CADTH

Environmental Scan Process

May 2015

CADTH

Version 1.0

REVISION HISTORY

Periodically, this document will be revised as part of ongoing process improvement activities. The following version control table, as well as the version number and date on the cover page, is to be updated when any updates or revisions are made.

Section	Revision Number	Date	Description of Changes Made

TABLE OF CONTENTS

ABBREVIATIONS

DPAC	Drug Policy Advisory Committee
ES	Environmental Scan
HTA	Health Technology Assessment

1. INTRODUCTION

1.1 About the Product

CADTH conducts environmental scans of health care practices, processes, and protocols inside and outside of Canada. Environmental Scan reports inform decision-makers about the use of health technologies across jurisdictions, particularly with respect to practice variation and policy gaps. They also help guide topic selection for other CADTH products, such as our Health Technology Assessments (HTAs) and Optimal Use projects.

Environmental scanning involves establishing and maintaining networks with key health care stakeholders and scanning the environment to better understand their policy, practice, and research issues, including how both innovative and older health care technologies are being used and reimbursed. To understand and gather information on current or projected future practices, the above networks may be surveyed to help inform Environmental Scan reports, and/or a scan of the published literature is performed.

1.2 Scope

Topics selected for Environmental Scans must be of interest to a majority of CADTH stakeholders (see section 1.3: Audience). Topics suitable for Environmental Scan reports include policy, practice, and research issues, as well as current or projected utilization of the following:

- Drugs
- Devices
- Diagnostic tests
- Medical, surgical, and dental procedures.

1.3 Audience

Environmental Scan reports are produced for federal, provincial, and territorial government health policy-makers and those working at regional health authorities and hospitals in Canada, who make decisions about the access to or reimbursement of medical technologies.

Environmental Scan reports are freely available online at cadth.ca (embargo periods may apply).

1.4 Purpose and Application for Decision-Making

The purpose of Environmental Scan reports is to provide an overview of current and/or projected policy, practice, and research issues, as well as the use of established or emerging health care technologies. Environmental Scans are intended to inform policy- and decision-makers on how policy, practice, and research issues, or the access or reimbursement of specific technologies in other environments may be applicable to their own setting. Environmental Scans are not intended to provide a comprehensive evaluation; instead, they give a snapshot of existing or projected health care issues. Environmental Scan reports may also highlight the potential financial implications or other issues associated with the introduction, decision not to introduce, or establishment of criteria for using and/or reimbursing specific technologies. Environmental Scan reports are often prepared in response to specific requests received from CADTH stakeholders to support their decision-making. Topics selected must be issues of interest to a majority of Canadian jurisdictions. Environmental Scan reports should not be construed as a recommendation for or against the use of a particular health technology.

1.5 Transparency

CADTH attempts to be as transparent as reasonably possible in the production of Environmental Scans.

The three principles of transparency as defined by CADTH are:

- Soliciting feedback from those affected by CADTH reports whenever possible, given time constraints
- Facilitating the ability to reproduce or update CADTH reports by reporting:
  - methods used to create reports
  - sources searched and/or provided
- Publishing CADTH reports in the public domain.

In each ES report, a copy of the survey questions (if a survey is conducted) is included. Due to time constraints, a limited attempt is also made to solicit external feedback and review of the report, including the following methods:

- CADTH Drug Policy Advisory Committee (DPAC) validates and prioritizes drug topics from a stakeholder perspective.
- If a survey is conducted, survey respondents are typically given the opportunity to comment on the report.
- *Optional for drug topics:*
  - The draft report may be posted for stakeholder comment
    and/or
  - The draft report may be externally peer-reviewed by a content expert.

The information selected for possible inclusion in an Environmental Scan report is identified by CADTH, using one or both of the following methods:

- a limited literature search
- a survey of key health care stakeholders.

