

NHS Blackpool Clinical Commissioning Group

Individual Patient Requests Terms of Reference

1. Background

- 1.1 The NHS has a duty to ensure arrangements are in place to manage individual funding requests.
- 1.2 Circumstances will always arise when funding decisions will need to be made for:
- interventions not routinely commissioned
 - complex packages of care for adults and children (which may or may not be jointly funded with social services)
 - high cost packages of care for individuals who are eligible for fully-funded continuing health care.

2. Interventions Not Routinely Commissioned

2.1 Individual Funding Request

- 2.1.1 This is a request to fund healthcare for a person that falls outside the range of services and treatments the Clinical Commissioning Group (CCG) routinely commissions i.e. there is no policy for the service or treatment. Individual Funding Requests generally fall into one of four categories:
- The person has a rare condition and the clinician makes the request for funding for the accepted way of treating the condition **or**
 - The person has a more common condition but claims that the usual care pathway is not appropriate for him or her **or**
 - The person wishes to take advantage of a medical treatment that is novel, developing or unproven, and which is not part of the CCG's commissioned treatment plans **or**
 - The person wishes undergo a treatment or a procedure that is not usually commissioned for reasons other than those set out above

2.2 Exceptional Funding Requests

- 2.2.1 This is a request to fund healthcare for a person in cases in which the patient and/or the clinician seeks to show that he or she is an exception to a rule or a policy and so may have access to an intervention that is not routinely commissioned for that condition e.g. cosmetic surgery. The CCG has a range of individual commissioning policies in place including cosmetic surgery, assisted conception etc.
- 2.2.2 In assessing exceptionality, the CCG will consider whether:
- The patient is significantly different (clinically) to the general population of patients with the condition **and**
 - The patient is likely to gain significantly more benefit from the intervention than might normally be expected from the average patient with that condition

3. Complex Packages of Care

- 3.1 This is a request to fund a bespoke package of care for an adult or child with an assessed high level of need such as an:
- adult with complex mental health difficulties who requires a long-term supportive community placement.
 - adult with complex mental health difficulties who requires step down care from a secure setting to a community placement.
 - adult with an acquired brain injury who requires medium- term care in a specialist setting.
 - child with complex physical health difficulties who requires high cost care at home.
 - child with complex mental health difficulties who requires a therapeutic placement away from the home.
- 3.2 Many packages are negotiated with and jointly funded by social services.

4. High Cost Packages of Continuing Health Care

- 4.1 This is a request to fund a bespoke non-standard package of continuing health care for a person. Most persons eligible for fully-funded continuing healthcare are cared for in a Nursing Home. Within Blackpool, a standard weekly rate for persons eligible for NHS continuing care has been agreed with a number of Nursing Homes and they are listed as preferred providers.
- 4.2 Requests for a bespoke non-standard package of continuing healthcare generally fall into one of three categories:
- The person's primary health need is more complex, intense or unpredictable than other persons who are eligible for continuing health care at the standard rate
 - The chosen nursing home is not on the list of preferred providers
 - The person or his or her relatives wish to have a continuing health care package provided in their own home.
- 4.3 Individual Patient Requests pose a considerable financial, clinical and possible legal risk to the CCG. Therefore, it is important to have robust arrangements in place to manage requests.

5. High Cost Community Equipment

- 5.1 This is a request to fund non- standard specialist equipment over £1000 threshold from the jointly commissioned (with Blackpool Council) Community Equipment budget.
- 5.2 Requests come to the panel following a robust process of assessment due to the complex needs of the Adults and Children requiring bespoke/specialist adaptive equipment. Requests are only accepted with anonymised clinical reasoning reports and invoices or quotes which include all accessories, warranty information and servicing requirements.

Individual Patient Triage Panel

6. Purpose

- 6.1 To consider and make decisions or recommendations with respect to individual funding requests in which the treatments are either not normally commissioned or the individual requires a standard package of continuing healthcare.

