

Appendix 4: Submitting a request to the ELMMB to review a medicine

Section A Making an initial application

Requests for funding packages for groups or populations are accepted by the MMB only from registered healthcare professionals, and should be submitted initially to the:

Lancashire Medicines Management Group (which provides recommendations to the ELMMB) or to the following individuals as outlined on the **New Drugs Request Form**:

Lisa.Rogan3@nhs.net

Christine.woffindin@elht.nhs.uk

The requests will then be processed via the LSCMMG or other relevant group or network prior to submission to the **East Lancashire Medicines Management Board** (ELMMB)

There are three stages for group or population requests:

1. Stage One is the ELMMB's Initial Consideration Stage (delegated to the Lancashire Medicines Management Group)
2. Stage Two is the consultation stage facilitated by the LSCMMG.
3. Stage Three is the implementation stage by the ELMMB.
4. Stage Four is the Appeal to the constituent organisations' Boards.

Healthcare professionals must complete the form 'Medicine Request Form' using the guidance supplied alongside the form which provides information to help the professional decide whether or not it is appropriate to make an application to the ELMMB, and what information to provide. A copy of the form can be accessed separately on:

<http://www.elmmb.nhs.uk/request-for-a-new-medicine-overview/requesting-a-policy-decision-for-medicines/>

All requests will be acknowledged, via email, fax or letter, **within seven working days** and a response as to actions taken with rationale will be provided where appropriate.

ELMMB will ensure that all parties are kept informed of progress if delays occur, and will endeavour to be frank, open and sincere at all times in their dealings with colleagues.

The request will be considered at the first available meeting of the Lancashire and South Cumbria Medicines Management Group (LSCMMG).

Section B Organisational Backing for Applications

To ensure that the organisation employing or contracting the service of a healthcare professional is supporting the request for approval and funding of an application, the form **MUST** be signed by the relevant individuals with organisational authority. This is essential to ensure that not only treatments are approved for use across a variety of clinicians where appropriate, but their use will be consistent and there are appropriate arrangements in place to support the secure and safe handling, prescribing and dispensing of the relevant drug-based intervention or treatment.

Section C MMB's Initial Consideration Stage (delegated to the Lancashire Medicines Management Group - LSCMMG)

The LSCMMG will assess the application to ensure that it contains the required information as outlined by the headings on the form, and that the necessary signatures have been obtained. Where additional information is required this will be requested by the LSCMMG. Where the form is incomplete this will be returned to the requester as outlined below for completion.

1. Application approved for consideration by LSCMMG – either conditionally or unconditionally

In this instance, the responsible officer(s) will;

- Advise the requester(s) advising of the decision **within ten working days** of the meeting.

2. The need for further information is identified before the application can be re-considered by the LSCMMG.

In this instance, the responsible officer(s) will;

- Advise the requester(s) of the decision **within ten working days** of the meeting
- Submit the revised application with additional information to the next available meeting of the LSCMMG or ELMMB where appropriate.

3. A definitive decision is made following the presentation of additional information.

In the event of **approval** being granted at this stage, the process at C1 above applies.

If the revised application, with additional information is still incomplete, and is not approved by the LSCMMG, the process at C2 above applies.

Section D Full Consideration of the Application

LSCMMG and/or the ELMMB will assess the application in line with the respective Terms of Reference, and following discussion will make a decision on the priority of the intervention, and subsequent ‘traffic light’, in line with the principles outlined in this policy and the commissioning principles. Where additional information is required this will be requested accordingly. Where the form is incomplete this will be returned to the requester as outlined below for completion.

1. Application approved by the ELMMB – either conditionally or unconditionally

In this instance, the responsible officer(s) will;

- Advise the requester(s) of the decision **within ten working days** of the meeting

2. The need for further information is identified before the application can be re-considered by the LSCMMG and/or ELMMB.

In this instance, the responsible officer(s) will;

- Advise requester(s) of the decision **within ten working days** of the meeting
- Submit the revised application with additional information to the next available meeting of the LSCMMG/ELMMB.

3. A definitive decision is made following the presentation of additional information.

In the event of **approval** being granted at this stage, the process at C1 above applies.

If the revised application, with additional information is still incomplete, and is not approved by the LSCMMG, the process at C2 above applies.

4. Communication of decisions to the public and the wider NHS

Decisions made by the ELMMB can be requested under the Freedom of Information Act. However, the ELMMB will endeavour to publish the recommendations it makes and where relevant the rationale for these decisions on the ELMMB website at www.elmmb.nhs.uk. This website is freely available on the internet.