

pCODR Nomination/Application Information Package

pERC Chair (Elect)

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Contents

Nomination/Application Fact Sheet.....	3
Introduction and Purpose/Overview	Error! Bookmark not defined.
Governance Structures	Error! Bookmark not defined.
Nomination/Application Process Summary.....	7
pERC Chairs	9
Roles and Responsibilities	9
Qualifications for all pERC members, including Chair	9
Additional qualifications for professional members of pERC	10
Qualifications specific to Chair	10
On appointment.....	11
How to apply/How to nominate?	12
Appendix 2 – pCODR Guiding Principles.....	14

Nomination/Application Fact Sheet

Deciding whether or not to let your name stand as a nominee for a role with the pan-Canadian Oncology Drug Review (pCODR) is an important decision. The following information may help.

Which positions are being recruited?

pCODR is primarily recruiting the following position to participate as a member of the pCODR Expert Review Committee (pERC): Chair (Elect)

Please note that other positions are also currently under active recruitment.

When is the term expected to start and finish?

There are two separate terms:

The term for Chair Elect is expected to start approximately by mid-October 2015 and continue for a period of 6-12 months, depending on the experience of the candidate. The start date of the term for Chair Elect is negotiable.

The term for Chair will begin by mid-October 2016 and continue for a period of 3 years. An opportunity for a second 3-year term is desirable but not guaranteed.

What are the time requirements for pERC Chair (Elect)?

Prior to taking on all responsibilities of pERC Chair, the pERC Chair Elect will be learning and preparing to take on the role of Chair. The learning period will be determined depending on the selected candidate's familiarity with pERC (approximately 6-12 months). During the learning period, the time requirement will be 2-3 days per month, depending on learning that is required, including chairing part of some pERC meetings. When the learning period ends and the pERC Chair Elect takes on the role of Chair, the time requirement will be up to 4 days per month, including chairing up to 12 pERC meetings per year and participating in up to 4 public/stakeholder meetings per year.

Is travel required?

pERC meetings are held in-person in Toronto, Ontario. Travel will be required once per month if the selected candidate does not live in Toronto.

How long is the membership term for pERC Chair?

The membership term for pERC Chair is for 3 years with a possibility of renewal.

What is the remuneration?

During the first 6 to 9 months (the learning period) the Chair Elect will be paid \$1,000 per day, pro-rated to an hourly rate based on 7.25 hours per day. When the learning period ends and the pERC Chair Elect takes on the role of Chair, the remuneration will be \$6,000 per month.

What is the deadline for applications?

Nominations for pERC Chair will be accepted until 5:00 p.m. EDT on June 29, 2015.

For more information, please consult the pCODR Nomination Package or email nominations@pcodr.ca.

Introduction and Purpose/Overview

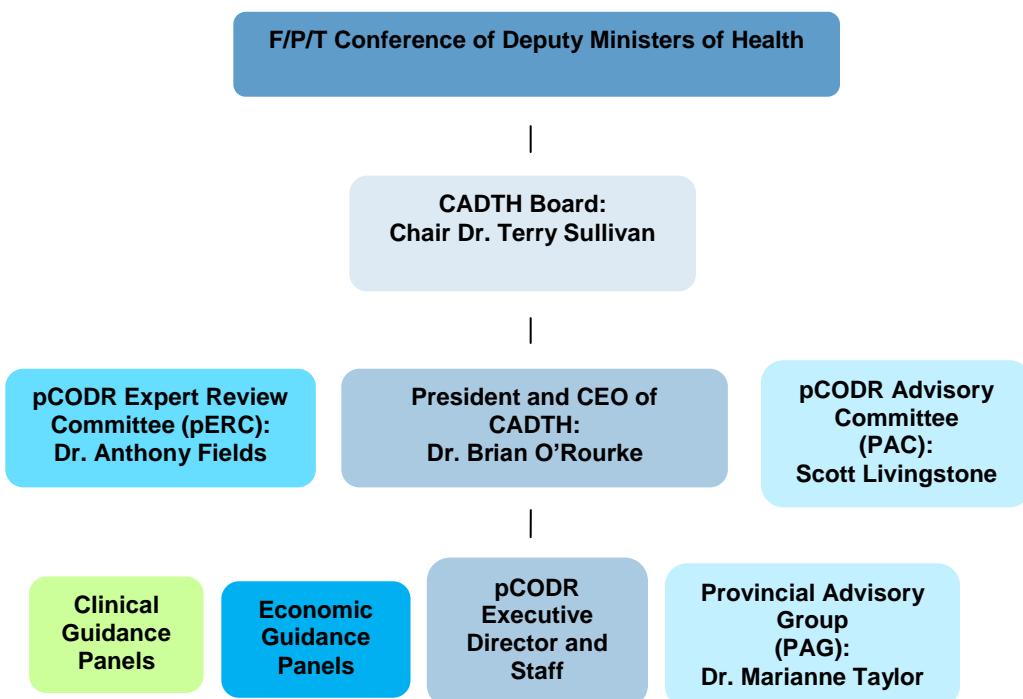
The purpose of this document is to provide a brief overview of the pCODR and to outline the criteria and process to become a member of the pCODR Expert Review Committee (pERC). Involvement in the pCODR process is an exciting and high-profile opportunity to influence cancer care delivered to Canadians.

