

Surrey Clinical Commissioning Group's Individual Funding Requests (IFR) Service

**BI-ANNUAL REPORT 2019/20
(covering October 2019 - March 2020)**

**The IFR service is hosted by Surrey Downs CCG on behalf
of;**

**East Surrey, Guildford & Waverley, North West Surrey,
Surrey Downs and Surrey Heath CCG's**

Foreword from IFR Clinical Lead

This report demonstrates the scope of the IFR applications which have been received by the Individual Funding Requests (IFR) Team between October 2019 and March 2020. All data within this report relates to all 5 CCG's within Surrey; East Surrey, Guildford & Waverley, North West Surrey, Surrey Downs and Surrey Heath.

The IFR Team continue to hold a joint weekly screening meeting between themselves and the Pharmaceutical Commissioning Team, to screen cases for eligibility for consideration by the IFR Panel. The process ensures that cases are always screened by a minimum of 2 clinicians to ensure a fair and transparent process. At the beginning of the COVID-19 pandemic, to ensure continuity of the process, screening meetings and IFR Panel's began taking place via Microsoft Teams.

The IFR and the Pharmaceutical Commissioning Team's continue to monitor requests and flag up potential commissioning gaps in a timely manner to the commissioners.

NB: Although the IFR Team manage the process for both interventions and drugs, this report covers intervention applications only; a separate report is written for any drug IFR's.

The review of the IFR Policy and Operating Process is still underway. The document has been split into 2; IFR policy and accompanying Standard Operating Policy (SOP), in order to be more in line with NHS England. The documents will be reviewed by the Quality and Performance Board at the next available meeting once normal service resumes.

Surrey Downs CCG has agreed to be a demonstrator site for the Evidence Based Intervention (EBI) policy for NHS England.

A new IFR Panel Chair has been appointed and will take up his role in April 2020. The successful candidate is Dr Iain Cruickshank, who is a retired GP and brings with him his wealth of clinical knowledge and previous experience of the IFR process.

Dr Phi Vo
IFR & POLCE Clinical Lead

Introduction

Surrey Downs Clinical Commissioning Group (CCG) hosts the IFR service on behalf of East Surrey, Guildford & Waverley, North West Surrey, Surrey Downs and Surrey Heath CCG's.

There may be individual cases where a patient's needs cannot be met through existing contracts and commissioning arrangements, but their consultant considers that their patient has a need for an un-commissioned treatment and wishes to request funding on their patient's behalf. When these requests occur, CCG's must have a robust and transparent system in place to assess and determine whether the request should be funded, demonstrating a rational decision making process for an individual patient.

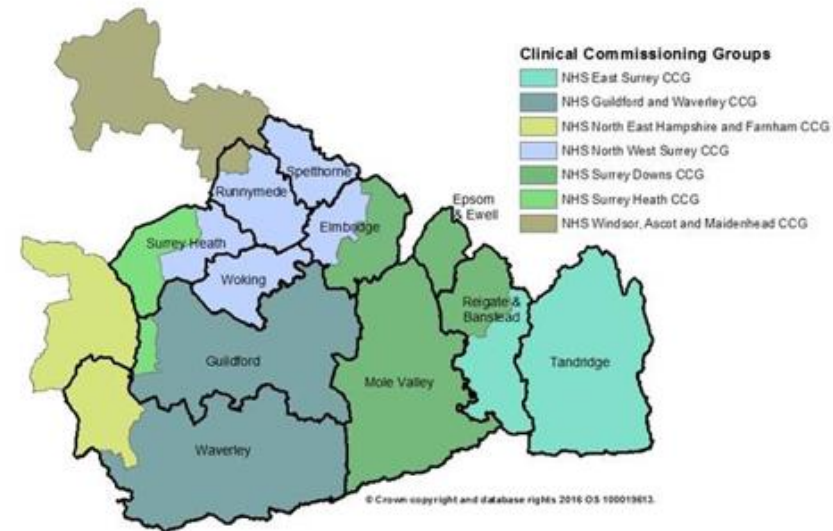
The IFR applications for procedures and treatments are submitted through an online database called Blueteq, which are checked for completeness by the IFR admin team. Applications are screened on a weekly basis by the IFR screening group which consists of a minimum of 2 clinicians.