Environmental Scan reports are freely posted on cadth.ca for anyone to access and review, although in exceptional circumstances, embargo periods may be considered. All drafts and working documents used to produce Environmental Scan reports are archived for 15 years and may be requested if required (with the exception of copyright-protected documents; confidential survey responses; or information provided in confidence by customers, manufacturers, or other agencies).

1.6 Timelines

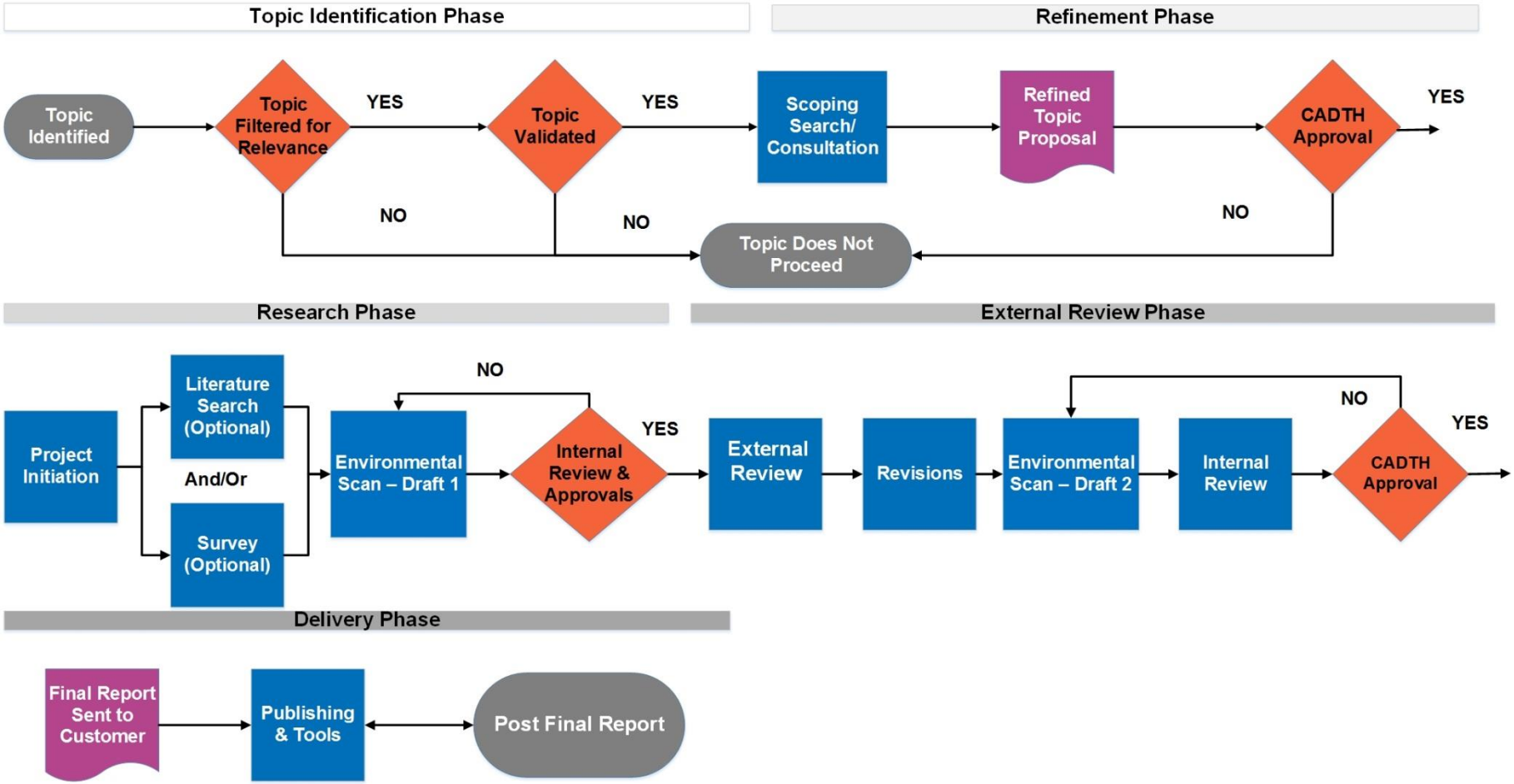
Exact timelines will be negotiated between a CADTH representative and the requestor; however, the approximate turnaround time for an Environmental Scan report is three to six months.