The pan-Canadian Oncology Drug Review (pCODR) is an evidence-based, cancer drug review process. The pCODR process is designed to bring consistency and clarity to the assessment of cancer drugs by reviewing clinical evidence, cost-effectiveness, and patient perspectives, and using this information to make recommendations to Canada's provinces and territories (except Quebec) in guiding their drug funding decisions.

Under the pCODR process, detailed assessments are conducted by a pan-Canadian expert review committee, with opportunities for input by patients, the pharmaceutical industry, clinician-based tumour groups, and the provincial advisory group.

In April 2014, pCODR was transferred to the Canadian Agency for Drugs and Technologies in Health (CADTH) to consolidate policy direction across Canada's drug review programs and to strengthen the pCODR governance structure in order to ensure its long-term viability and sustainability.

Governance Structures



F/P/T Conference of Deputy Ministers of Health

Deputy Ministers of Health for participating federal, provincial, and territorial governments have overall accountability for and provide direction to the CADTH Board.

CADTH Board

CADTH's 13-member Board of Directors is composed of an independent chair; a regional distribution of jurisdictional federal, provincial, and territorial representatives; and a number of non-jurisdictional representatives from health authorities, academia, and the general public. Directors are elected by the Members of the Corporation who are the Deputy Ministers of Health for participating federal, provincial, and territorial governments.

The Board has overall responsibility for administering the affairs of the Corporation and providing the strategic direction to guide CADTH's success as the Canadian "go to" provider of evidence and advice on the use of drugs and other health technologies.

President and CEO of CADTH

The role of the President and CEO of CADTH is to ensure that CADTH upholds its mandate to provide timely, relevant, evidence-based information and support to health care decision-makers, while following the strategic direction set by its various jurisdictional stakeholders.

pCODR Advisory Committee (PAC)

The PAC provides strategic advice for pCODR's ongoing development and management and provides advice on cancer-specific issues, to ensure the pCODR meets the needs of the Provincial/Territorial (P/T) governments and cancer agencies. The PAC is comprised of six senior level P/T Ministry of Health representatives (as per the funding blocks; one from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, and one from Atlantic Canada) and four senior level cancer agency representatives (one from British Columbia, one from the Prairie Provinces, one from Ontario, and one from Atlantic Canada).

pCODR Expert Review Committee (pERC)

The role of the pERC is to assess the clinical evidence and cost effectiveness of new cancer drugs, and to use this information to make recommendations to the provinces and territories to guide their drug funding decisions.

Provincial Advisory Group (PAG)

The PAG provides advice primarily with an operational focus and also from time to time, on strategic and policy direction, to ensure recommendations are useful to drug funding decision makers. The PAG consists of appointed representatives from each of the provincial Ministries of Health and provincial cancer care agencies participating in the pCODR.

Clinical Guidance Panels

The pCODR Clinical Guidance Panels consist of oncologists and hematologists from across Canada and are structured around specific tumour types. There are 11 tumour-based panels. Each of the Clinical Guidance Panels will contribute to the pCODR process by working with

the Methods Leads to generate a high quality systematic review. In addition, each Clinical Guidance Panel will generate a clinical guidance document. Although the clinical guidance document will follow a general template, it will be the responsibility of the Clinical Guidance Panels to determine the breadth and depth of the information included in the guidance document based on the submission under consideration. These elements of the clinical review will be used by the pERC in making its recommendations.

Economic Guidance Panels

The pCODR Economic Guidance Panels will be established on a per-cancer drug submission basis to generate pCODR economic review deliverables. The mandate of the Economic Guidance Panels is to assess the economic evidence provided by the submitter for each cancer drug submission filed with the pCODR. The economic assessment report will be used by the pERC in making its recommendations.

pCODR Executive Director & Staff

The Executive Director is responsible for the leadership, development, and delivery of the pCODR. The pCODR staff is responsible for the administrative duties associated with the pCODR process.

