

Guidance on completion of Individual Funding Request (IFR) applications

General

The application form should be fully completed. Incomplete applications cannot be considered by the panel and will be returned to the referring clinician.

It is the referring clinician's responsibility to ensure that the appropriate information is provided to the IFR Panel. Insufficient information at best may lead to a delay in considering the application.

Clinical Correspondence

Copies of **all** clinical correspondence relevant to the condition/ funding request should be supplied.

Medication/Therapy

- Current pain relief (where the patient is experiencing pain due to the condition)
- Physiotherapy treatments undertaken for relevant conditions.
- Any other relevant medication or treatment

Psychological/counselling

A referral to specifically support a funding request **should not** be made. Details of on-going care from these services, if relevant, should be provided.

Non-clinical factors

Non-clinical factors will not be considered by the IFR panel. This includes age, marital status, employment, or information that does not have a direct connection with the patient's clinical circumstances. This information is irrelevant because it is an NHS value that its services are equally available to all and are determined only by clinical factors.

Patient Impact Statement

Patients are permitted to submit their own impact statement for consideration by the panel. Patients are advised to keep statements concise and relevant to grounds for exceptionality. If this is not submitted directly by the patient, patient consent should be evident. Patients should be aware that decisions are taken on the grounds of clinical exceptionality.

Clinical exceptionality

The IFR panel needs information to make a decision about clinical exceptionality:

Whether clinical exceptionality has been demonstrated, i.e. whether the patient is clearly clinically different to other patients with the same condition at the same stage of progression, **and** whether there is evidence to suggest that the patient is likely to derive significantly more clinical benefit from the treatment than other patients who are suffering from the same condition at the same stage of the condition's progression.

Applicants are requested to give the reasons they consider clinical exceptionality is demonstrated. If no reasons are given the application will not be reviewed.

Effectiveness and costs

The IFR panel review the application in relation to evidence of effectiveness and affordability:

- Sufficient evidence exists that the requested treatment is likely to be clinically effective for this individual patient.

- The costs of the requested treatment are considered proportionate and reasonable for the benefits expected. This is viewed with reference to the balance of costs and benefits usually expected for ICB funded treatments.

The fact that a patient:

- has exhausted all NHS treatment options available for a particular condition, **or**
- has not responded to or discontinued existing treatments due to side effects which are recognised and unfortunately predictable for a proportion of patients,

is unlikely, on its own, to be sufficient to demonstrate exceptional clinical circumstances.

To understand the balance of costs and benefits, referring clinicians should include current medication and ongoing management costs, where available.

Details requested for applications in relation to cosmetic and other specific policies:

Height, Weight, BMI

Required in all cases

Information describing exceptionality

Required in all cases

Photographs

Photographic evidence in support of an application is helpful to the panel in determining exceptionality.

- A maximum of **4 recent photographs** will be accepted in support of an application (see [Myhealth, Taking Medical Photographs](#) for guidance)
- **Please confirm the date the photographs were taken.**
- Photographs should be in focus and taken at a reasonable distance from the subject.
- Photographs for **breast procedures** should be taken in a standing position, not leaning forward, with **the arms held naturally** by the side of the body. Front and side views are required.
- Photographs for **Pinnaplasty** should be taken at a reasonable distance from the subject as ears need to be seen in context. Front (including both ears), back and side views are required.
- **Hair Removal:** include photographs taken **within 12 hours** of shaving/ waxing

In the absence of photographs, a clear description of the extent of the problem will be required, including measurements.

Breast Procedures - All

Please provide the following **in all cases**

- Photographs (please see guidance above)
- Bra size (professionally fitted)
- Difference in cup size (for asymmetry cases)

Varicose Veins

Please refer to the [Varicose veins policy](#) and provide the grade of the varicose veins.

Blepharoplasty

Please refer to the [Blepharoplasty policy](#) and provide visual fields.

Tonsillectomy

Please refer to the [Tonsillectomy policy](#) and document the number of episodes and severity in the past 1-3 years.

Assisted conception

Please refer to the [Assisted Conception policy](#) and provide age, BMI, smoking status, welfare of the child, previous children, relationship details, and details of any previous assisted conception