

How long will an application take?

The standard period for providing a substantive response to an IFR (i.e. a decision on the funding request) is a maximum period of 30 working days from the date of the receipt of a fully completed IFR form to the date the requesting clinician is informed of the outcome (inclusive). This 30 working day period discounts any working days where the IFR team are awaiting information sought from the requesting clinician. At any point in the IFR process, the IFR team can ask for further information to clarify the request. If the requester does not provide a response to the IFR team within 10 working days the request record will be closed and the requester informed. Such a request can be reopened on submission of the additional information.

How can I find out how my application is progressing?

The Individual Funding Request Team (IFR) will keep in contact with your clinician during the application process and let them know how the application is progressing and if there are any delays. You should therefore speak to your clinician in the first instance.

Where can I find more information?

Further information regarding Individual Funding Applications can be found on our website at <https://www.surreydownsccg.nhs.uk/your-health/our-services/individual-funding-requests>

What you should know

Everyone who works for Surrey Downs CCG is bound by the Common Law Duty of Confidentiality. This includes all officers, Governing Body members and staff (temporary, contractors and seconded staff) and GP members in their capacity as commissioners. This leaflet summarises what you need to know, best practice in information governance and where to find out more.



Individual Funding Requests - A guide for patients and service users

What is an individual funding request?

An individual funding request can be made by your clinician (doctor or other health professional) if they believe a particular treatment or service that is not routinely offered by the NHS is the best treatment for you, given your individual clinical circumstances.

Why are some treatments not routinely offered by the NHS?

The vast majority of treatments and services that patients need are offered routinely by the NHS. There may be some cases however where a decision has been taken not to offer the treatment to groups of patients with a particular clinical need. This may be because there is limited evidence as to how well the treatment works in those patients or because the treatment is very expensive and doesn't offer good value for money for the NHS.

There will also be some circumstances where a treatment is still very new and a decision hasn't been taken yet on whether it should be routinely offered on the NHS.



When can an individual funding request be made?

An individual funding request can be made for a treatment that is not routinely offered by the NHS when a clinician believes that their patient is clearly different to other patients with the same condition or where their patient might benefit from the treatment in a different way to other patients. This is known as "Clinical Exceptionality".

Clinicians can also make a request for funding where a decision hasn't yet been taken on whether a treatment should be offered in the NHS and where their patient's condition is likely to get a lot worse very quickly and without any prospect of recovery, unless they receive this treatment. This is known as "Critical Clinical Urgency".

Where a request is made on grounds of clinical urgency, the clinician will need to show that the evidence for use of the treatment is strong and that the treatment is likely to represent good value for money compared with other treatments provided routinely by the NHS.

Your clinician should explain to you why they believe that a treatment that is not routinely offered by the NHS is the best treatment option for you.

Who can make an individual funding request?

Your clinician will make the funding request on your behalf and will inform you of the outcome. NHS Surrey Downs CCG cannot accept individual funding requests directly from patients and only from the clinician completing the procedure/treatment.

Who considers the application?

Applications will first go through a screening process by NHS Surrey Downs CCG to make sure all relevant information has been submitted. They will contact your clinician if they need further information. In most cases, the application will then be considered by an expert independent panel of clinical representatives from each CCG in the Surrey area (Surrey Downs CCG, Surrey Heath CCG, East Surrey CCG, Guildford & Waverley CCG, North West Surrey CCG) who will not have been involved in your treatment. The panel also contains an independent lay (public) representative. All panel members have received training to enable them to assess individual funding requests fairly and thoroughly. Your personal details will be kept confidential. NHS Surrey Downs CCG will let your clinician know the outcome of the funding request. If the application is unsuccessful then the letter will explain the reasons. When you next see your clinician, they will discuss with you what other treatment options might be available.