Medical Isotopes and Imaging Modalities Advisory Committee Terms of Reference

The Medical Isotopes and Imaging Modalities Advisory Committee (MIIMAC) is an independent advisory body, consisting of representatives from a variety of levels within the Canadian health care system, including jurisdictions, health regions, the public, health care providers and other professionals, and experts in scientific research and methodological design. This committee has been convened specifically to develop guidance and/or advice for CADTH relating to diagnostic imaging technologies pertaining to a project on optimizing health system use of medical isotopes and other imaging modalities. Guidance and/or advice provided by MIIMAC will serve to inform a range of stakeholders within the Canadian health care system.

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 MIIMAC is advisory in nature and is to develop guidance and/or advice for CADTH on medical isotopes and other imaging modalities that relate to the identification, evaluation, and promotion of optimal utilization of technetium-99m ($^{99m}\text{Tc}$) across Canada. In addition, MIIMAC is to provide advice to CADTH on:

- the practical issues and real-world contextual information to be considered in the development of guidance on the use of $^{99m}\text{Tc}$ during periods of supply disruption
- emerging issues related to diagnostic imaging technologies (utilization, distribution, reimbursement, optimal use, etc.)
- strategies for the knowledge exchange and uptake of guidance and/or advice on the use of $^{99m}\text{Tc}$ during periods of supply disruption.

The committee will stand for the duration of the CADTH isotopes project, which is expected to conclude by March 2012.

2.0 Responsibilities

The roles and responsibilities of MIIMAC relate specifically to the CADTH isotopes project. MIIMAC will:

- Review and provide feedback on the research aim, scope, and approach for the project.
- Provide feedback on the priority setting framework that will be employed for guidance development.
- Provide information about practical issues and considerations related to the use of diagnostic imaging technologies.
• Review and provide feedback on reports prepared by CADTH regarding the use of \textsuperscript{99m}Tc-based imaging technologies and alternative imaging technologies in, but not limited to, cardiology, oncology, bone and musculoskeletal conditions, and other organ systems.

• Review and provide feedback on evidence assessment on the policies and practices (international, national, jurisdictional, regional, and institutional) related to the use of \textsuperscript{99m}Tc-based technologies.

• Develop guidance regarding the optimal use of \textsuperscript{99m}Tc during a situation of limited isotope supply based on:
  o a scientifically sound priority setting framework
  o the strength and quality of available clinical evidence and cost-effectiveness information within the evidence assessments
  o current practices and resource utilization patterns
  o other factors, including, but not limited to, practical issues and considerations related to the use of diagnostic imaging technologies.

• Identify potential issues related to the implementation of the guidance

• Identify and characterize the target audience for uptake of the guidance

• Act as a resource and key champion with respect to the development of intervention tools for practitioners and decision-makers that will facilitate uptake, adoption, and implementation of the guidance.

3.0 Accountability

MIIMAC is an advisory committee of CADTH that reports to CADTH’s President and CEO through MIIMAC’s Co-Chairs.

4.0 Membership

4.1 Composition

MIIMAC consists of Core Members, Ex officio Members, and Observers.

• Core Members:
The membership of MIIMAC will comprise 24 stakeholders from relevant clinical and non-clinical disciplines. The makeup of MIIMAC will include:
  o three federal, provincial, territorial jurisdictional representatives
  o two health region representatives
  o two public representatives
  o 12 health care providers and other professionals with expertise in the medical condition or population of interest for which medical isotopes are being considered and/or with expertise in the areas of medical isotopes and medical imaging
  o five technical experts from the field of scientific research and methodological designs, such as, but not limited to:
    • pharmacoeconomics
• multicriteria decision analysis
• clinical epidemiology
• biostatistics
• biomedical ethics
• knowledge exchange.

Two of these core members shall be designated as the Co-Chairs.

• **Ex officio Member:**
  
  A senior staff member at CADTH shall be appointed as an Ex officio Member of MIIMAC.

• **Observers:**
  
  The MIIMAC Co-Chairs, in consultation with the Project Director at CADTH, may invite observer(s) to attend MIIMAC meetings from time to time, as they deem appropriate.

