

CANADIAN OPTIMAL MEDICATION PRESCRIBING AND UTILIZATION SERVICE (COMPUS) ADVISORY COMMITTEE

TERMS OF REFERENCE

The COMPUS Advisory Committee (“CAC”) consists of representatives of the provincial and territorial health ministries and the federal publicly funded drug programs. This body provides advice to the CADTH Board of Directors and the COMPUS Directorate to enable COMPUS to meet its goals and objectives.

In these Terms of Reference, unless otherwise provided, the definitions set out in Appendix 1 attached hereto shall apply herein.

1.0 Mandate

The mandate of the CAC is to provide advice to the CADTH Board of Directors and the COMPUS Directorate on priorities and Topics for best practice initiatives, COMPUS activities and products, and other issues, where appropriate, to enable COMPUS to meet its goals and objectives.

2.0 Responsibilities

The responsibilities of the CAC are to:

- a) identify priorities and provide direction for COMPUS;
- b) advise and provide feedback on COMPUS activities and products to the CADTH Board of Directors and COMPUS Directorate;
- c) facilitate consultation and information exchange between and among the publicly funded drug plans and CADTH;
- d) consider input from COMPUS subcommittees, task groups and other consultations;
- e) identify linkages with organizations and individuals relevant to the mandates of COMPUS and CADTH;
- f) recommend, as needed, suitable candidates for nominations to the Scientific Advisory Committee (SAC);
- g) provide input to the evaluation of COMPUS activities and products;
- h) actively promote COMPUS;

- i) provide guidance to the COMPUS Directorate on other issues, where appropriate;

3.0 Accountability

The CAC is a jurisdictional advisory committee of CADTH that reports to the CADTH Board of Directors through CAC's Chair.

4.0 Membership

4.1 Composition

The CAC consists of Voting Members, an Ex-officio Member and Observers.

(a) Voting Members:

There shall be one (1) Voting Member representing each participating P/T Health Ministry and (2) Voting Members representing the federal publicly funded drug programs and of those two Voting Members, there shall be one (1) Voting Member representing the Non-Insured Health Benefits Program and one (1) Voting Member representing the other federal publicly funded drug programs, which include those funded by the Department of National Defence, Veterans Affairs Canada, Royal Canadian Mounted Police (RCMP), Correctional Service Canada and Citizenship and Immigration Canada.

(b) Ex-officio Member:

The most senior staff member of the COMPUS Directorate shall be an Ex-officio Member of the Advisory Committee.

(c) Observers:

Each of the following organizations may appoint one observer:

- i) Patented Medicine Prices Review Board
- ii) Canadian Institute for Health Information
- iii) Health Care Policy Directorate, Health Canada
- iv) Marketed Health Products Directorate, Health Canada
- v) Therapeutic Products Directorate, Health Canada
- vi) Conseil du médicament du Québec

The CAC Chair, in consultation with the CAC secretariat, may invite observer(s) to attend CAC meetings from time to time, as he/she deems appropriate.

4.2 Appointment/Nomination Process

A Voting Member shall be appointed by each of the participating provincial and territorial health ministries and Non-Insured Health Benefits Program. A Voting Member shall be appointed by the other federally funded drug programs which include those funded by the Department of National Defence, Veterans Affairs Canada, Royal Canadian Mounted Police (RCMP), Correctional Service Canada and Citizenship and Immigration Canada.

In consultation with the CAC Chair, each Observer shall be appointed by the organization which has been given observer status as per the terms of reference.

4.3 Term of Appointment

Each Voting Member serves at the pleasure of the Ministry/Drug Plan appointing him/her.

Each Observer serves at the pleasure of the organization appointing him/her.

4.4 Committee Officers

The officers of the CAC shall be the Chair and Vice-Chair.

The Voting Members shall choose, by majority vote, from their group the Chair and Vice-Chair.

The terms of the Chair and Vice-Chair shall be two years. The Chair will be chosen at the first meeting held in an even numbered year; and the Vice Chair will be chosen at the first meeting held in an odd numbered year.

The Chair shall preside at all meetings of the CAC. In addition, the Chair is responsible for reporting on CAC's activities to the CADTH Board of Directors and shall act as the key liaison between CAC and CADTH. The Chair shall be the sole spokesperson for CAC.

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

4.5 Voting Rights

Each Voting Member shall be entitled to one vote on all matters coming before the CAC.

Appointed Observers shall be entitled to attend all CAC meetings but shall not be entitled to vote.

The Ex-officio Member shall be entitled to attend all CAC meetings and shall be entitled to participate in discussion but shall not be entitled to vote.

5.0 CAC Meetings

5.1 Frequency of Meetings

Teleconferences are held quarterly and face-to-face meetings are held twice yearly, at least.

5.2 Notice of Meetings

Meetings of the CAC may be held at any time and place in Canada to be determined by the Voting Members, provided that reasonable notice of such meeting shall be given in advance to each Voting Member.

5.3 Quorum

The quorum at meetings of the CAC shall be a majority of the appointed Voting Members.

5.4 Attendance

All Voting Members shall attend CAC meetings. A CAC Member who is unable to attend a face-to-face meeting may request permission from the Chair to participate in the meeting via other means such as video conference, teleconference or other communications facilities. The Chair shall have sole discretion in deciding whether to grant permission to such Member's request but shall only grant permission in exceptional circumstances.

