

## Frequently Asked Questions

### Why a Patient and Community Advisory Committee?

CADTH relies on advisory committees with health ministry, health authority, and drug plan members to guide its strategic direction and prioritize assessment needs. The advice from these advisory committees grounds CADTH's work to the health system it serves. The Patient and Community Advisory Committee is a deliberate effort to seek out and include perspectives of individuals using the Canadian health care system.

### What is an advisory committee?

An advisory committee is a group of volunteers that meets regularly on a long-term basis to provide advice to an organization. An advisory committee cannot make directives that an organization must follow. Instead, it provides recommendations and key information to help guide decisions. Advising is not advocating. An advisor seeks to inform a process, while an advocate seeks to ensure a particular outcome. An advisor looks at the big picture through the lens of their experience.

### What does the committee do?

The [Patient and Community Advisory Committee Terms of Reference](#) contains more details, but the responsibilities of the committee will include advising CADTH on how to strengthen engagement with patients, families, and communities across all CADTH programs and how to make our processes more transparent and accessible. Discussions from past meetings are available at [PCAC Meeting Summaries](#).

### What will committee members do?

Members will be expected to prepare for each meeting, including drafting documents for discussion and reviewing documents, and participating in additional teleconferences with CADTH staff and others to advance specific projects. Members will be remunerated for their involvement.

Formal meetings of the entire advisory committee will take place every 2 months by videoconference, which will last approximately 2 hours. There will also be 1 in-person meeting each year in Ottawa or Toronto. CADTH will reimburse members' travel expenses to attend these meetings in accordance with our Travel Policy.

Meetings will be held in English, and materials will be provided in English.

### What is the time commitment?

The expected commitment will be 3 hours to 4 hours every 2 months for 3 years.

## **What are the benefits of being on the committee?**

The benefits of being on the committee include opportunities to:

- learn how evidence is used to assess the use of drugs and medical devices, and how funding decisions are made, balancing multiple priorities and needs.
- use your experiences of the health system to improve how health technologies are assessed.
- identify impacts — both positive and negative — to your community as a consequence of decisions related to health technologies.

## **What support will I receive?**

You will receive an orientation to CADTH and our programs at the first meeting, background reading to prepare for each meeting, regular contact with CADTH's Patient Engagement team, and an opportunity to build and grow a peer mentorship network with fellow committee members.

We will work with you to identify solutions to accommodate any medical or cultural needs to support your full participation in the committee.

## **Who should apply?**

This is an opportunity for patients and/or family caregivers with extensive experience of the Canadian health care system. We are especially interested in hearing from individuals with lived experiences of addiction, individuals living with mental health problems or illnesses, individuals receiving home and community care, individuals living outside city centres, and individuals who identify as First Nations, Inuit, or Métis.

## **What qualifications are needed?**

In addition to your own lived experience as a patient and/or caregiver, members will also have an awareness of others' experiences and views within a specific community or disease area, such as experience as a patient organization board member, staff member, or volunteer. We also expect members to act with integrity, independent of specific interests, and work constructively as a member of a team. More details are available in the [role description](#).

Committee members will be identified on CADTH's website with a short biography and a photograph.

**How can I apply?**

Nominees must complete the Statement of Interest and upload it through the online nomination form.

**When is the deadline?**

Monday, April 25, 2022.

**What happens after I send in my application?**

All nominees will receive an email confirming that their submission was received. CADTH will contact shortlisted individuals for a telephone or videoconference interview. Shortlisted applicants will be asked to provide a reference, complete a conflict of interest disclosure form, and confirm their willingness to abide by the code of conduct.

**If I'm not selected, or this opportunity is not for me, how else can I be involved in CADTH's work?**

CADTH has many opportunities to involve patients, caregivers, and interested individuals or groups in our work. For more information, visit [Patient and Community Engagement](#).