4.2 **Appointment/Nomination Process**

CADTH staff, in consultation with experts and others, as required, shall identify the individuals to be appointed as members. Quality, diversity, and balance are the key objectives sought by CADTH in the composition of the MIIMAC membership.

For jurisdictional member and health region representative positions, a balance in representation from across the country is considered important, as well as a balance from both rural and urban settings. Given that diagnostic imaging and isotope supply are typically managed at the regional or facility level, the provincial and territorial representatives are also sought from these levels of health care administration.

For the public member positions, the list of applicants from a previous call for public members to serve on an expert advisory committee of CADTH will be consulted and the evaluation scores reviewed to identify those applicants most suited to this work.

For practitioner positions, a balance in representation from across the country is considered important, as well as a balance of expertise between nuclear and non-nuclear imaging modalities, in addition to expertise in the main body systems and disease states addressed by this project (i.e., including but not limited to: cardiovascular, oncology, bone and musculoskeletal conditions, and other organ systems.). It is necessary to ensure representation from the many practitioners involved in diagnostic imaging, from the general practitioner who may order preliminary tests, to the nuclear medicine physician or radiologist who interprets the images, to the variety of specialists who order or modify treatments based on the results. With respect to the practitioner members, wherever possible, candidates who can bring multiple perspectives are sought, for example, those working with vulnerable populations, such as children; those working in a specialized facility, such as a cancer centre; those serving on the Board of a professional association; and those with experience in guidelines development.
For technical expert positions, MIIMAC includes a variety of professionals with expertise in the field of scientific research and methodological designs.

Potential candidates are invited to be considered to serve on MIIMAC, and their qualifications and interest are assessed by CADTH staff. Qualified candidates are recommended to the CADTH President and CEO for appointment.

Each Member shall be appointed by the CADTH President and CEO.

Although members are appointed because of their expertise, they do not represent a specific constituency. Members are expected to bring views based on their range of experience.

4.3 Term of Appointment

Each Member shall serve for the duration of the project, which is expected to conclude by March 2012.

4.4 Committee Officers

The CADTH President and CEO shall appoint the Co-Chairs.

The Co-Chairs shall serve for the duration of the project.

The Co-Chairs shall preside at all meetings of MIIMAC. In addition, the Co-Chairs shall act as the key liaisons between MIIMAC and CADTH.

4.5 Voting Rights

Each Core Member, but excluding the Co-Chairs of the meeting, shall be entitled to one vote on all matters coming before MIIMAC. In cases of an equality of votes, each Co-Chair of the meeting shall have a deciding vote. If a tie remains after the Co-Chairs cast their votes, then a person shall be appointed by the Co-Chairs to break the tie.

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

The Ex officio Member shall be entitled to attend all MIIMAC meetings and shall be entitled to participate in discussions, but shall not be entitled to vote.

5.0 MIIMAC Meetings

5.1 Frequency of Meetings

MIIMAC shall hold meetings as required to carry out its mandate and responsibilities.
Face-to-face meetings will be held as required and are anticipated to take place in October 2010, January 2011, and June 2011 (subject to change). Scheduled teleconferences will be held between face-to-face meetings at the discretion of the Co-Chairs, in consultation with CADTH.

5.2 Notice of Meetings

Meetings of MIIMAC may be held at any time and place in Canada to be determined by CADTH, provided that reasonable notice of such meetings shall be given in advance to each Member.

5.3 Quorum

The quorum at meetings of MIIMAC shall be fifteen (15) of the twenty-four (24) Core Members.

5.4 Attendance

All Members shall attend MIIMAC meetings. Any MIIMAC Member who is unable to attend a face-to-face meeting may request permission from the Co-Chairs to participate in the meeting through such means as video conference, teleconference, or other methods of communication. The Co-Chairs shall have sole discretion in deciding whether to grant permission to such Members’ requests, but shall only grant permission in exceptional circumstances.

5.5 Attendees

In addition to Core Members, Observers, and the Ex officio Member, relevant CADTH staff shall be entitled to attend MIIMAC meetings but have neither the right to participate, except as noted below, nor the right to vote.

