

Appendix 4: Model Terms of Reference for a CCG Process Review Panel Purpose

The CCG process review panel will meet on an ad-hoc basis when a patient or clinician acting on their behalf has appealed a panel decision and they have submitted no new evidence in support of their request that needs further consideration by the IFR Panel.

The panel will adopt a consensus approach to decision making where a unanimous view cannot be reached. If consensus cannot be reached on any point the decision of the chairperson will be final.

The panel will consider each stage of the process that the request has gone through to ensure that all reasonable attempts have been made to find relevant evidence of effectiveness and that all aspects of the request have been considered in the round.

The panel should assure itself that all stages of the process have been recorded.

The panel is there to decide if due process has been followed and to identify any areas where further consideration needs to be made if any.

It is not the role of the CCG process review panel to make a further funding decision or overturn the IFR panel decision; however, it may return the request to the IFR panel to address any issues identified following the process review.

Panels may consider more than one request at a time provided there is sufficient time for each request to be dealt with fully.

Procedure for considering the Process Review

The Process Review will be conducted by means of an oral hearing unless the parties give written consent to it being conducted solely on the basis of documents and if appropriate written representations.

The following procedure should be followed for an oral hearing:

- The CCG shall state its case in the presence of the patient (and, if appropriate, his/her representative).
- The patient (or, if appropriate, his/her representative) shall have the opportunity to ask questions of the CCG.
- The Process Review Panel shall ask any questions of the CCG.
- The patient (or, if appropriate, his/her representative) shall state his/her case in the presence of the CCG.
- The CCG shall have the opportunity to ask questions of the patient (or his/her representative).
- The Process Review Panel shall ask any questions of the patient (or his/her representative).
- The patient (or his/her representative) shall have the opportunity to make a closing statement.

- The CCG shall have the opportunity to make a closing statement.
- In making any closing statement, the parties may not introduce a new matter.
- The parties shall withdraw, and the Process Review Panel shall deliberate in private.

Membership

The chair of the CCG process review panel will be the lay person representing the CCG.

- Lay Representative (CCG Board Representative)
- GP member of the CCG Board (not a member of the IFR panel)

All CCG process review panel members must not have been involved in any of the IFR decision making stages.

Administrative Support

Preparation of agendas and all request papers, recording the outcomes of the meeting, taking any actions arising and ensuring letters are sent to the requesting clinician and patient within agreed timescales is the responsibility of the GMCSU EUR team on behalf of the CCG.

Ensuring a suitable venue is available is the responsibility of the CCG lead for IFR.

Quoracy

All members of the panel must be present.

Confidentiality

All appeals will be treated as highly confidential as the majority will contain sensitive and/or clinical information.

Papers will be sent to members via either registered post or a secure e-mail service (NHS net)

Consent will be obtained from the patient prior to the meeting.

All confidential papers will be gathered for shredding at the end of the meeting.

Review

These Terms of Reference will be reviewed bi-annually or sooner if there are relevant changes in legislation or local/national guidance.