2. PROCESS

The process may be revised to meet customer needs.

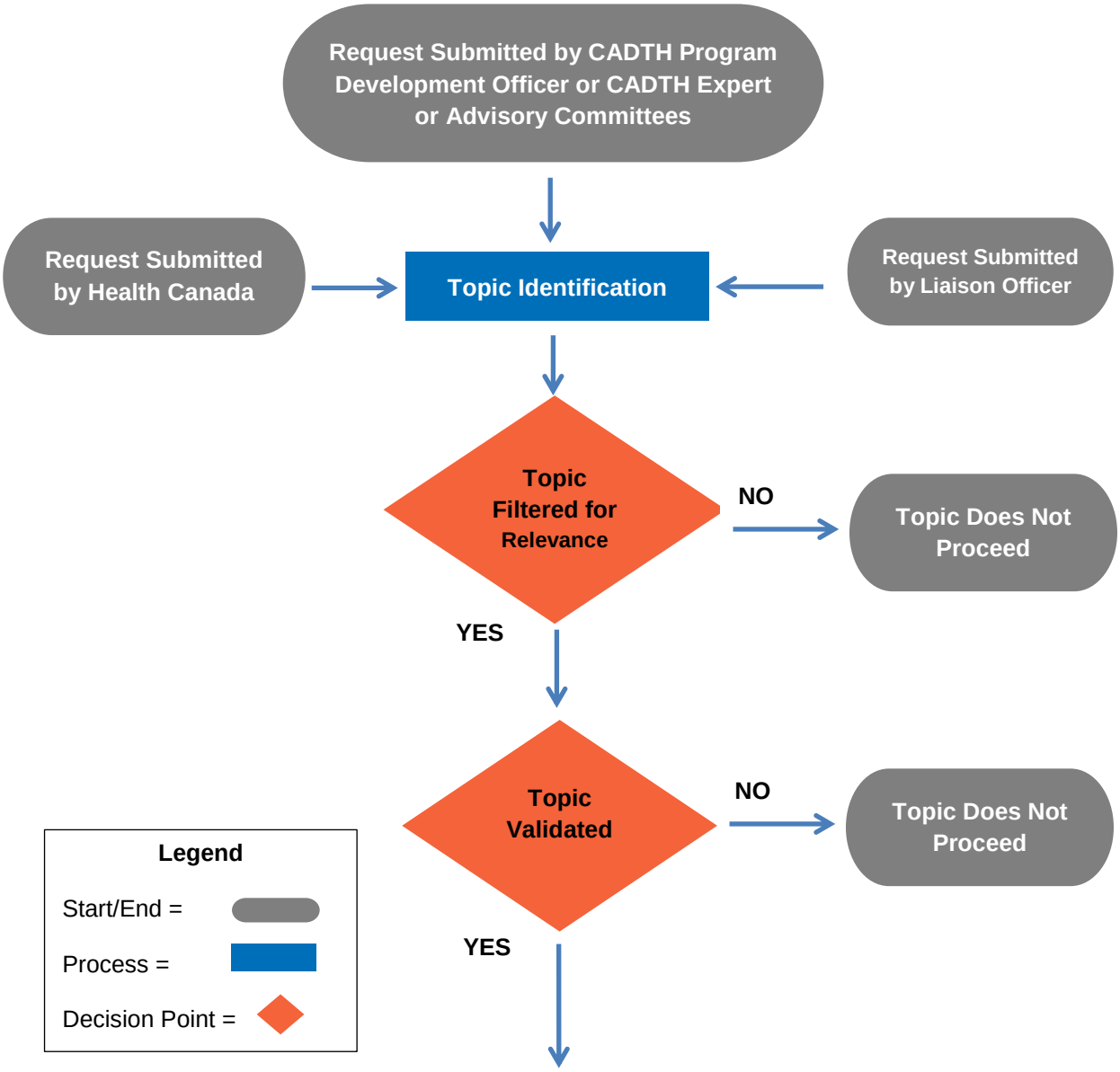
2.1 Flow Chart

Figure 1: All Phases Flow Chart



2.2 Detailed Processes: Topic Identification Phase

FIGURE 2: TOPIC IDENTIFICATION PHASE FLOW CHART



2.2.1 Topic Identification

Topics for Environmental Scans may be suggested by Health Canada, CADTH expert or advisory committees, or CADTH Program Development Officers, or may be raised as part of a larger CADTH project. Topics may also be submitted by CADTH Liaison Officers on behalf of publically funded Canadian health care decision-makers.

2.2.2 Topic Filtered for Relevance