Where cases are deemed to be eligible for consideration by the IFR Panel, they are submitted to the next available Panel meeting; Panel meetings are held on the fourth Wednesday of every month and are attended by clinical representation from each of the 5 Surrey CCG's as well as a pharmacist, a member of Public Health and a Lay Member. The IFR Panel will decide whether to approve or decline funding (or defer their decision in order to request further information from the applicant). Once a Panel decision has been made, the IFR admin team will send an outcome letter to the applicant with the IFR Panel's decision. If the applicant, or their patient, wishes for a review of the outcome to be carried out following a declined decision, the applicant can send an request in writing to the IFR admin team which must be received within one month of the date of the IFR Panel decision letter.

Surrey CCG's population sizes

These figures are taken from each individual CCG's Annual Report for 2018/19

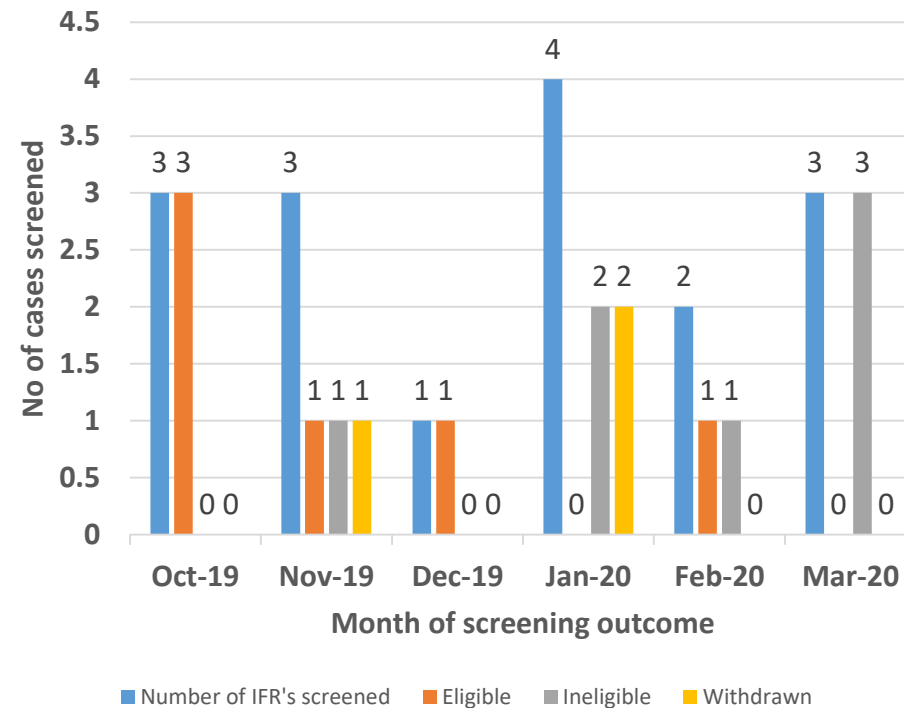
East Surrey	185,000
Guildford and Waverley	225,000
North West Surrey	370,000
Surrey Downs	305,000
Surrey Heath	96,474*



* This figure is taken from Surrey-i and shows the population estimate for Surrey Heath CCG as of Mid-2018

IFR applications screened; Months 7-12(2019/20)

Month	Number of IFR's screened	Eligible	Ineligible	Withdrawn
Oct-19	3	3	0	0
Nov-19	3	1	1	1
Dec-19	1	1	0	0
Jan-20	4	0	2	2
Feb-20	2	1	1	0
Mar-20	3	0	3	0



IFR applications are screened for eligibility for consideration by the IFR Screening Group which consists of a minimum of 2 clinicians. Where applications have been withdrawn, they are either considered to be incomplete or they are subject to the Prior Approval process instead.

