

NHS FORTH VALLEY

Process for Unplanned Out of Area Referrals and Exceptional Treatment Requests

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NHS Forth Valley

Consultation and Change Record

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1. Introduction

NHS Forth Valley aims to provide comprehensive local health services to meet the health care needs of the residents of the NHS Board Area. This policy sets out the principles and procedures to be applied when dealing with requests for treatment, procedures or care which is not normally funded by NHS Forth Valley.

2. Policy Statement

NHS Forth Valley aims to provide comprehensive local health services to meet the health care needs of the residents of the NHS Board area. It is the responsibility of the NHS Board to provide these services in as fair, equitable and cost effective way as possible.

For those treatments which are available locally then referral should always be made in the first instance to the local service within Forth Valley, unless there is a clinical reason to seek a treatment elsewhere. An example of an appropriate referral to another NHS Board area would include a patient who lives very close to another centre or who have specifically requested a second opinion outside Forth Valley.

Where a treatment or service is judged to be clinically necessary but is not available locally then referral should be made to the most appropriate NHS Scotland specialist service. The majority of common treatments offered in the normal course of NHS care are covered by Service Level Agreements with specialist centres in Edinburgh or Glasgow and can be provided without a specific funding authority. Where the clinical condition is out with the Service Level Agreement and therefore funding arrangements are not in place, then prior funding authority should be sought as described in Section 5 of this policy.

For clinical conditions of such severity or specialist nature that the appropriate NHS service is located outside NHS Scotland services are funded for residents of Scotland at an "all-Scotland" or "all-UK" level through NHS National Services Division (NSD). Advance authorisation of funding for referral to these services is still required and should be sought via this process although the decision will be made by the panel at NSD. A comprehensive list of nationally funded services and centres is regularly updated on the NSD website at www.nsd.scot.nhs.uk

3. Scope

This policy applies to acute services and requests will be considered from an NHS Forth Valley Employed Consultant or equivalent. There is a separate process for GPs.

The principles and procedures applied to medicines not normally funded by NHS Forth Valley is described in the Individual Patient Treatment Request Process. This is available at

4. Definitions

Out of Area Referrals refer to treatments which are not normally funded by NHSFV as part of service level agreements with specialist centres. This may refer to treatments, procedures, or packages of care. 'Not normally funded' may either mean that the service is not normally provided/ funded or that it would normally be funded by another agency.

5. Policy Detail

Where a treatment or service is not normally funded or provided and there is a demand or apparent case for funding, the following steps should be followed:

- The patient and requesting Consultant must both fully support the request.
- Units should have a process in place to deal with individual requests. Decisions cannot rely on a single individual but should be judged by a Unit based Panel, typically consisting of the Associate Medical Director, Consultant in Public Health Medicine (Acute Services) and General Manager (or deputy) as a minimum. The panel should have additional specialist input where possible and available. A virtual panel rather than a formal meeting may be acceptable.
- Declaration of interests will be registered for all participants in the process.
- Unit panel decisions should be informed by a statement of case from the patient's clinician and by independent evidence about the effectiveness of the procedure where available. Applications must be supported by the necessary supporting information. A link to a pro-forma is provided to guide applicants on the minimum information required for an application to be considered by the panel.
- The process will apply to acute services in NHS Forth Valley.
- Requests should only be approved if the following criteria are met:
 - The treatment is recognised as normal clinical practice but is currently not available locally or within an existing SLA **or**
 - Where the treatment is not recognised as normal clinical practice then patient's individual clinical circumstances are significantly different from the norm **and**
 - There is evidence that these circumstances mean that the patient is likely to gain significantly more benefit from the treatment or procedure than would normally be expected.

- The aim should be to inform the requesting consultant and patient of the decision within 20 working days or sooner if there is a clinical need for urgency.
- Where it is clinically appropriate, the patient or a patient advocate can contribute to the review process. The patient should be aware of the process and how the panel is normally composed. There should also be an opportunity to provide evidence to the panel, in the form of a brief written statement, prepared by the patient or by a representative on his/her behalf. This should be presented in the knowledge that the decision will be based on clinical factors only and will take no account of the patient's social circumstances.
- If a request is refused, the Consultant may, in discussion with the patient, seek a review of the decision, through appeal to the Medical Director.
- The Appeal Panel will typically be chaired by the Board Medical Director (or nominee) and will also include the Director of Public Health (or nominee), a General Manager not involved in the original decision and a Non-executive Board member. These roles may be delegated to appropriately senior colleagues, provided that person has not previously been involved in the original case review and the overall professional/managerial membership of the panel is not altered. To support decision making the Appeal Panel may seek further information and advice from appropriate specialists e.g. MCN leads and expert clinicians.
- The appeal panel will consider:
 - Existing Board policy on the provision or funding of the treatment / procedure ---
 - Evidence submitted in support of the original application.
 - The rationale for the original decision.
 - Any relevant additional evidence.
- The decision of the Appeal Panel is final and will be communicated to the Consultant and patient. However, a new request may be submitted if one or more of the following occurs:
 - National guidance changes.
 - Evidence base changes significantly
 - The patient's condition alters substantially, making him/her more likely to be 'exceptional'.

To submit a request for funding please follow this link to the NHS Forth Valley intranet site. This link will only be accessible to those using a PC within NHS Forth Valley.

<http://staffnet.fv.scot.nhs.uk/index.php/a-z/public-health/unplanned-out-of-area-referral-request/>

You can obtain the service of an interpreter or have this document translated in your own language by contacting the interpreting services on 0845 130 1170. These services are available free of charge.

ਤੁਸੀਂ, 0845 130 1170 ਤੇ ਦੁਭਾਸ਼ੀਆ ਸੇਵਾਵਾਂ (interpreting services) ਨੂੰ ਸੰਪਰਕ ਕਰਕੇ ਇਕ ਦੁਭਾਸ਼ੀਏ ਦੀ ਸੇਵਾ ਜਾਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਅਨੁਵਾਦ ਲੈ ਸਕਦੇ ਹੋ। ਇਹ ਸੇਵਾਵਾਂ ਮੁਫਤ ਹਨ।

آپ 0845 130 1170 پر انٹریپرٹنگ سروس سے رابطہ کر کے کسی مترجم کی خدمات حاصل کر سکتے ہیں یا اس دستاویز کا ترجمہ اپنی زبان میں کرا سکتے ہیں۔ یہ خدمات مفت دستیاب ہے۔

您可以通過撥打翻譯服務熱綫 0845 130 1170 取得翻譯員服務或得到此文件的翻譯版本。 這些服務都是免費的。

Galite prasyti vertejo paslaugu arba gauti sita dokumenta isversta I jusu kalba kreipdamiesi I musu vertimo paslaugu biura skambindami 0845 130 1170. Sitos paslaugos yra nemokamos.

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Dzwoniąc do biura tłumaczeń pod numer 0845 130 1170 możecie Państwo prosić o tłumacza albo otrzymać ten dokument przetłumaczony na wasz język ojczysty. Powyżej wymienione usługi są darmowe.