Individual Funding Request (IFR) Application Form

The clinical applicant (primary, secondary, tertiary or other) completing this form is responsible for collating all information and relevant evidence, which may involve working with other clinicians, outside of your organisation, involved in this patient’s care. All forms must be typed, acronyms / abbreviations must be written out in full and all fields must be completed (or N/A stated where a field is not applicable). Incomplete mandatory fields and hand-written forms will result in the form being returned and may cause delays to consideration for funding. Please refer to your Integrated Care Board’s (ICB’s) IFR policy or team (details at bottom form if any further support is required

Anonymity – please ensure that in order to protect patient identity, apart from section A, the patient is not referred to by name or initials within the application form.

|  |  |
| --- | --- |
| **Before completing this form, please answer the following questions** | |
| **Is this drug or non-drug request for a treatment currently commissioned by NHS England? \***  *If* ***Yes****, then* ***STOP HERE*** *and refer to NHS England.* | **Yes  No** |
| **Drug requests** | |
| **Is the requested intervention part of a clinical trial?****\*\***  *If* ***Yes****,* ***then STOP HERE.*** *This funding route is not appropriate. Please speak to your trust chief pharmacist regarding drug trials.* | **Yes  No** |
| **Is the drug listed on the National Tariff excluded drug list and is for use in accordance with a NICE Technology Appraisal Guidance / locally commissioned pathway? \*\***  *If* ***Yes****,* ***then STOP HERE.*** *This funding route is not appropriate. Please redirect to the appropriate High Cost Drug (HCD) team.* | **Yes  No** |
| **Governance - Has the treatment been approved through the provider’s clinical governance arrangements for the requested intervention for use?** **\*\***  *If* ***No, then STOP HERE.*** *The application requires trust governance approval. Evidence* ***MUST*** *be supplied e.g. drug and therapeutic committee (DTC) minutes, a letter from the DTC Chairman, if Chairman’s action has been taken.* | **Yes  No** |
| **Non drug requests** | |
| **Does the intervention requested fall under the Treatment Access Policy (TAP)?**  *If* ***Yes,*** *this application must set out the case for clinical exceptionality and eligibility for funding through the IFR route.* | **Yes  No** |
| **Has this request already been declined by a referral management/clinical assessment centre or Prior Approval Service? \*\*\***  *If* ***Yes****, and the patient does not meet local policy criteria then**your application needs to explicitly explain why your patient is clinically exceptional or rare in section G.* | **Yes  No** |
| **Governance - Has the medical device/ intervention been approved in accordance with Provider’s clinical governance arrangements** **\*\*\***  *If* ***No, then STOP HERE.*** *The application requires approval. Evidence* ***MUST*** *be supplied e.g. minutes of the governance meeting where approval was given.* | **Yes  No** |

|  |  |  |
| --- | --- | --- |
| **Section A: Contact Information \*** | | |
| 1. **Applicant details**   *The applicant should have clinical responsibility for this intervention for this patient for this specific clinical indication.*  *Please ensure the declaration is signed and dated (section I)* | **Name \*** |  |
| **Designation/Job title \*** |  |
| **Telephone \*** |  |
| **nhs.net address**  *(no other emails accepted)* **\*** |  |
| 1. **Patient details** | **Initials \*** |  |
| **NHS number \*** |  |
| **Hospital number** |  |
| **Date of Birth (DoB) \*** |  |
| **Patient address \*** |  |
| **Registered consultant \*** |  |
| **Registered GP name \*** |  |
| **GP practice code \*** |  |
| **ICB \*** |  |
| **Date of referral \*** |  |