IFR's received by provider; Months 7-12 (2019/20)

Provider	Activity
St George's Healthcare NHS Trust	5
Royal Surrey County Hospital NHS Trust	4
Queen Victoria Hospital NHS Foundation Trust	4
Kingston Hospital NHS Trust	4
Ashford & St Peter's Hospitals NHS Trust	3
Frimley Park Hospital NHS Foundation Trust	2
BMI Healthcare Princess Margaret Hospital	2
Guy's & St Thomas' NHS Foundation Trust	2
University College London NHS Foundation Trust	2
Spire Thames Valley Hospital & Windsor Clinic	1

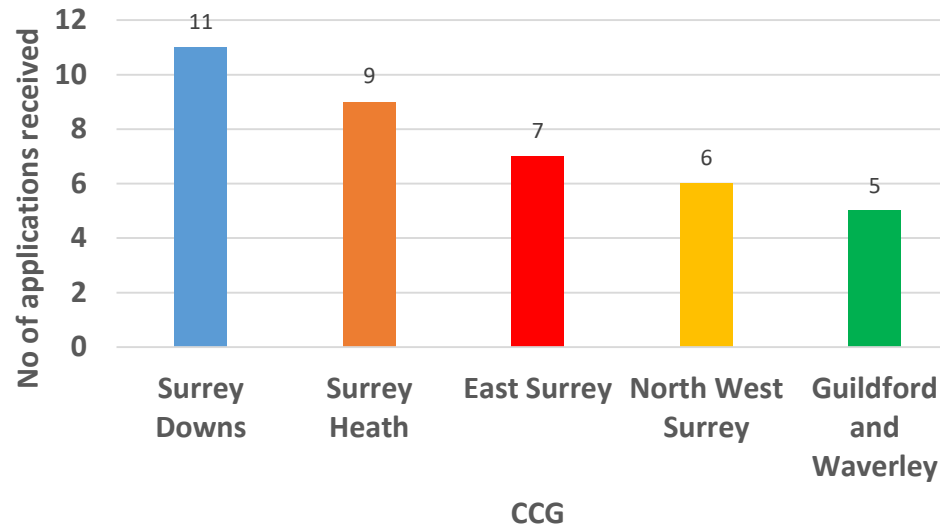
Provider	Activity
Kingston Assisted Conception Unit	1
South London & Maudsley NHS Foundation Trust	1
Other Provider	1
Spire Clare Park Hospital	1
Central Surrey Health	1
Dorking Healthcare	1
Nuffield Health Woking Hospital	1
Alliance Clock House MRI	1
Mayday Healthcare NHS Trust	1
Grand Total	38

IFR's received by procedure; Months 7-12 (2019/20)

Procedure	Activity
Breast procedures	5
Other procedures	5
Excision of Lipoma	4
Assisted Conception procedures	4
Dermatology procedures	4
Liposuction	4
MSK procedures	3
ENT procedures	2
Body contouring procedures	2
Trimming of skin tags	1
Radiofrequency facet joint denervation (RFD)	1
Abdominal Aortic Stent	1
Speech & Language Therapy	1
Pelvic Floor Repair	1
Grand Total	38

IFR's received, by CCG; Months 7-12 (2019/20)