Nomination/Application Process Summary

Provincial and territorial Ministries of Health, provincial cancer agencies, and professional associations are being asked to forward this nomination package to potential candidates. Nominations may be submitted on the candidate's behalf, or candidates may submit an application. Candidates will be screened based on qualifications according to the selection criteria. Candidates who are selected for an interview will be contacted by pCODR staff.

Steps for Nominations:

1. Review roles & responsibilities
2. Review selection criteria
3. Identify potential candidates and send them the information they need to apply or after obtaining consent, submit a cover letter with CV and references on the candidate's behalf by the deadline

Steps for Application:

1. Review roles & responsibilities
2. Decide to apply
3. Submit cover letter with CV and references by the deadline

Application Checklist:

1. Cover letter
2. CV
3. References (at least 2 – reference letters are preferred)
4. If you are submitting a cover letter with CV and references on the candidates behalf, your name, full affiliation information and nominator's signature should be included

pERC Chair (Elect)

Call for nominations	May 19, 2015
Nomination/application deadline	June 29, 2015
Selection complete	Sept. 4, 2015
Observe meeting (if required)	October 15, 2015
Orientation complete	November 1, 2015
Participate in first meeting	November 19, 2015
Remuneration	During learning period (6-12 months) - \$1,000 per day, pro-rated to an hourly rate based on 7.25 hours/day When role of Chair begins – \$6,000 per month
Time Commitment	During learning period (6-12 months) – 2-3 days per month, depending on learning that is required, including participating in up to 12 pERC meetings per year. When role of Chair begins - up to 4 days per month, including chairing up to 12 pERC meetings per year and participating in up to 4 public/stakeholder meetings per year.

Questions may be e-mailed to nominations@pcodr.ca

pERC Chair

Role & Responsibilities

- The pERC Chair provides leadership to the committee, represents the pERC to the President and CEO of CADTH and acts as the sole spokesperson of the pERC. Specifically, the Chair:
 - presides over all pERC meetings to ensure all members fully commit to fulfilling their responsibilities as outlined under pERC Terms of Reference and its appendices
 - reports on committee activities to the President and CEO of CADTH in an open, positive and timely manner
 - as the main liaison between the pERC and the pCODR program of CADTH, maintains constructive and collaborative relationships to maximize the impact of the committee's work
 - maintains the integrity of the committee and its work, by ensuring members follow the pERC Code of Conduct and Conflict of Interest Guidelines, in consultation with the pCODR program of CADTH

Qualifications for all pERC members, including Chair

- currently not employed by any pharmaceutical or related companies;
- able and willing to comply with Conflict of Interest and Confidentiality requirements of the pCODR;
- availability/commitment of time to participate fully in the pERC;
- knowledge of, experience with, and understanding of, issues related to cancer and its management (diagnosis, treatment and care);
- knowledge and understanding of pCODR's mandate and the mandate of the committee, including their role in the broader cancer system as well as the healthcare system;
- willingness to work within the defined processes and parameters for reviewing cancer agents, including evidence-based medicine, cost-effectiveness and patient values;
- experience in committee and/or community 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

Additional qualifications for professional members of pERC, including Chair

- a professional degree from a recognized institution in at least one of the following disciplines: medicine, pharmacy, pharmacology or health economics;
- be in active practice and/or research in either the community, hospital and/or academic setting;
- should have an understanding of the use and delivery of oncology drugs within the Canadian context.

Additional Qualifications specific to Chair

In addition to meeting the criteria for all pERC members and professional members, the pERC Chair must have the following qualifications:

- Significant experience with formal Health Technology Assessment processes and/or local drug funding review processes
- Superior facilitation, communication and relationship building skills
- A solid understanding of the use and delivery of oncology drugs within Canadian and international contexts
- a proven track record for demonstrating national or international leadership in clinical or public health practice
- is respected by members of the health professions and their organizations
- has a strong personal commitment to improving health care in terms of quality and effectiveness
- ability and willingness to comply with Conflict of Interest and Confidentiality requirements of the pCODR, as outlined in the pERC Terms of Reference and its appendices

Research background in either clinical trials or analytical decision models is an asset.

On appointment of Chair Elect

Remuneration

- The Chair Elect will receive \$1,000 per day, pro-rated to an hourly rate based on 7.25 hours/day.
- Any reasonable travel costs for pERC or other pCODR meetings, in accordance with the CADTH Travel Policy.

Time commitment

Up to 2-3 days per month. The Chair Elect will be required to travel for up to once-monthly pERC meetings, which are expected to last a full day.