|  |  |
| --- | --- |
| **Section B: Diagnosis \***  *(Diagnosis refers to condition that the requested intervention will treat)* | |
| 1. **Patient diagnosis or condition** *(for which the intervention is requested)* **\*** |  |
| 1. **Date of diagnosis and summary of any other relevant medical history** **\*** |  |
| 1. **Does your patient have any other relevant diagnoses or co-morbidities?** *If yes, please list* **\*** |  |
| 1. **What is the patient’s current quality of life (QoL)?** *Please summarise the current status of the patient in terms of their QoL for example performing activities of daily living (please note the IFR panel cannot take social factors into consideration)* **\*** |  |
| 1. **What is the severity of the current clinical condition, in relation to this diagnosis?** *Please use standard scoring systems e.g. World Health Organisation (WHO), Disease Activity Score (DAS28), cardiac index or those applicable to the patient’s clinical diagnosis. Please include interpretation of the score where applicable* **\*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section C: Intervention Requested**  *(Intervention refers to requested treatment, investigation, etc)* | | | |
| 1. **Details of intervention** *(for which funding is requested)* | **Name of intervention** *If the intervention forms part of a drug regimen, please document the full regimen (e.g. Drug X as part of regimen Y (consisting of drug V, drug W, drug X and drug Z)* **\*** | |  |
| **Type of Intervention \*** | | Drug  Procedure  Device  Other |
| **Planned duration**  **of intervention \*** | |  |
| **Dose and frequency**  **of drug \*\*** | |  |
| **Route of administration of drug \*\*** | |  |
| 1. **Anticipated time frames** | **Your request will be acknowledged within 5 working days of receipt. A funding decision usually takes the IFR process up to 20 working days from the date of receipt of a full and accurately completed application with copies of supporting clinical papers and completion of section I.** | | |
| **Is the case more urgent than this?** *If the clinical decision needs to be made immediately on the basis of clinical urgency, the trust should proceed at its own financial risk and submit an IFR application retrospectively. The decision to treat in the event of immediate or life-threatening circumstances must be made in accordance with NHS approved provider (Trust) governance mechanisms* **\***  **Yes  No** | | |
| **If ‘Yes’ please state why this case is clinically urgent** | | |
| 1. **Provider name\*** |  | **Is this provider NHS commissioned? \***  **Yes  No**  *If no, please explain why an NHS commissioned service is not appropriate* | |
| 1. **Provider address \*** |  | | |

|  |  |
| --- | --- |
| **Section D: Comparison with Standard Commissioned Intervention** | |
| 1. **What would be the standard intervention / management for this patient at this stage of their disease / condition? \*** |  |
| 1. **What would be the expected outcome from the standard intervention for this patient? \*** |  |
| 1. **What are the specific reasons that make the standard intervention inappropriate for this patient? \*** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section E: Previous and Current Treatment/ Interventions** | | | | |
| 1. **Summary of all previous intervention(s) this patient has received for the condition \***   *Reasons for stopping may include:*   * *Course completed* * *No or poor response* * *Disease progression* * *Adverse effects/ poorly tolerated (please detail nature of adverse effect/intolerance)*   *Please add more lines if required* | **Start date** | **Stop date** | **Name of Intervention**  *for drugs include name, dose and frequency of use* | **Response**  *reason for stopping or indicate if still continuing* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section F: Evidence for Effectiveness of Intervention Requested** | | |
| 1. **Is the requested intervention licensed for the requested indication in the UK?** **\*** | | **Yes  No** |
| 1. **Evidence\***   *It is the applicant’s responsibility to provide robust relevant and valid evidence to support the use of the intervention in this patient.*  *All relevant evidence should be provided. Give details of national or local guidelines/ recommendations [e.g. National Institute of Clinical Excellent (NICE), Scottish Medicines Consortium (SMC), London (Cancer) New Drugs Group etc.] and/ or full published papers (rather than abstracts) supporting the use of the requested intervention for this condition, unless the application relates to the use of an intervention in a rare disease. Please include any available data on the use of this treatment by your unit including clinical audit data for rare diseases. Copies of key references* ***MUST*** *be provided.* | | |
| **(a) What is the evidence that this intervention is likely to be effective in this type of patient? \*** |  | |
| **(b)** **Details of National, Regional or Local Guidelines/ Recommendations** **\*** |  | |
| **(c)** **What are the anticipated benefits?\*** |  | |
| 1. **Outcomes \*** | | |
| **(a)** **What would you consider to be a successful outcome for this intervention in this patient? \***  *Include details of the parameters you intend to measure* |  | |
| **(b) How and when will you monitor this?** **\*** |  | |
| **(c) What is the minimum timeframe/ course of treatment at which a clinical response can be assessed? \*** |  | |
| **(d) What criteria will be used to decide when the intervention is no longer effective? \***  *Include details of the parameters you intend to measure* |  | |
| 1. **What are most frequent anticipated adverse effects and what would their estimated frequency be?** **\*** |  | |
| 1. **Do the benefits outweigh the risks? If so in what way? \*** |  | |
| 1. **What are the likely consequences for this patient if funding is not approved? \*** |  | |
| 1. **What are the other treatment options for this patient if funding is not approved? \*** |  | |