5.5 Attendees

In addition to Voting Members, Observers and the Ex-officio Member, only the following persons shall be entitled to attend CAC meetings but have neither the right to participate, except as noted below, nor the right to vote:

- a) (the) CADTH President and CEO;
- b) COMPUS Directorate staff;
- c) such other CADTH staff as the CADTH President and CEO may determine from time to time.

The CADTH staff attending the meeting shall serve as a resource to CAC. They will provide administrative and secretariat support and may actively participate in the presentation of information or discussions at the request of the CAC Chair.

They shall also assist in obtaining additional information and/or expert advice at CAC's request.

5.6 Agenda

The CAC meeting agendas are developed by the CAC Chair in consultation with the COMPUS Directorate.

5.7 Decisions

No decision can be enacted unless there is a quorum. Decisions will typically be made by consensus. If a vote is necessary, a simple majority of the Voting Members participating in the meeting shall be required.

5.8 Records of Meetings

Minutes shall be kept of all CAC meetings and shall be signed by the Chair of the CAC.

A copy of the minutes of every CAC meeting shall be sent to Voting Members, Observers, the Ex-officio Member, relevant CADTH staff and the CADTH President and CEO.

6.0 Reimbursement of Expenses

Voting Members shall be entitled to be paid by CADTH reasonable expenses incurred by them in the performance of their duties.

Teleconference expenses are paid by CADTH, as required.

The reimbursement of any additional expenses will require CADTH Board of Directors approval in advance.

7.0 General Provisions

7.1 Secretariat and Administrative Support

Secretariat and administrative support is provided by CADTH.

7.2 Amendment to Terms of Reference

These Terms of Reference may be amended at any time, and from time to time, by the CADTH Board of Directors.

7.3 Confidentiality

It is the responsibility of Committee members to know what information is confidential and to obtain clarification when in doubt. Except as he or she may be compelled by applicable legal process, a Committee member must, both while having and after ceasing to have that status, treat as confidential all information regarding the policies, internal operations, systems, business or affairs of the Committee and of CADTH obtained by reason of his or her status as a Committee member and not generally available to the public. A Committee member shall not use information obtained as a result of his or her involvement on the Committee for his or her personal benefit. Each Committee member shall avoid activities which may create appearances that he or she has benefited from confidential information received during the course of his or her duties as a Committee member.

7.4 Sub-committees

The CAC may form sub-committees and/or task groups to fulfill its mandate.

APPENDIX 1

Definitions

In the Terms of Reference of the COMPUS Advisory Committee, the following definitions apply, unless otherwise provided.

ACP: Advisory Committee on Pharmaceuticals – a committee of representatives from participating F/P/T publicly funded drug plans and other health-related organizations that provides advice to the CADTH Board of Directors and Common Drug Review and Health Technology Assessment Directorates.

Best Practice (BP): an evidence-based approach to prescribing or using drugs that is clinically effective and cost-effective and that contributes to optimal health outcomes (e.g. effective dosage regimens).

Best Practice Initiative (BPI): an activity, program, intervention, or policy aimed at encouraging patients, healthcare professionals, and others to adopt Best Practices (e.g., public service messages, patient education materials, physician educational programs).

CAC: COMPUS Advisory Committee

CAC Member – a member of the CAC

CAC Terms of Reference: the Terms of Reference established for CAC by the CADTH Board of Directors.

CADTH: Canadian Agency for Drugs and Technologies in Health, a corporate body duly incorporated under the laws of Canada.

CADTH Board/Board of Directors: The CADTH Board comprises 13 Directors appointed by the Deputy Ministers of Health of the federal government, nine provinces, and three territories. The Board is accountable to its Members, the participating federal, provincial and territorial health ministries, for the delivery of CADTH's programs.

COMPUS: Canadian Optimal Medication Prescribing and Utilization Service

COMPUS Directorate: the directorate established within CADTH to deliver the COMPUS program.

Ex-officio Member: This individual holds a position on the committee by virtue of his/her office/position at CADTH. The ex-officio member is entitled to participate in the meetings but is not entitled to vote.

F/P/T – federal, provincial and territorial

Observers: Observers to the COMPUS Advisory Committee can be appointed, in consultation with the CAC Chair, by organizations which have been given observer status as per the terms of reference. Each Observer serves a term as defined by the organization he/she has been appointed by. Observers are entitled to attend all CAC meetings but are not entitled to vote.

Participating F/P/T Health Ministry – a Member of CADTH that is either a federal, provincial or territorial government as represented by its Deputy Minister of Health.

Scientific Advisory Committee (SAC) – the CADTH expert advisory committee that provides advice regarding scientific methods and research-related issues to the CADTH Board of Directors, and the HTA, CDR and COMPUS Directorates.

Topic: prescribing and utilization of drugs, management of conditions or other areas of interest identified by the COMPUS Advisory Committee as the subject for which Best Practices are to be identified, evaluated and promoted by COMPUS.

Voting Members: means a Member appointed by the Participating provincial and territorial health ministries or federal publicly funded drug programs to a jurisdictional advisory committee. The appointed Voting member shall have the right to designate, from time to time, a nominee to represent, and to vote on behalf of and in place of such Voting Member, at meetings of the jurisdictional advisory committee.