



Appropriate Use Advisory Committee — Terms of Reference

Context

On December 18, 2023, the federal government announced the creation of Canada's Drug Agency (CDA-AMC). One of CDA-AMC's key roles is to work toward improving the appropriate prescribing and use of medications for better patient health outcomes and to support drug system sustainability. In this role, CDA-AMC works together with its health system partners in pursuit of a coordinated approach to appropriate use, informed by local initiatives, leading practices, and information-sharing.

To this end, the Appropriate Use Advisory Committee (henceforth, "the committee") is a forum to share information, enhance capacity, support collaboration, and provide advice to address appropriate use across Canada. The committee's work and objectives will build from the recommendations report prepared by the former Appropriate Use Advisory Committee to advise CDA-AMC to shape the organization's (and its partners') work and role in the appropriate use space, provide advice on specific initiatives, and serve as a forum to advance the appropriate use strategy through sharing of promising practices and opportunities across the drug ecosystem.

1.0 Mandate

The role of the committee is advisory in nature. The mandate of the committee is to bring together representatives from appropriate use organizations and clinicians and patients to:

- advise and provide recommendations for CDA-AMC's appropriate use strategy and program
- identify forward-looking priorities to be addressed by CDA-AMC's appropriate use resources
- ensure alignment and identify opportunities to decrease duplication of efforts and maximize resources to deliver greater value to the health care systems in Canada
- consider and share insights to support the advancement of appropriate use policies, programs, and activities
- champion the work of the appropriate use program to system partners.

2.0 Authority

The committee shall report to the President and CEO through its co-chairs.



3.0 Membership

The committee will be composed of 10 to 15 members, including the co-chairs. The committee will comprise members with the following skill sets:

- experience in appropriate use
- experience as a prescriber
- persons with lived or living experience engaging with health care systems in Canada (as a patient or family caregiver)
- experience in implementation science
- experience in government or health policy.

The committee will also include 1 member each from Choosing Wisely Canada (CWC) and the Canadian Medication Appropriateness and Deprescribing Network (CADeN).

Initially, to support continuity, committee members will be drawn from the previous Canadian Drug Agency Transition Office (CDATO) Appropriate Use Committee as well as through targeted recruitment.

Other individuals may sit as observers with the approval of the President and CEO.

The President and CEO (or their delegate) is an ex-officio member of the committee, without voting privileges.

3.1 Appointment Process

Inaugural members of the committee shall be appointed by the President and CEO.

Subsequently, members shall be identified through a public call for nominations and appointed by the President and CEO.

3.2 Removal

Notwithstanding anything set out in these terms of reference, the President and CEO shall have the right to remove and/or replace a committee member at or before the expiry date of their term.

3.3 Resignation

A member may resign by providing the co-chairs and President and CEO with a written resignation; such resignation becomes effective when received by the organization, at the time specified in the resignation, or at a mutually agreed to time.

4.0 Term of Appointment

Members shall be appointed for either a 2-year or a 3-year term, but the term may be renewed once at the discretion of the President and CEO.



For the purposes of succeeding to the role of Co-Chair, a member may be appointed for additional terms(s) in accordance with section 4.1.

4.1 Appointment Process

The President and CEO shall appoint 2 members to serve as co-chairs of the committee.

4.2 Powers and Duties

At least 1 of the co-chairs shall preside at all meetings of the committee. Only the co-chairs shall act as the committee spokespeople and only when requested to do so by the President and CEO.

5.0 Meetings

The committee will meet virtually with at least 1 in-person meeting per year. It is anticipated that meetings will occur bimonthly or by call of the co-chairs.

5.1 Attendance

Members shall make best efforts to attend all meetings of the committee. Alternates are not permitted to attend in place of a member.

5.2 Quorum

A majority (50% + 1) of incumbent committee members shall constitute quorum.

5.3 Advice and Decision-Making

The committee will strive to reach decisions by consensus. Where consensus cannot be reached, committee decisions shall be made by a majority vote of the members in attendance.

Each member shall be entitled to 1 vote. The co-chairs shall not normally vote except in the event of a tie, in which case the co-chairs may exercise a casting vote(s).

5.4 Guests

In consultation with the Director, Appropriate Use, and the Executive Vice President, Evidence, Products and Services, co-chairs may invite guest(s) to attend committee meetings from time to time.

Guests are individuals who are invited to provide expertise or perspectives on a particular committee agenda item. Guests may participate in discussions related to their area of expertise but do not hold a continuous role on the committee. Guests do not participate in committee decision-making processes.

6.0 Code of Conduct

All committee members shall comply with the organization's code of conduct.



7.0 Conflict of Interest

All committee members shall comply with the organization's conflict of interest policy. Conflicts of interest shall be declared at the start of each meeting.

8.0 Confidentiality

It is the responsibility of committee members to know what information is confidential and to obtain clarification from the organization when in doubt. Except as compelled by the applicable legal process, a committee 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 committee and of the organization obtained by reason of their status as a committee member and not generally available to the public. Once no longer a member of the committee, all committee materials must be destroyed.

9.0 Remuneration

Upon appointment, committee members will be eligible to receive remuneration in accordance with the organization's remuneration policy. Remuneration will be paid to the individual and is subject to deductions for Canada Pension Plan (CPP) and income taxes.

Expenses incurred while performing duties as a committee member are eligible for reimbursement in accordance with the organization's travel policy.

10.0 Annual Workplan and Reporting

The committee shall develop an annual workplan to share internally as appropriate as well as a report to the Board of Directors at least annually through its co-chairs by verbal and/or written means.

11.0 Secretariat Support

Secretariat support for the committee shall be provided by the organization's staff.

12.0 Amendments to the Terms of Reference

These terms of reference may be amended at any time at the discretion of the President and CEO.