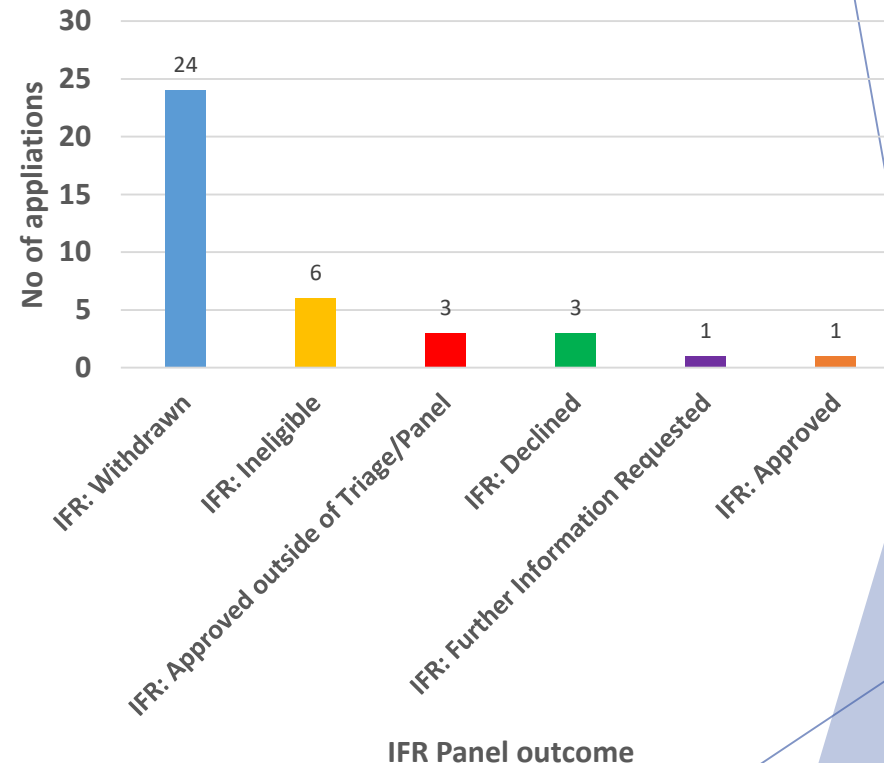
CCG	Activity
Surrey Downs	11
Surrey Heath	9
East Surrey	7
North West Surrey	6
Guildford and Waverley	5
Grand Total	38



During quarters 3 and 4 for this year, Surrey Downs CCG received the highest number of applications. In line with the previous report, this could potentially be due to the fact that the IFR service is hosted by Surrey Downs CCG and therefore the process is more widely understood within that area amongst providers. Guildford & Waverley, North West Surrey and Surrey Downs CCG's continue to run a Referral Support Service (RSS) which triages referrals and filters out any that would require an IFR application.

IFR application outcomes; Months 7-12 (2019/20)

Procedure	Activity
IFR: Withdrawn	24
IFR: Ineligible	6
IFR: Approved outside of Triage/Panel	3
IFR: Declined	3
IFR: Further Information Requested	1
IFR: Approved	1
Grand Total	38



Most IFR applications that are received are withdrawn; the common themes being:

- There is a policy in place therefore a Prior Approval is required rather than an IFR
- Insufficient clinical detail has been provided

The majority of those that are reviewed by the screening group are ineligible for consideration by the IFR Panel as an arguable case as to why the patient should be provided with the requested treatment has not been provided.

IFR application outcomes by CCG; Months 7-12 (2019/20)

CCG	Outcome	Activity	Expected Cost
Surrey Downs		11	£32,610.00
	IFR: Withdrawn	6	£12,636.00
	IFR: Ineligible	3	£13,863.00
	IFR: Declined	2	£6,111.00
Surrey Heath		9	£36,638.62
	IFR: Withdrawn	4	£3,500.00
	IFR: Approved outside of Triage/Panel	2	£12,832.10
	IFR: Further Information Requested	1	£3,000.00
	IFR: Approved	1	£11,306.52
	IFR: Declined	1	£6,000.00

CCG	Outcome	Activity	Expected Cost
East Surrey		7	£12,117.00
	IFR: Withdrawn	4	£3,888.00
	IFR: Ineligible	2	£4,143.00
	IFR: Approved outside of Triage/Panel	1	£4,086.00
North West Surrey		6	£11,218.08
	IFR: Withdrawn	6	£11,218.08
Guildford and Waverley		5	£9,814.00
	IFR: Withdrawn	4	£4,814.00
	IFR: Ineligible	1	£5,000.00
Grand Total		38	£102,397.70

IFR Panel GP Attendance Log; Months 7-12 (2019/20)

Names	Organisation	Oct	Nov	Dec	Jan	Feb	Mar
Dr Joe McGilligan	East Surrey CCG		XX	☑	☑	No IFR Panel	📞
Dr Pramit Patel	East Surrey CCG	📞					
Dr David Eyre-Brook	Guildford & Waverley CCG	☑	☑	☑	☑		📞
Dr Sarah Dunkley	North West Surrey CCG	X		-	-		-
Dr Philippa Woodward	North West Surrey CCG		☑	📞	☑		📞
Dr Andree Battinson	Surrey Downs CCG			✓			
Dr Ruchika Gupta	Surrey Downs CCG				☑		
Dr Phi Vo	Surrey Downs CCG	☑	☑	☑			📞
Dr John Fraser	Surrey Heath CCG	📞	📞	📞			📞