Once monthly pERC meetings are held in Toronto, Ontario.

Additional travel may be requested for public/stakeholder meetings, which are generally held in Toronto, Ontario, but may be held in other cities across Canada, as required.

Term of appointment

The appointment for Chair Elect will be for a period of 6-12 months.

The successful candidate will be required to subscribe to the pCODR Code of Conduct.

Candidates should note the requirement to declare any potential conflict of interest that might arise in the course of pCODR business.

On appointment of Chair

Remuneration

- The Chair will receive a stipend in the range of \$6,000 per month.
- Any reasonable travel costs for pERC or other pCODR meetings, in accordance with the CADTH Travel Policy.

Time commitment

Up to 4 days per month. The Chair will be required to travel for up to once-monthly pERC meetings, which are expected to last a full day.

Once monthly pERC meetings are held in Toronto, Ontario.

Additional travel may be requested for public/stakeholder meetings, which are generally held in Toronto, Ontario, but may be held in other cities across Canada, as required. The pERC Chair may also be requested to travel for other meetings, e.g. CADTH pCODR Advisory Committee (PAC) up to 2 times per year, orientation of new pERC members, ad-hoc pCODR business such as focus group participation.

Term of appointment

- The appointment will be for a period of 3 years.
- The appointment can be renewable at the end of the appointment period, subject to satisfactory evaluation. There should be no expectation of automatic reappointment.
- The successful candidate will be required to subscribe to the pCODR Code of Conduct.
- Candidates should note the requirement to declare any potential conflict of interest that might arise in the course of pCODR business.

How to apply/How to nominate?

To apply for this position or nominate an individual you must submit a cover letter outlining how you/the nominee meets the criteria and include your/the nominee's CV and references and return this by **June 29, 2015**.

Please e-mail your nomination/application to: nominations@pcodr.ca

Once we receive your application

Candidates will be screened based on qualifications according to the selection criteria.

If you are selected for an interview, you will be contacted by pCODR staff to arrange a suitable time for an interview.

Appendix 1 – pCODR Overview

What is pCODR?

The role of the pan-Canadian Oncology Drug Review (pCODR) is to assess the clinical evidence and cost effectiveness of cancer drugs, and to use this information to make recommendations to the provinces and territories in guiding their drug funding decisions. The pCODR evolved into a permanent process from the interim Joint Oncology Drug Review (JODR), which itself demonstrated that a national collaborative platform for assessing new cancer drugs provides significant value to cancer care decision makers.

What is the value of pCODR?

The increasing use and introduction of new, complex cancer drugs require rigorous review of the clinical effectiveness and cost effectiveness of these therapies, to best inform public funding decisions. The pCODR process, with its detailed assessment of evidence conducted by an expert review committee, and opportunity for input by patients, the pharmaceutical industry and clinician-based tumour groups, reduces duplication of this effort by each individual province and territory and ensures reviews are done in a timely manner.

The expert oncology drug review committee called pERC consists of practicing cancer specialists (oncologists), a non-cancer physician (non-oncologist), pharmacologists, health economists, pharmacists and patient representatives. At least one of these committee members should also have expertise in health ethics.

Benefits of pCODR

The creation of pCODR brings consistency and clarity to the cancer drug review process, allowing for greater understanding by all stakeholders, while ensuring individual provinces and territories can make funding decisions informed by evidence that has been carefully evaluated by experts.

Ensuring that scarce health-care resources are used to fund the most effective cancer drugs is critical to supporting quality cancer care across Canada, which benefits all Canadians.

Appendix 2 – pCODR Guiding Principles

Governance

A review process with governance structures which are fair, objective, transparent and accountable to patients, payers and the public.

Health System Focus

Cancer treatment drugs are evaluated within a review process and decision making framework that are consistent with those used for drugs for other diseases.

Representation

A review process that is multidisciplinary, cross-jurisdictional and collaborative in nature with appropriate input from key stakeholders and linked to other key national initiatives.

Excellence

A review process that reflects an ongoing commitment to excellence through incorporation of best practices in a spirit of continuous quality improvement.

Evidence-based

A review process with capacity for rigorous and consistent evidence-based clinical and economic reviews to support evidence-based decision-making.

Ethical Framework

A review process that includes an ethical framework.

Efficient and Effective

A review process that is cost-efficient, effective and streamlined (i.e. reduced duplication) to support timely decision-making.

Evaluation

A review process with capacity for data capture and ongoing evaluation (decision monitoring/ performance measurement) to support continuous process improvements. In addition, capacity for health outcomes and economic impact analysis to support decision-making and planning.