requested is for true one off patient, i.e. there are unlikely to be any similar patients

Note: If there is any likelihood of further similar patients this constitutes a cohort and a full application to the Area Prescribing Committee must be made

### B. Completion of the IFR Proforma

The IFR must be:

1. Completed on the proforma available via:  
<http://www.worcestershire.nhs.uk/publications/policies-and-procedures/commissioning.aspx> .
2. Completed in full by the requesting clinician with the support of the relevant lead/clinical pharmacist.
3. The form to be completed electronically unless there are extenuating circumstances.
4. All relevant supporting documents to be attached electronically or in hard copy.

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### C. Approval Process

An IFR can be approved:

1. By the Clinical Director of Pharmacy for drugs below a total annual cost of £2,500.
2. For IFRs above £2,500 these must be submitted to the PCT IFR panel via Clinical Director of Pharmacy, for approval.
3. The submitting clinician must not raise patient expectation that the treatment will be made available; these discussions should only be had once approval has been given.
4. For urgent requests these must be submitted electronically to the Clinical Director of Pharmacy at [nick.hubbard@worcsacute.nhs.uk](mailto:nick.hubbard@worcsacute.nhs.uk) .
5. Urgent requests will normally be reviewed **by the Acute Trust** within 24 hours providing all relevant information is submitted with the application.
6. In the absence of the Clinical Director of Pharmacy urgent requests should be directed to the Medical Director at [charles.ashton@worcsacute.nhs.uk](mailto:charles.ashton@worcsacute.nhs.uk) .
7. In the absence of both the Clinical Director of Pharmacy and Medical Director urgent requests should be directed to either the Chief Pharmacist Operations (Alexandra Hospital) [alan.catterall@worcsacute.nhs.uk](mailto:alan.catterall@worcsacute.nhs.uk) or the Chief Pharmacist Operations (Worcestershire Royal Hospital) [hugh.morrow@worcsacute.nhs.uk](mailto:hugh.morrow@worcsacute.nhs.uk) .
8. If the request is judged to be appropriate the Clinical Director of Pharmacy (or nominated deputy) will forward the completed application and supporting information to the Commissioning Team at NHS Worcestershire via: [nhsworcs.fundingrequests@nhs.net](mailto:nhsworcs.fundingrequests@nhs.net)
9. IFRs will be initially triaged by the IFR screening panel (meetings held every Tuesday and Friday); if the request is deemed to be individual or exceptional the request will be referred to the PCT IFR Panel for consideration. IFR Panels are scheduled every two weeks. The decision will be communicated back to the requesting clinician. Please see NHS Worcestershire's commissioning policy on Individual Funding Requests for further information, available at: <http://www.worcestershire.nhs.uk/publications/policies-and-procedures/commissioning.aspx>

### D. Decision Notification

The decision of the Clinical Director of Pharmacy:

1. Will be notified to the requesting clinician via email.
2. Will normally be sent out within 24 hours of receipt within the normal working week.
3. The decision will be copied to the APC and clinical pharmacist.
4. The decision of the IFR panel at the PCT will be notified in writing usually via email.

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