Other individuals may be invited to attend as observers, at the discretion of the MIIMAC Co-Chairs and CADTH.

CADTH staff will attend the meetings to support the work of MIIMAC.

5.6 Agenda

The MIIMAC meeting agendas are developed by the MIIMAC Co-Chairs in consultation with CADTH.
5.7 Conflict of Interest Disclosure

At the commencement of each meeting, the Co-Chairs shall ask Members if they have any conflicts of interest to disclose. Any Member with a conflict must disclose such conflict and comply with CADTH’s Conflict of Interest Guidelines, Code of Conduct, and Communications Requirements.

5.8 Decisions

No decision or guidance can be enacted unless there is a quorum.

Decisions will typically be made by consensus. If a vote is necessary, except as set out below, a simple majority of the quorum of Voting Members is required. In the event of an equality of votes on any decision, the Co-Chairs of the meeting shall have a deciding vote. If a tie remains after the Co-Chairs cast their votes, then a person shall be appointed by the Co-Chairs to break the tie.

The MIIMAC guidance developed will be decided on by a majority of votes. Every voting Member participating in the meeting must vote (i.e., for or against) on the motion for the adoption of the guidance; a Voting Member cannot abstain from voting. In the event of an equality of votes on any guidance, each of the Co-Chairs of the meeting shall have a deciding vote. If a tie remains after the Co-Chairs cast their votes, then a person shall be appointed by the Co-Chairs to break the tie.

5.9 Records of Meetings

Minutes shall be kept of all MIIMAC meetings and shall be approved by MIIMAC. Meetings may be recorded in order to facilitate taking minutes.

A copy of the approved minutes of every MIIMAC meeting shall be sent to Core Members, Observers, and relevant CADTH staff.

6.0 Remuneration/Honoraria

A reasonable remuneration or honoraria for all MIIMAC Core Members (with the exception of jurisdictional members) shall be fixed by CADTH.

Committee members and experts shall be entitled to be paid reasonable expenses incurred by them in the performance of their duties, as per CADTH policies.

Teleconference or videoconference expenses are paid by CADTH.

The reimbursement of any additional expenses will require CADTH approval in advance.
7.0 General Provisions

7.1 Indemnity

Every Core Member shall be indemnified and saved harmless by CADTH from and against:

- all costs, charges, and expenses, which such Core Member sustains or incurs in or about any action, suit or proceedings, which are brought, commenced, or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of such Core Member or in respect of any such liability

- all such other costs, charges, and expenses, which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his or her own wilful neglect or default.

7.2 Secretariat and Administrative Support

Secretariat and administrative support is provided by CADTH.

7.3 Amendments to Terms of Reference

These Terms of Reference may be amended from time to time by CADTH.

7.4 Code of Conduct

Every person attending MIIMAC meetings must abide by the CADTH Code of Conduct.

7.5 Confidentiality

It is the responsibility of MIIMAC 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 that 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.

7.6 Subcommittees

MIIMAC may form subcommittees and/or task groups to fulfill its mandate. The reimbursement of any expenses associated with subcommittees will require CADTH approval in advance.
APPENDIX 1

Definitions

In the Terms of Reference of the Medical Isotopes and Imaging Modalities Advisory Committee (MIIMAC), the following definitions apply, unless otherwise provided.

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

**Core Member** — a Member appointed to the committee by CADTH’s President and CEO.

**Evidence Assessment** — a systematic review.

**Ex officio Member** — this individual holds a position on the committee by virtue of his or her office or position at CADTH. The ex officio member is entitled to participate in the meetings, but is not entitled to vote.

**Isotopes Project** — a Health Canada-initiated project on the topic of optimizing health system use of medical isotopes and other imaging modalities.

**MIIMAC Terms of Reference** — the Terms of Reference established for MIIMAC by CADTH.

**Medical Isotopes and Imaging Modalities Advisory Committee (MIIMAC)** — CADTH advisory committee established to develop guidance and/or advice for CADTH relating to diagnostic imaging technologies pertaining to a project on optimizing health system use of medical isotopes and other imaging modalities.