CADTH determines the national relevance and impact of the topic by conducting an informal survey among Liaison Officers via email or during a conference call (unless a request comes from DPAC; see section 2.2.3). This may include discussions with stakeholders and/or the requestor. In order for the topic to proceed, the request must have near consensus about national impact and relevance.

Selection criteria for an Environmental Scan may include the following:

- Not a duplication of scans completed by other agencies
- Relevant to the Canadian health care context
- Significant disease burden
- Significant impact
- Interest from multiple jurisdictions.

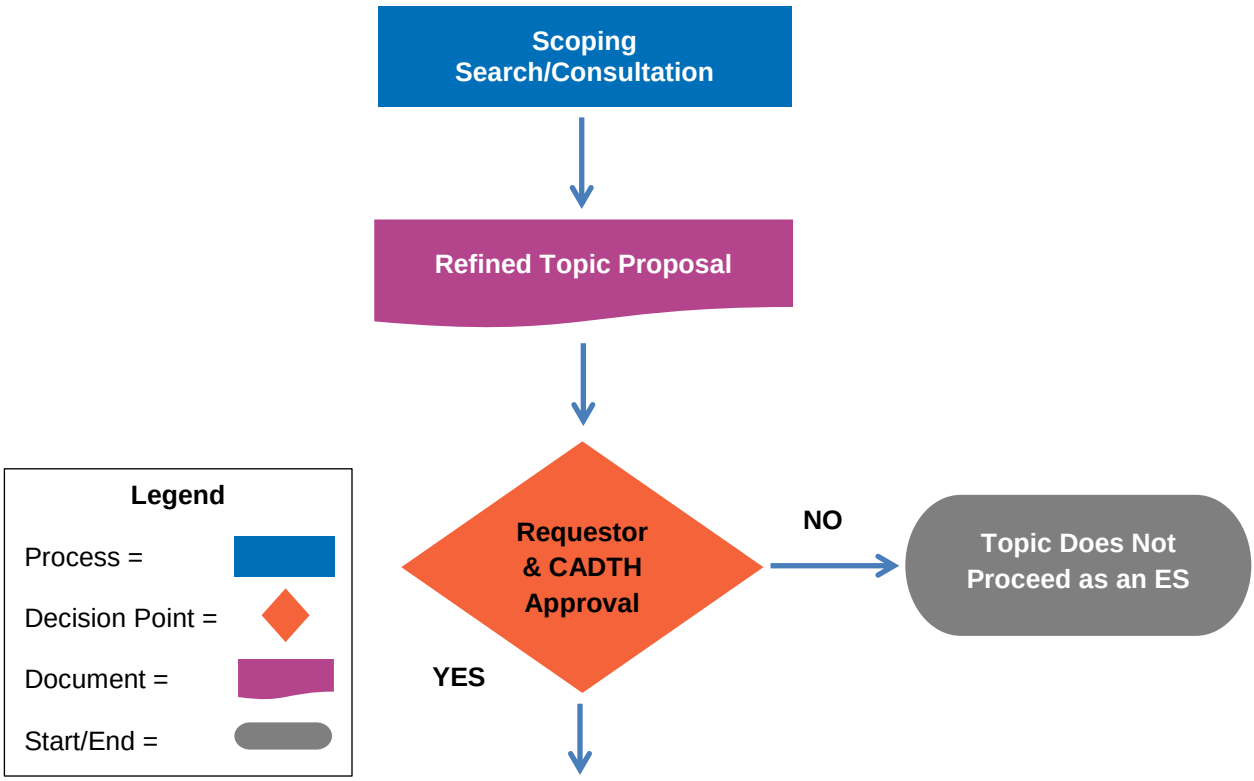
Topics chosen as relevant are moved to the next stage; otherwise, the topic does not proceed.

