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

IFR Equipment Request Received

Is Equipment Request for Health, Social Care or Joint Health / Social Care Needs

Social care

Health or Joint Health / Social

Has the request been made by a recognised Health Care Professional?

No

Return request for Health Care Professional input

Yes

Adults only - Is the individual CHC funded / have a PHB?

Yes

Refer to CHC or PHB Team to consider request

No

Is the equipment available through the equipment store

No

Is the equipment available through the equipment store

Yes

Supply equipment through

Clinical exceptionality has been demonstrated

No

Decline request

Yes

Cost effectiveness has been demonstrated

No

Seek advice / get quotes for alternatives

Yes

Agree funding

No

Agree funding for best value for money alternative