Key	
In attendance, voting member	☑
In attendance, non-voting member	✓
In attendance, teleconferencing, voting member	📞
Observed	☺
Apologies	X
Absent	XX

IFR Panel Non-GP Attendance Log; Months 7-12 (2019/20)

Names	Organisation	Oct	Nov	Dec	Jan	Feb	Mar
Tejinder Bahra	Pharmaceutical Commissioning Team, Surrey Downs CCG		☑		☑	NO IFR PANEL	0
Liz Clark	Pharmaceutical Commissioning Team, Surrey Downs CCG	☑		☑			
Carina Joanes	Pharmaceutical Commissioning Team, Surrey Downs CCG						📞
Clare Johns	Pharmaceutical Commissioning Team, Surrey Downs CCG						✓
Georgina Randall	Pharmaceutical Commissioning Team, Surrey Downs CCG	✓	✓	✓	✓		
Dr Roshni Shah	GP, Surrey Downs CCG	☹					
Dr Negin Sarafranz-Shekary	Public Health, Surrey County Council	✓		✓			
Dr Elizabeth Saunders	Public Health, Surrey County Council - Interim Chair (Oct-Mar)	☑	☑		☑		0
Dr Iain Cruickshank	IFR Panel Chair, Surrey Downs CCG						☹
Andrea Golding	IFR, Surrey Downs CCG			✓	✓		✓
James Forbes	IFR, Surrey Downs CCG		✓	✓			✓
Taylor Keech	IFR, Surrey Downs CCG	✓			✓		
Dr Julie George	Public Health, Surrey County Council (Temp Chair - Dec)			☑			
Aboyowa Popo	Public Health, Surrey County Council	✓					
Cyril Haessig	Public Health Lead, Surrey County Council		✓				
Steven Bow	Public Health, Surrey County Council				☹		

Key	
In attendance, voting member	☑
In attendance, non-voting member	✓
In attendance, teleconferencing, voting member	📞
Observed	☹
Apologies	X
Absent	XX

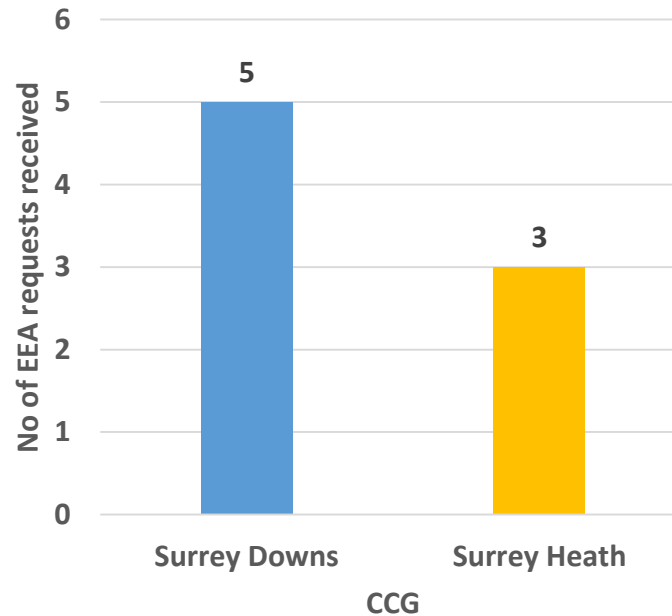
Assisted Conception; Months 7-12 (2019/20)

- ▶ Surrey patients can choose to undergo their treatment at any one of the following commissioned assisted conception units: Nuffield Health, Woking Hospital, Croydon Health Services NHS Trust (Mayday) and Kingston Hospital NHS Foundation Trust. Up to 2 full cycles of IVF, with or without ICSI, are funded in eligible women who are aged not more than 39 years at the time of their referral to a fertility clinic. If the woman reaches the age of 40 during treatment, then the current full cycle will be funded but no further full cycles.

