

Funding application requests – FAQs (frequently asked questions).

Which services are commissioned by NHS England and which are commissioned by the CCG?

NHS England is responsible for managing applications for funding for specific individual patients where the specialised service treatment falls outside of nationally-agreed service specifications and policies. Guidance relating to this can be [accessed here](#).

Clinicians are required to make a decision as to whether the treatment/service their patient requires is commissioned by their local CCG or nationally through NHS England

To support this decision a manual describing which elements of specialised services are directly commissioned by the NHS England and which by CCGs has been produced and [can be accessed here](#).

What is Criteria Based Clinical Treatments (CBCT)?

The term Criteria Based Clinical Treatments, refers to procedures and treatments that are of value, but only in the right clinical circumstances. Previously, they were referred to as Procedures of Low Clinical Priority (PLCP) or the Liverpool Commissioning Policy.

What is an IFR?

IFRs are for cases that do not meet the CBCT criteria, but are truly exceptional: the patient is significantly clinically different to the general population of patients with the condition in question and/or the patient is likely to gain significantly more benefit from intervention than might normally be expected for patients with that condition (including high cost drugs). If a CBCT request does not meet the criteria for funding but demonstrates exceptionality, it then becomes an IFR. Requests for funding for fertility treatment should be sent directly to the IFR team by the patient's clinician.

Who can make an application?

A clinician, or other health care professional directly involved in the care of a patient, can make a funding application. It is the referring clinician's responsibility to ensure the treatment request form is completed as accurately and comprehensively as possible to avoid possible delays in considering the request.

What happens when the application is received?

The application will first be screened for completeness of the application and then reviewed against local commissioning policies and where possible a decision will be made. If a decision cannot be made on the basis, the request will be reviewed by the IFR clinical panel. If the clinicians cannot make decision, further information may be requested. This new information will be reviewed and a decision will be reached.

If it is still not possible to arrive at a decision, the request will be considered by a multi-disciplinary panel of Public Health, Pharmacists and GPs. At each stage the applicant will be informed about the decision.

How long will it take to reach a decision?

A decision will usually be communicated within 56 working days of receipt of application. Occasionally, when the case is particularly complex it may take longer than this to reach a decision, however the applicant will be kept informed of any delays which may occur.

When/How will the decision be notified?

Applicants (clinician or other Health Care Professional) will be informed of the decision within 10 working days of the decision being made. There are times when an application may be refused and this is always a difficult situation. A detailed response on the outcome for the decision will be provided within the decision correspondence. The outcome should be discussed with the patient by the Clinician or Health Care Professional who made the application to ensure that any further decisions relating to the outcome can be discussed and then acted upon.

What if there is a disagreement with the process followed to reach the decision of the application?

An appeals panel is convened to consider appeals against the decision of the IFR panel, and specifically whether:

- The original IFR panel acted fairly and followed the CCG procedures and policies.
- The IFR panel considered all relevant factors and did not take into account irrelevant factors.
- The IFR panel made a reasonable decision in the circumstances i.e. not irrational or perverse.
- There was any important relevant clinical information that the IFR panel was not aware of when it made its decision.

An appeal must include details as to why the decision is being appealed.

What if I am experiencing difficulty with my clinician or health professional making an application on my behalf?

The clinician or Health Care Professional will establish whether or not the treatment being requested is commissioned, if not they will consider if your case is truly exceptional before putting forward an application. If the clinician does not feel there is any clinical benefit to you in making an application and you do not meet the criteria set out in the CBCT policy, then they may refuse to make an application for funding. If you do not agree with this decision, or if you are experiencing delays in your clinician making an application that they have agreed to, you must speak to the practice or provider directly in the first instance.

If you continue to experience problems with your clinician or Health Care Professional in relation to a funding application and have exhausted all other means, you can contact complaints@liverpoolccg.nhs.uk