2.2.3 Topic Validation (Drug Topics)

During validation, drug Topic Proposals are sent to DPAC to review, to determine whether to proceed with the topic, revise it, or move it to another product line (some topics may be realigned with other CADTH products). If a request regarding a drug topic is received from DPAC, it is based on input from senior provincial representatives, so national relevance and impact are implicit and filtering and validation are not required. Research and survey questions may be reviewed by DPAC at this time and refined where appropriate.

2.3 Detailed Processes: Refinement Phase

FIGURE 3: REFINEMENT PHASE FLOW CHART



2.3.1 Scoping Search and/or Consultation

Depending upon the topic, a scoping search of the literature is done by CADTH to determine what information is available, and/or a consultation with stakeholders is conducted to assist in refining the research and survey questions.

2.3.2 Refined Topic Proposal

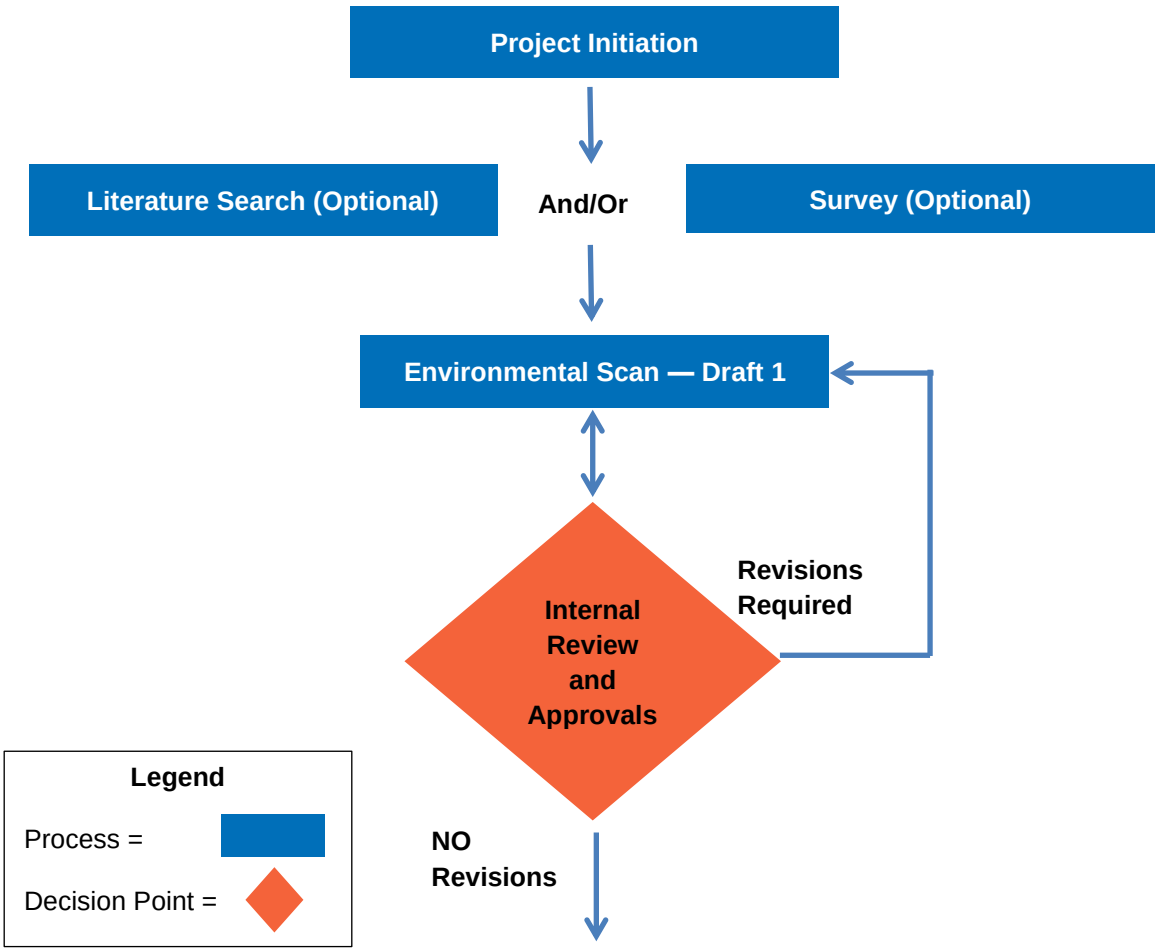
The method(s) proposed for gathering the information to be analyzed is finalized at this time by the CADTH project team, in consultation with the requestor. The approach can include a literature review, a survey of key health care stakeholders, or a combination of both methods. A Topic Proposal document is created, which includes the refined research question(s), survey questions (if required), the agreed-to timeline, and the methods.

