

CADTH Health Technology Expert Review Panel Terms of Reference

FEBRUARY 2018

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Preamble

A CADTH Health Technology Expert Review Panel (the Panel) is an advisory body convened as needed to develop guidance and/or recommendations for CADTH projects related to health technologies. A separate Panel may be convened for each project; however, a core set of Panel Members will serve on each Panel. Guidance and/or recommendations provided by the Panel will serve to inform a range of stakeholders within the Canadian health care system.

1.0 Mandate

The mandate of the Panel is to provide advice to CADTH and its jurisdictional stakeholders that promote the optimal use of health technologies.

2.0 Responsibilities

The responsibilities of the Panel Members include the following:

- a) to participate in the development of guidance and/or recommendations related to a specific health technology, using a multi-criteria approach that considers:
 - i. the strength and quality of available clinical evidence
 - ii. the strength and quality of available economic information
 - iii. current practices and resource utilization patterns
 - iv. other factors such as, but not limited to, patient input and practical, ethical, environmental, and psychosocial considerations.
- b) to identify potential issues related to the implementation of the guidance and/or recommendations
- c) to provide guidance to CADTH on other issues related to the topic area, as requested.

3.0 Accountability

The Panel is accountable to the President and CEO of CADTH.

4.0 Membership

4.1 Composition

Core Members

Six Core Members will serve on the Panel, to foster a consistent approach to the development of guidance and/or recommendations. A Chair and Vice-Chair of the Panel will be appointed from one of the six core members.

The set of Core Members will include:

- one ethicist
- one health economist
- one Public Member

- three health care practitioners with experience in the Canadian health care system and advanced training in health services research, epidemiology, critical appraisal, or evidence-based medicine (being in active practice will be considered an additional asset) and/or HTA specialists.

The Public Member shall not represent the interests of any particular group.

Expert Members

In addition to the Core Members, the Expert Review Panel will comprise of up to five Expert Members. Expert Members will be selected based on their expertise with respect to the health technology addressed by the specific CADTH project for which the Panel was convened. Expert Members are expected to have familiarity with this health technology through their clinical activities, academic or commercial research, and/or experience in health policy, health care administration, or other health-related work.

Appointment/Nomination Process

The Core Members shall be selected through a public call for nominations. Core Members and the Chair shall be appointed by the CADTH President and CEO.

The committee will nominate and agree to a Vice-Chair of one of the Core Members. In the event of the Chair's absence (or disability of the Chair), the Vice-Chair shall perform the duties and exercise the powers of the Chair.

CADTH staff, in consultation with the Panel Chair, experts, and others, as required, shall identify the individuals to be appointed as Expert Members of the Panel. Each Expert Member shall be appointed by the CADTH Vice President, Product and Services.

Expert Members are appointed because of their expertise related to the project topic and do not represent a specific constituency. Expert Members are expected to bring views based on their range of experience.

Observers

Upon approval by the Panel Chair, observers, including CADTH staff, co-authors of CADTH reports, and others, may be present at meetings of the Panel. Requests for an observer(s) to be present can be submitted to the Panel Chair or to the Director, Rapid Response and Health Technology Assessment.

4.2 Term of Appointment

Core Members shall serve for a term of two years. Initially, three of the Core Members, including the Chair, shall serve for a term of two years and two of the Core Members shall serve for a term of three years in order to provide for continuity. Thereafter, all appointments shall be for a term of two years. Core Members are eligible to be reappointed for a maximum of one additional term.

Each Expert Member shall serve for the duration of the project for which the respective Panel was convened.

4.3 Withdrawal of Membership

Any Panel Member may resign from the Panel at any time upon written notification to CADTH.

Panel Members who are absent for more than three consecutive Panel meetings will automatically forfeit membership. However, the Chair has the discretion to approve, in advance, an extended absence of any Panel Member.

5.0 Panel Meetings

5.1 Frequency of Meetings

The Panel shall hold meetings as may be required to carry out its responsibilities. Meetings may occur in person or by teleconference or by web conference. The number of meetings will be determined by CADTH in consultation with the Panel Chair.

5.2 Notice of Meetings and Location

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

5.3 Quorum

A quorum of five of six Core Members and at least three Expert Members are required for matters related to recommendations. No decision or recommendation can be made unless there is quorum.

5.4 Decisions and Voting

Recommendations will be generated through a consensus of the Panel Members present at the meeting. A consensus will be considered to have been reached when no Panel Member wishes to, for example, abstain or formally disagree with the recommendation statement(s) as per the Gradients of Agreement Scale by Sam Kaner. Should the Chair of the meeting determine, after a reasonable effort to achieve consensus has been made, that a consensus will not be reached, the Chair will refer the matter to be decided by a majority vote of the Members present. Each Panel Member shall be entitled to one vote. The Chair has a casting vote in the case of a tie.

5.5 Attendance

All Panel Members are expected to attend all meetings of the Panel. Any Panel Member who is unable to attend an in-person meeting may request permission from the Chair to participate in the meeting via such means as video conference, teleconference, or other communications facilities. The Chair shall have sole discretion in deciding whether to grant permission to such Panel Member's request, but shall only grant permission in exceptional circumstances.

5.6 Agenda

Panel meeting agendas are prepared by the Chair in consultation with CADTH.

5.7 Conflict of Interest Disclosure

At the commencement of each meeting, the Chair shall ask Panel Members if they have any conflicts of interest to disclose. Any Panel Member with a conflict must disclose such conflict.

All Panel Members must undertake in writing to abide by the terms of the *CADTH Conflict of Interest Guidelines*.

5.8 Code of Conduct

All Panel Members attending meetings of the Expert Review Panel must abide by the *CADTH Code of Conduct*.

5.9 Records of Meetings

Recommendations and any action items will be recorded for all Panel meetings. A copy of the records of the meeting shall be sent to Panel Members, observers, and relevant CADTH staff.

6.0 Remuneration/Honorarium

A reasonable remuneration or honorarium for all Panel Members shall be fixed by CADTH. Panel Members shall be entitled to be reimbursed for reasonable expenses incurred in the performance of their duties as per CADTH policies. Teleconference 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 Panel Member shall be indemnified and saved harmless by CADTH from and against:

- a) all costs, charges, and expenses which such Panel Member sustains or incurs in or about any action, suit or proceedings, which is 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 Panel Member or in respect of any such liability
- b) 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 willful neglect or default.

7.2 Secretariat and Administrative Support

Secretariat and administrative support is provided by CADTH.

7.3 Amendments to this Document

These terms of reference may be amended at any time, and from time to time, by CADTH upon approval by the President and CEO.

7.4 Confidentiality

It is the responsibility of each Panel Member 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 Panel 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 Panel and of CADTH obtained by reason of his or her status as a Panel Member and not generally available to the public. A Panel Member shall not use information obtained as a result of his or her involvement on the Panel for his or her personal benefit. Each Panel 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 Panel Member.