|  |  |  |
| --- | --- | --- |
| **Section G: Statement of Exceptionality or Rarity** | | |
| 1. **On which basis are you making this request? \*** | Exceptional clinical circumstances (please continue to question 24)  Rarity of condition or presentation (please continue to question 25) | |
| 1. **If exceptionality, please describe why this patient’s clinical circumstances are exceptional \***   *Give specific information in each section opposite to indicate how this patient is significantly different from the cohort of other patients with the same clinical condition* | (a) Please describe in detail how the clinical presentation of this patient differs from other patients with this condition |  |
| (b)Please describe why and how this patient might be expected to gain greater health benefit from this intervention compared to other patients with this condition |  |
| 1. **If rarity, please describe why this patient’s condition or clinical presentation is so rare or unusual that there is no relevant commissioning arrangement in**   **place \*** | (a) Please state the UK prevalence and quote the source/reference | UK prevalence: Ref: |
| (b)Please describe how the clinical presentation of this patient makes them rare **\*** |  |
| (c) Please state, how many patients with the same condition or presentation as this patient does your trust / practice expect to see in the next 12 months? **\*** |  |

|  |  |
| --- | --- |
| **Section H: Costs and Review for Drug or Non Drug Interventions** *(to be completed by approved NHS provider Chief Pharmacist or Service Manager)* ***\**** | |
| **26. Total acquisition cost (inc VAT) for duration of treatment being applied for** *and associated costs such as administering a drug, phlebotomy, activity etc* **\*** |  |
| **27. State the value of any offset costs \*** |  |
| **28. Please benchmark these costs against London procurement contract prices \*** |  |
| **29. Application reviewed by chief pharmacist / service manager or nominated authorised deputy \*** | **Name:** |
| **Signature and email confirmation \*:** |

|  |  |  |
| --- | --- | --- |
| **SECTION I: APPLICANT’S DECLARATION \*** | | |
| **30. Declaration \***  I declare that this application is complete and accurate and that all necessary supporting information and evidence has been provided on this form (and attachments) | | **Yes  No** |
| 1. **Patient consent \***   I confirm that the patient has given their explicit consent for their patient identifiable data to be shared with the following organisations in order to facilitate their funding request; the patient’s host ICB, GP surgery and other clinicians and their organisation named in this form, along with any sub-contractors (who are directly involved in providing or planning my care). The sharing of this information is necessary in order to enable full consideration of this request.  In the case of a minor or vulnerable adult, I confirm I have complied with the relevant legislation guidance and for people who are approving on the patient’s behalf, the consent has been lawfully obtained in accordance with the Children Act 2004 and / or Mental Capacity Act 2005. | | **Yes  No** |
| **Clinical applicants name and job title**: |
| **32. Correspondence and Contact \***  The IFR team will copy the patient into correspondence concerning progress and outcome of their application. If you do not want the patient to be contacted or to receive correspondence please indicate this. | | **Please copy the patient into correspondence. \***  **Yes  No** |
| **Responsible clinician name: \*** | **Signature or email confirmation: \*** | **Date: \***  **DD/MM/YY** |

Forward application to the IFR team (via Trust Service Agreements Department or equivalent, if applicable).

**For South East London ICB, forms should be submitted to:** <mailto:>[**ifr@selondonics.nhs.uk**](mailto:ifr@selondonics.nhs.uk)