2.3.3 Topic Proposal Approval

The draft Topic Proposal is emailed to the requestor for approval and sign-off, before finalization. Once finalized, the Topic Proposal must be approved by CADTH. If the topic is not approved, it does not proceed, or is considered for another product line.

2.4 Detailed Processes: Research Phase

FIGURE 4: RESEARCH PHASE FLOW CHART



2.4.1 Project Initiation

A project is created based on the approved Topic Proposal. If a survey has been chosen, further discussions will be held with the Liaison Officers, customer, and key stakeholders to ensure the right respondents are selected for the survey.

2.4.2 Literature Search (Optional)

The scope and approach of the literature search is agreed upon by the project team. A limited (not systematic) literature search is conducted in agreed-upon resources (may include major biomedical databases and a focused Internet search). Once the search is complete, the information is sent for analysis.

2.4.3 Survey (Optional)

If a survey is to be conducted, survey questions developed in the Topic Proposal are used to create the survey. In collaboration with CADTH's Liaison Officers, the survey is sent to the targeted respondents (see section 2.4.1), along with the forms for permission and consent to allow publication of survey findings. Completed survey results are compiled and analyzed.

2.4.4 Environmental Scan — Draft 1

A draft is created that summarizes the information found using the Environmental Scan template and following CADTH style and copyright guidelines. A typical Environmental Scan contains:

- Background and context for the report
- Statement of the objectives of the Environmental Scan
- Methods and approach used
- Key findings pertaining to the research questions
- Conclusions
- References used for the report (survey and literature review)
- Survey questions (if applicable).

