

## **IFR Equipment Panel Terms of Reference**

### **1. Introduction**

The IFR Equipment Panel is a sub-committee of the IFR Panel. The Panel is responsible for determining whether Individual Funding Requests for Equipment should be funded or not.

The IFR Equipment Panel will submit a quarterly report of activity and financial implications to the IFR Panel.

### **2. Purpose**

The purpose of the IFR Equipment Panel is to take funding decisions for individual patients and applications for funding for equipment, where funding is not already agreed through standard contracting and commissioning, on behalf of Ipswich and East Suffolk and West Suffolk Clinical Commissioning Groups (CCGs).

The Equipment Panel will be scheduled to meet monthly.

### **3. Membership**

- Deputy Chief Nursing Officer or nominated deputy;
- Clinical Assurance & Professional Lead - NHS Continuing Healthcare or nominated deputy;
- Lead Community Contracts Manager or nominated deputy;
- Head of Commissioning Finance or nominated deputy;
- Clinical Effectiveness Manager (IFR)

### **4. Quorum**

The IFR Equipment Panel will be quorate when three out of five members, or their nominated deputies, are present.

### **5. Administration**

The Administrator (overseen by IFR Lead Support Officer) will oversee the administration of the meeting ensuring the planning and preparation of:

- Meeting dates 1 year in advance
- Agendas
- Minutes
- Preparation of case packs
- Submitting information for the meeting 3 days in advance to panel members
- Sending out decision letters as appropriate
- Ensuring the recording and storage of records relating to all panel decisions.
- Ensuring TOR are reviewed annually

## 6. Decision Making

- 6.1 The Panel will use the decision making steps to assess the requests (attached).
- 6.2 The Panel will use CCG ethical framework to make consensus decisions. When consensus is not reached, the panel will vote. A clear majority is needed for a case to be considered “exceptional”
- 6.3 If there is a conflict of interest it must be declared and that member will not be able to vote on any decision where the conflict occurs.
- 6.4 In each individual case, it is the discretion of the IFR Equipment panel to determine, whether the circumstances of the individual patient are “exceptional”.
- 6.4 The decision and the reason for the decision of the panel will be clearly documented within the minutes of the meeting. The decision will be one of the following: -
  - Approved
  - Approved with conditions
  - Not approved and reasons why
  - Deferred awaiting further information
  - Redirected

Date Approved by IFR Panel: November 2017

Date Ratified by Clinical Executive: December .2017.

Annual Review Date: October 2019

## IFR Equipment Process