CCG	Procedure	Activity	Expected Cost
Surrey Heath	IFR: Further Information Requested	1	£3,000.00
	IVF	1	£3,000.00
Surrey Downs	IFR: Declined	1	£3,111.00
	IVF with embryo cryopreservation	1	£3,111.00
East Surrey	IFR: Approved outside of Triage/Panel	1	£4,086.00
	Cryostorage of Embryos	1	£4,086.00
North West Surrey	IFR: Withdrawn	1	£3,486.00
	Cryopreservation to preserve fertility in people diagnosed with cancer	1	£3,486.00
Grand Total	Grand Total	4	£13,683.00

EEA Requests, by CCG; Months 7-12 (2019/20)

- ▶ European Economic Area (EEA) requests are for routine treatments which took place in a European country. CCG's are responsible for reimbursing patients if the treatment would have been routinely available on the NHS. All EEA requests are managed by NHS England.
- ▶ All EEA requests are processed by the IFR Admin Team; each application is logged by the team and sent to the patients CCG for a decision to be made.
- ▶ Requests received from NHS England contain minimal information and do not include costs involved in the treatment that has taken place.
- ▶ If a response is not submitted to NHS England within 7 working days, they will approve funding on behalf of the patients CCG providing the treatment undertaken is funded locally. NHS England will then recharge the CCG.



Equipment Requests; Months 7-12 (2019/20)

- The equipment requests that have been received are split between 3 CCG's, however the majority of requests have been for Surrey Downs.

CCG	No of requests	Total
Surrey Downs	4	£33,508
North West	1	£591
Surrey Heath	1	£322

- The total number of equipment/device requests was 6, totalling £34,421.

- These 6 requests were for:

SD: Single pulse transcranial magnetic stimulation device; Specialised wheelchair; Specialised therapy; Treatment for complex neurological needs

NWS: iPad and communication aid app

SH: Functional Electrical Stimulation

Appeals Received; Months 7-12 (2019/20)

One (intervention) appeal was received for Laser Hair Removal, for a Guildford & Waverley CCG patient, based on the grounds that the requesting consultant did not feel that all the information provided was taken into consideration in order to view the patients presentation holistically.

The application was overturned by the Review Panel and returned to the next available IFR Panel for consideration. However the screening group, who review applications prior to consideration by the IFR Panel, agreed that the application to be ineligible for the IFR Panel due to the fact that the patient would sit within a cohort of patients with similar symptoms and therefore did not meet the definition of exceptionality.

Complaints Received; Months 7-12 (2019/20)

- No complaints were received during this period

Key Performance Indicators (KPI's); Months 7-12 (2019/20)

KPI	Target	Q3	Q4
IFR applications logged and acknowledged within 5 working days of receipt	100%	100%	100%
Incomplete applications returned to the requesting clinicians within 5 working days	100%	100%	100%
Applications outside of scope returned to the requesting clinician within 5 working days	100%	100%	100%
Non-urgent IFR requests (from clinicians) that are completed within 25 working days from the date all information is received	100%	100%	100%
Urgent requests with decision within 3 working days of receipt	100%	100%	100%

Next steps and recommendations

- ▶ Continue with the detailed review of the IFR Operating Policy. The policy has been separated into 2 documents; IFR policy and accompanying Standard Operating Procedures (SOP).
- ▶ The review of Surrey Priorities Committee is still underway
- ▶ Iain Cruickshank will take up his new role as IFR Panel Chair from April 2020
- ▶ East Surrey, Guildford & Waverley, North West Surrey and Surrey Downs will merge in one organisation as of 1st April 2020 and will become Surrey Heartlands CCG. Surrey Heath CCG will remain separate but the IFR process will still be managed by Surrey Heartlands.
- ▶ The COVID-19 pandemic will have an impact on IFR applications and will be monitored closely over the coming months.

Recommendations:

- Quality and Performance Board to approved revised IFR Operating Policy by the end of Quarter 2 2020/21.