2.4.5 Internal Review and Approvals

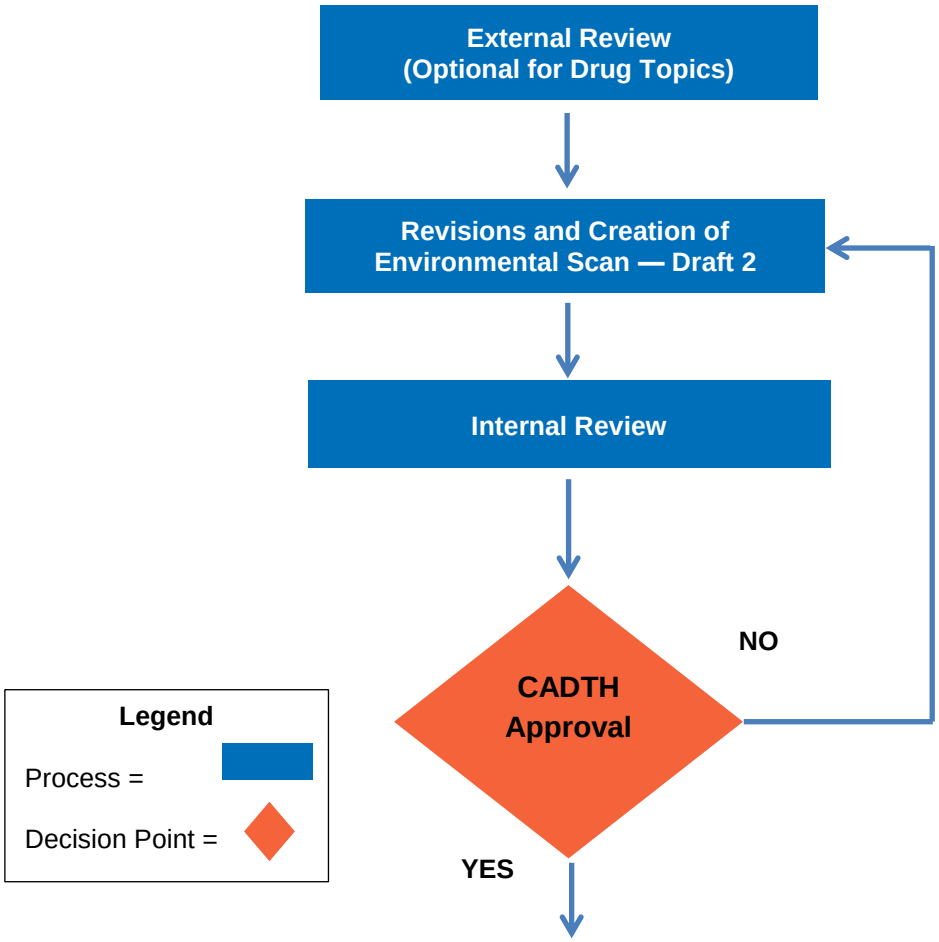
The draft report is internally reviewed and the references are checked to ensure:

- Research questions are addressed
- Analysis and conclusions are sound
- Citation details are accurate and references follow National Library of Medicine – Citing Medicine bibliographic style guidelines
- Copyright guidelines were followed
- Permissions for any unpublished information have been received
- Language is clear, keeping in mind customer needs.

Before moving to the next phase, the appropriate management approvals are given.

2.5 Detailed Processes: External Review Phase

FIGURE 5: EXTERNAL REVIEW PHASE FLOW CHART



2.5.1 External Review

If a survey is conducted, survey respondents may be given the opportunity to comment on the report.

At least one of the following methods for external feedback is conducted, unless it is a drug topic, in which case external feedback is optional:

- The internally reviewed draft is posted for stakeholder feedback and the customer is sent the draft or directed to the report posted on CADTH's website for comment.
- The report is externally peer-reviewed by a content expert.

2.5.2 Revisions and Creation of Environmental Scan — Draft 2

If applicable, comments from the survey respondents, stakeholders, and content expert are incorporated, to create Draft 2 of the Environmental Scan report.

