



# Individual Funding Requests

## *General Practitioner Guide for IFR Management*

### Where Can I Find The CCG Policies?

The CCG commissioning policies and guidelines are available via the "Policies" tab on the CCG website. Select the "Clinical & Medicines Commissioning" link and then "Clinical Policies and Guidance" to view a list of all CCG policies and guidance on surgery/treatments /therapies or medicines.

### Need Advice On IFRs Or Policies?

Clinical Staff can ask a question about our commissioning policies or about an IFR application on behalf of their patients.

Email: [hw.priorapprovals@nhs.net](mailto:hw.priorapprovals@nhs.net)

Or

Medicines Commissioning Team: [hw.medicines@nhs.net](mailto:hw.medicines@nhs.net)  
(for medicine related issues)

### When is it appropriate to submit an IFR application?

Most treatments and interventions are funded through NHS Payment by Results tariff arrangement. The CCG would only expect to receive a request where the treatment/intervention is not included in PbR or does not meet the clinical criteria included in their Clinical Commissioning Policy; please see our "Why Do We Need IFRs" section. Advice and verification of the need for an IFR should be sought internally from the trust contracting team.

Note: If the request relates to a service or intervention commissioned by NHS England, an NHSE IFR request should be completed. To access the NHSE IFR details please use the following link: [www.england.nhs.uk/commissioning/policies/gp](http://www.england.nhs.uk/commissioning/policies/gp)

### Making an IFR Application:

You can access the IFR Proforma by visiting the CCG website (follow the instructions above in the "where can I find the CCG policies?" section).

The completed IFR application must be sent in the first instance to the acute trust contracting team. Following internal approval the contracting team will forward the application to the appropriate commissioner.

Please make sure that your application includes a completed IFR Proforma and any other relevant clinical information/clinical letters you want the IFR Panel to review in support of the request.

### What is an Individual Funding Request (IFR)?

An individual funding request is a request for a treatment that is not routinely funded by the commissioners of that treatment pathway or covered by an existing commissioning policy.

### Why Do We Need IFRs?

The Individual Funding Request process is needed to make sure that requests for treatments the CCG does not normally fund are assessed in a fair and equitable manner as part of a robust decision making process that will stand up to due diligence and scrutiny.

The IFR process cannot be used as a means to progress the funding of a service development as, by their very nature, they are meant to be clinically exceptional, i.e:

- The patient's clinical circumstances fall outside existing local NHS commissioning policies for funding the requested treatment;

Or

- The patient is suitable to enter a clinical trial which requires explicit funding by the Commissioner;

Or

- The patient has a rare clinical circumstance, thus rendering it impossible to carry out clinical trials, and for whom the clinician wishes to use an existing treatment on an experimental basis.

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## GP Guide for IFR Management

What to do if a patient requests, or you are considering a referral for, a treatment not routinely funded

1. Is there an existing service or policy?



Yes



No - Go to 3

2. Does the patient meet the clinical criteria for treatment?



Yes - Refer to Service



No

3. Does the request meet one of the following requirements for consideration as an IFR:

- a. There is sufficient clinical evidence to confirm that the patient is experiencing clinically exceptional circumstances to those patients covered by the local, regional or national policy; OR
- b. The request is for a patient to enter a clinical trial which requires explicit funding; OR
- c. There is no local, regional or national guidance and the patient has a rare clinical circumstance which means that clinical trials cannot be carried out and the request is for the use of an existing treatment on an experimental basis



Yes



No - Advise Patient that  
the request cannot be  
progressed

4. Do you think that there are likely to be more patients within Herefordshire and Worcestershire requiring the same treatment?



Yes



No - IFR Application

5. This is likely to be a service development. The treating clinician will need to submit a business case through their trust.

Note: Such requests will NOT be funded during the current financial year

If you would like this information in alternative formats or languages contact the Communications Team on 01905 681956 or email: [hw.comms@nhs.net](mailto:hw.comms@nhs.net)