**ROLE OF CORE MEMBERS OF CADTH’S HEALTH TECHNOLOGY EXPERT REVIEW PANEL**

The Core Members of the Health Technology Expert Review Panel (HTERP) will include a Chair, an ethicist, a health economist, a health care professional, and a representative of the public. The role of the Core Panel Member is:

* To establish, maintain, and apply standards and methods to evaluate the clinical value and cost-effectiveness of medical devices, diagnostic tests, and surgical, medical, or dental procedures
* To make recommendations and provide advice related to the optimal use of medical devices, diagnostic tests, and surgical, medical, or dental procedures in Canada, using a multicriteria approach that considers clinical effectiveness, cost-effectiveness, and other factors including, but not limited to, patient preferences and experiences, and ethical, environmental, and social considerations
* To provide expertise and guidance with respect to tools and strategies that will facilitate the adoption and implementation of a recommendation
* To promote consistency in the approach to developing recommendations.

**Qualifications**

All Members, including the Chair, shall demonstrate the following qualifications:

* Currently not employed by any pharmaceutical or medical device manufacturer or related companies
* Ability and willingness to comply with CADTH Conflict of Interest and Confidentiality requirements
* Availability and commitment of time to prepare for meetings and participate fully
* Knowledge and understanding of the mandate of CADTH and the mandate of HTERP, including its role in the health care system
* Willingness to work within the defined processes and parameters for reviewing medical devices, diagnostic tests, and surgical, medical, or dental procedures, using a multicriteria approach that considers clinical effectiveness, cost-effectiveness, and other considerations such as patient preferences and experiences, ethics, and legal issues
* Experience in committee work
* Ability to communicate effectively
* Ability to acquire the information and adopt the skills needed to successfully negotiate important issues
* Strong listening skills
* Ability to act with integrity and independence of specific interests
* Ability to relate to and respect a diverse range of values and beliefs
* Ability to gain respect and credibility within a diverse range of stakeholders and the wider public
* Ability to work constructively as a member of a team.

The following additional qualifications apply to all Core Panel Members other than the Public Member:

* Hold a professional degree from a recognized institution in at least one of the following disciplines: medicine, nursing, pharmacy, bioethics, philosophy, or health economics
* Health care professionals must have experience in the Canadian health care system. Being in active practice or having clinical research experience will be considered additional assets.
* Ethicists must have experience with decision-making in health care
* Have an understanding of the procurement and use of health technologies within the Canadian context.

The Public Member is not required to have a clinical or research background; however, he or she will be required to review and synthesize considerable amounts of information. The primary role of the Public Member is to represent the views and values of contemporary Canadian society. Public Members do not represent any particular group or organization.

**Remuneration**

On appointment, Members will receive the following:

* $1,000 per day, pro-rated per half-day based on 7.5 hours per day
* Any reasonable travel costs for HTERP meetings, in accordance with the CADTH Travel Policy.

**Time Commitment**

The anticipated time commitment of the Panel Members is up to two days per month (excluding travel time). Approximately half of this time is expected to be spent on preparation in advance of meetings. Members will be required to travel from time to time for meetings, to take place in Ottawa.

**Term of Appointment**

* The initial term of appointment will be for a period of two years.
* The appointment may be renewed for one additional term at the end of the appointment period.
* The successful candidates will be required to adhere to the CADTH Code of Conduct.
* Candidates are required to declare any potential conflict of interest that might arise in the course of Panel business.

\*This description is accurate as of March 9, 2016 and may be subject to change over time.