2.5.3 Internal Review

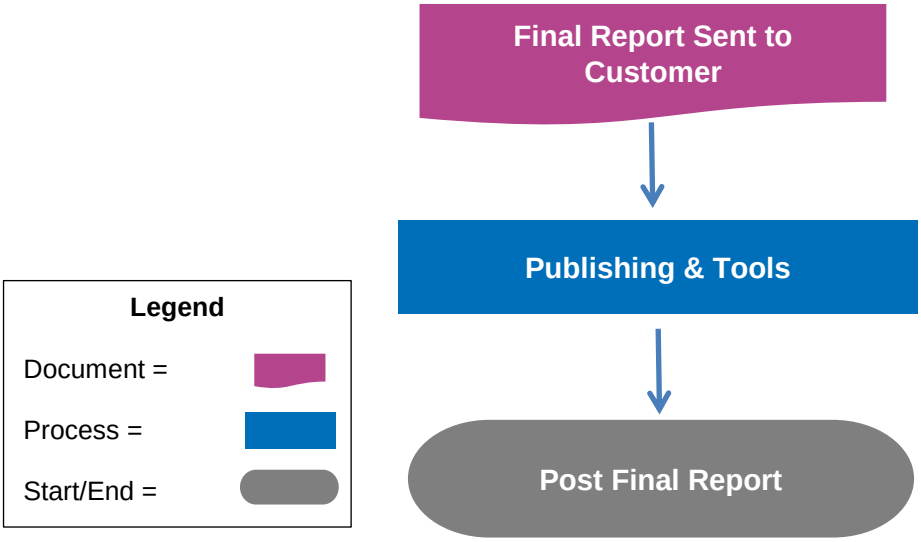
A final internal review and reference check is conducted of Draft 2. This includes:

- Reviewing stakeholder (if obtained) and requestor feedback to ensure that they are adequately addressed
- Ensuring citation details are accurate and references follow National Library of Medicine – Citing Medicine bibliographic style guidelines
- Ensuring copyright guidelines are followed and all permissions have been received.

This final draft is sent to CADTH management to approve.

2.6 Detailed Processes: Delivery Phase

FIGURE 6: DELIVERY PHASE FLOW CHART



2.6.1 Final Report Sent to Customer

The final Environmental Scan report is sent to the original requestors for their review before it is posted.

2.6.2 Publishing and Tools

The final Environmental Scan report is sent to CADTH's Publishing department for copy-editing, formatting, and translation. If requested by the customer or CADTH stakeholders, tools will be created to help disseminate report findings.

2.6.3 Post Final Report

English and French versions of the Environmental Scan are posted on cadth.ca.

APPENDIX 1: DEFINITIONS

Advisory Committees: CADTH's standing committees of Canadian jurisdictional representatives who provide advice and strategic direction to CADTH projects; e.g., the Drug Policy Advisory Committee for drugs.

CADTH: The Canadian Agency for Drugs and Technologies in Health is an independent, not-for-profit agency funded by Canada's federal, provincial, and territorial governments. CADTH's role is to deliver reliable, timely, and credible evidence-based information and impartial advice to Canada's health care leaders and decision-makers through a variety of customized products and services.

Customer: A CADTH customer is an entity or organization that requests CADTH's products or engages CADTH's services. (The customer is most often the first point of contact and requests knowledge from CADTH. The customers' needs may vary with specific topics, and they may request and/or choose between different products, services, and suppliers. By expressing their needs, customers drive the knowledge that CADTH produces.)

Drug Policy Advisory Committee (DPAC): CADTH's standing committee of Canadian jurisdictional representatives who provide advice to CADTH drug projects. DPAC members are primary customers for the products and services in the CADTH drug portfolio. DPAC has nominated members to sit on two working groups — the Formulary Working Group and the Optimal Use Working Group — that provide advice and direction to CADTH on drug portfolio projects.

Health Care Technology: Technologies inclusive of drugs, medical devices, diagnostics (such as tests), procedures, programs, and public health activities.

Jurisdictions: Include the federal, provincial, and territorial health ministries from across Canada.

Reference Check: A review of all the sources cited in the document, ensuring that they are accurate and follow National Library of Medicine – Citing Medicine bibliographic standards.

Stakeholders: Stakeholders for the Environmental Scanning process are organizations, institutions, or individuals who have a strong and vested interest in specific CADTH projects and their outcomes. Stakeholders may include:

- federal, provincial, and territorial Ministries of Health
- hospitals and health institutions
- health regions
- patients, consumers, and caregivers
- health professionals
- industry.

Tools: These are knowledge mobilization tools used to enable health care decision-makers to use the reports CADTH develops. Tools may include summaries, presentations, conferences or workshop materials, continuing education content, and interactive tools that allow decision-makers to customize the guidance provided with their own information.