7. Terms of Reference

- 7.1 To undertake appropriate research etc. with respect to funding requests
- 7.2 To request further information or refer the request back to the referrer for additional information, if required
- 7.3 To consider and approve funding for persons who meet the eligibility criteria within the CCG's individual commissioning policy
- 7.4 To refer funding requests which do not meet the eligibility criteria within a policy but there may be exceptional clinical circumstances to the Individual Patient Panel
- 7.5 To consider and approve funding for persons deemed eligible for continuing healthcare and who require a standard package of care
- 7.6 To report activity on a quarterly basis to the Individual Patient Panel

8. Accountability

- 8.1 The Individual Patient Triage Panel has delegated responsibility from the Individual Patient Panel for decision making

9. Membership

- GP
- Complex Case Manager
- Complex Case Officer

10. Quoracy

- 10.1 A minimum of two members

11. Frequency

- 11.1 The Individual Patient Triage Panel will meet on a weekly basis

Individual Patient Panel

12. Purpose

- 12.1 To consider and make funding decisions with respect to individual funding requests in which the treatments are either not normally commissioned or the individual requires a bespoke package of health care or continuing healthcare.

13. Financial Governance

For residential packages of care (nursing and residential only) the panel will consider packages where the cost of the package is in excess of £1,000 per week (£500 per week in the case of jointly funded packages). Residential packages below £1,000 per week will be authorised by the case manager and the panel will receive monthly information in respect of the numbers of new cases approved as well as cases reviewed and authorised to continue.

For residential packages between £1,001 and £1,499 per week (£501 and £750 for jointly funded packages), the Individual Patient Panel in approving the placement, or continuation of a package will have the delegated authority to approve the funding.

For residential package in excess of £1,499 per week (£751 for jointly funded packages) the Individual Patient Panel in approving the placement or continuation of a package will approve but these cases will be ratified by the Executive and Deputies Team.

The panel will consider all equipment requests where the individual item cost is in excess of £1000 and follow the same process as outlined above for equipment up-to and over £1,499.

The Finance and Performance Committee will receive a monthly update report in relation to all packages of care for CHC and Complex Patients and any equipment item costs of more than £1,000. A quarterly update will be provided in relation to the totality of Individual Patient Activity authorised in the period. Case managers will still be required to ensure packages are reviewed as per agreed timescales and report these in totality into the IPP panel monthly and to Finance and Performance Committee on a quarterly basis as detailed above.

14. Terms of Reference

- 14.1 To consider and make decisions regarding the appropriateness, cost - effectiveness and affordability of individual requests
- 14.2 To review decisions made by the Individual Patient Triage Panel on request from clinicians and/or their patients
- 14.3 To refer requests back to the requester for additional information and/or further development work
- 14.4 To re-consider funding requests should new information become available
- 14.5 To ratify funding decisions made following the fast-track process with respect to urgent requests
- 14.6 To receive the quarterly report with respect to Individual Patient Triage Panel activity
- 14.7 To monitor the costs for individual funding requests against the allocated budgets
- 14.8 To review any (increases or decreases) to 1:1 care

15. Accountability

- 15.1 The Individual Funding Panel has delegated responsibility from the CCG Governing Body as outlined in the financial governance arrangements section of the TOR. High cost packages as described above will require ratification by the Executive and Deputies Team. Routine monthly and quarterly update reports will be provided to the Finance and Performance Committee

16. Membership

- Member of the Executive Team
- Chief Nurse / Head of Quality and Safety
- GP member of the CCG Governing Body
- Commissioning Manager

17. Quoracy

- 17.1 A minimum of 3 members including 1 clinical member and 1 Executive/Deputy.

18. Frequency of Meetings

- 18.1 The Individual Patient Panel will meet, as a minimum of 20 per year.

Appeals Panel

19. Purpose

- 19.1 To consider appeals made by patients and/or their clinicians regarding decisions taken by the Individual Patient Panel

20. Accountability

- 20.1 The Appeals Panel is accountable to the Governing Body of the Clinical Commissioning Group

21. Membership

- 21.1 Up to 4 members taken from the CCG Governing Body (of which 2 must be health professionals and 1 must be a Lay Member)
- 21.2 No member of the Panel will have had previous involvement in the consideration of the case or have any interest in the case or the clinical condition

22. Frequency of Meetings

- 22.1 To be convened as necessary to consider appeals regarding decisions taken by the Individual Funding Panel

23. Quoracy

- 23.1 As the membership above