

The initial application for funding. Step-by-step help

1. Join our Kidney Cancer Support Network. Register on the [Patient Forum](#) and see if you can make contact with other patients in your local area who have been through the process already.
2. Read through all the leaflets, advice and specimen letters in our download section and try to familiarise yourself with the process so that you are aware of your rights and how to make the best application.
3. Read and download [here as a pdf file](#) 'Your Patient's Right to Treatment' an advice booklet which may help your consultant, written by Peter Telford, Barrister. Print this out and offer it to your consultant and your hospital Clinical Nurse Specialist (CNS) who may find the guidance it contains helpful in putting together your application for funding.
4. Ask your consultant if he has all the evidence he needs for the clinical justification about the drug the PCT will want. Make sure your consultant puts forward a very clear, strong and positive recommendation for the drug. Clinical trials information can be obtained through the pharmaceutical company who manufacture the drug and expert opinions maybe be available. Contact Rose or Julia via this [email link](#) for advice.
5. Start to work on your personal statement, including a photograph, which is a letter to the PCT outlining your situation, family commitments, medical history and any exceptional clinical or social factors which you want the PCT panel to take into account when they are judging your application – please contact Rose or Julia [by email](#) if you would like help and advise about this and to see other personal statements which kidney cancer support group members have written and are available to help you.
6. Find out the name, address and email contact of your PCT (or LHB –Local Health Board– in Wales) – [check this PDF](#) for a list of PCTs in England. Find out the name of the Patient Advice & Liaison (PALS) Officer at the PCT who may be able to help you with copies of policies and also names, email addresses of people who will be involved in your application.
7. Find out the name and email addresses of the chief executive and the chairman of the PCT.
8. Send out, via email if possible, the Freedom of Information letter ([download here as a PDF file](#)) to the chief executive of the PCT; ask for this information and copy policies to be provided as soon as possible.
9. Read and familiarise your self with the PCT policies to make sure they are being followed correctly; pay particular attention to frequency and dates of meetings and timelines for the submission of documents.

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10. Finalise your personal statement and send it to your Consultant. Ask for it to be included with the application that is being submitted to the PCT.
11. Also send a copy of your personal statement to the named person at the PCT who will be the administrator for the application funding panel. Make sure that you include everything which YOU want the panel members to know about you. You are your best advocate for the treatment you need, no one else has the same incentive to make sure you get the treatment you are entitled to. Request specifically that they do not remove your personal details from your statement. This funding process can be dehumanising for the patient and you can request that your personal statement is not made anonymous.
12. Ask the PCT and your consultant in writing, to copy you in on all correspondence. Ask the PCT specifically to notify you with the decision of the panel meeting without delay. Ask to be copied in on the decision letter. See the Department of Health website – <http://www.dh.gov.uk/en/Managingyourorganisation/PatientAndPublicinvolvement/Copyingletterstopatients/index.htm>
13. Keep a diary of phone calls and who said what. Make sure you date and keep copies of everything you send out. Ask for email acknowledgements that your correspondence has been received.