



AWTTC

All Wales Therapeutics & Toxicology Centre
Canolfan Therapiwteg a Thocsicoleg Cymru Gyfan

**Individual Patient Funding Request (IPFR) Quality Assurance (QA)
Group Audit
8 February 2022 via Teams**

Meeting minutes

Present:

Group members	Observers
Dr Stuart Bourne (Public Health Consultant) Acting Chair	Mrs Gail Woodland, AWTTC
Mrs Ann-Marie Matthews (lead IPFR co-ordinator)	Ms Rosie Spears, AWTTC
Miss Sophie Hughes (Health Technology Wales representative)	
Mr Chris Palmer (Lay representative)	
Mrs Jane Barnard (Lay representative)	

Apologies: Dr James Coulson (Chair), Mrs Karen Samuels, AWTTC.

The meeting commenced at 10.00 am.

Introduction:

Members were welcomed and asked to declare any interests. Interests were declared by Ann-Marie Matthews for Aneurin Bevan and would leave the meeting during discussion of this case, the group remained quorate. During the meeting the group considered applications from the period October to December 2021, one from each panel.

Feedback from previous QA meeting:

Swansea Bay feedback from last QA

At the last meeting the IPFR assessed by the group was not considered suitable for the IPFR process. Swansea were in dialogue with the relevant health board and it has been confirmed that future cases will be considered through the prior approval for non-commissioned activities (NCA) process.

Consideration of the QA function:

The IPFR application and associated documentation had been provided to the QA members for one randomly-chosen anonymised application per IPFR panel for the quarter October to December 2021. The QA Group were being asked to consider the processes followed for those IPFR applications by assessing against previously agreed and defined criteria (see Table 1).

Table 1. Criteria used for IPFR quality assessment audit

Process	Evidence to assess whether the process has been adhered to	Criteria
Application process	IPFR application form, clinic letters/associated emails and IPFR panel minutes	Was this an appropriate request to consider via the IPFR route?
		Was the IPFR application form signed?
		Was there sufficient information provided for the case to proceed to panel?
	Date of receipt of IPFR versus date of IPFR meeting versus urgency ticked	Was the case taken to panel within the timescale stipulated on the application form?
Panel process	IPFR panel minutes	Was the panel quorate?
		Was the discussion held by the panel in line with the decision-making guide?
		Was the decision and rationale for the decision clearly described in the minutes?
Decision process	IPFR panel minutes, IPFR decision letter to clinician, IPFR decision letter to patient, date on letter vs. date of meeting	Did the letter to the clinician clearly state the decision and explain the reason for the decision?
		Was the decision letter sent to the clinician within 5 working days of the panel's decision?
		Did the letter to the clinician state the review deadline date, and enclose the review form and guidance notes where applicable?
		Was the letter to the patient sent within 5 working days of the panel's decision?

IPFR cases:

The group went through each panel IPFR application in randomised order. The group looked at each criterion in turn and were asked as to whether the criterion was met, not met, undecided or not applicable. For any criterion that wasn't met the group provided reasons for their opinion. The group were also encouraged to make general comments which could be shared across all

panels, in particular examples of good practice and any common themes highlighted by this audit process.

For one application the group considered that it was not an appropriate request to be considered by IPFR, no further criteria were assessed for this case. The group were pleased to note that for the remaining seven applications all criteria were met by all of the panels with the exception of just four instances.

Judicial review of WHSSC IPFR decision and revision of the IPFR Policy

Ann-Marie Matthews provided the group with a summary of the findings and current situation following a judicial review of a WHSSC IPFR panel decision in December 2021. Further information will be shared with the group as this becomes available and an update will be provided at the next meeting.

Attendance at IPFR panels

Sophie Hughes will feedback to the group at the next meeting.

AOB

None

The next IPFR QA meeting is TBC.

The Chair closed the meeting at 11.00 am.