

THE INDIVIDUAL PATIENT FUNDING REQUEST PROCESS

QUALITY ASSURANCE ADVISORY GROUP

Terms of reference

1. OBJECTIVES OF THE GROUP

To monitor and support all Individual Patient Funding Request (IPFR) panels to ensure quality in decision-making and consistency across Wales.

2. TERMS OF REFERENCE

- 2.1 The Group will scrutinise the workload and efficiency of the IPFR processes in the health boards and the NHS Wales Joint Commissioning Committee.
- 2.2 The Group will receive and comment upon quarterly reports of anonymised random sample IPFR reports in relation to their completeness, timeliness and efficiency of communication.
- 2.3 The Group will report (via the Chair) to the Deputy Chief Medical Officer for Wales on the quality of the processes and highlight any concerns through the existing quality and clinical governance processes in NHS Wales.
- 2.4 The Group will normally meet on a quarterly basis, conducting its business online.
- 2.5 The Group will contribute to simulation exercises conducted with all panels at the annual IPFR training day and comment on the feedback from this exercise.
- 2.6 The Group will comment on aspects of quality assurance of the IPFR process raised by stakeholders as appropriate and required.
- 2.7 The Group will obtain professional and administrative support from the All Wales Therapeutic and Toxicology Centre (AWTTC).
- 2.8 The Group will forward on any relevant topics of interest identified through the QA process that may be appropriate for consideration by Health Technology Wales.

3. MEMBERSHIP

- 3.1 Members will be appointed by AWTTC.
- 3.2 The Group will consist of the following members:
 - One Chair - AWTTC Management Board representative following nomination by the Clinical Director
 - One deputy Chair Consultant in Public Health Medicine, NHS Wales following nomination by the Director of Public Health Wales
 - One Lead IPFR co-ordinator
 - Two lay representatives following nomination by Llais, patient organisations or self-nomination
 - One non-medicine technologies group representative following nomination by Health Technology Wales.



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Membership is subject to satisfactory attendance and performance, which may require appraisal, and will be undertaken by the Chair.

4. DEPUTIES

In the event of a member being unable to attend a meeting of the Group, a named deputy, who has been nominated by the appropriate nominating body may attend in their place. Appointed deputies for all members of the Group may be elevated to the appropriate vacancy should a vacancy occur.

5. TERM OF OFFICE

The members' terms of office shall be 4 years. Appointees may serve 2 terms but the total period of appointment must not exceed 8 years.

6. MEETINGS

6.1 The Terms of Reference and roles and responsibilities of the Group should be readily available to any relevant party on request.

6.2 Secretariat service will be provided by AWTTTC.

7. FINANCIAL OR PERSONAL INTERESTS

Members should declare, in advance, financial or personal interests, whether pecuniary or otherwise, in any related matter that is the subject of consideration. All declarations of interest made as a result of this provision, any action taken, should be noted in the minutes of the meeting.

8. CONFIDENTIALITY

To ensure confidentiality in all matters relating to patients and staff, and to information obtained during the course of serving on the group, all members will be expected to sign a declaration of confidentiality.

9. QUORUM

The quorum for meetings of the Group will be 3 members, comprising of one Lay Member and 2 non-lay representatives.

10. VALIDITY OF PROCEEDINGS

The validity of the proceedings of the Group is not affected by any vacancy among the members or any defect in the appointment of a member or a deputy.

11. VACANCIES IN MEMBERSHIP

Membership of the Group shall end if members:

- resign by giving notice in writing to the Chair
- are absent from three consecutive meetings, unless the Group is satisfied that the absence is due to a reasonable cause
- term of office expires



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12. ACCOUNTABILITY

The Group is accountable to and will report (via the Chair) to the Deputy Chief Medical Officer for Wales on the quality of the processes and highlight any concerns through the existing quality and clinical governance processes in NHS Wales.

13. TERMS OF REFERENCE REVIEW

The terms of reference will be reviewed by AWTTTC at regular intervals and at least on an annual basis and amended as necessary to reflect policy and structural changes within the NHS in Wales.

December 2017

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