

## **CADTH DEVICE ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1.0 MANDATE**

The purpose of the Device Advisory Committee is to provide advice to CADTH about health system issues and decision points where evidence could enable better management of medical devices (defined as medical devices, clinical interventions, diagnostic tests and medical, dental, and surgical devices and procedures).

### **2.0 ROLES AND RESPONSIBILITIES**

- a) To participate in the CADTH topic identification and prioritization process
- b) To provide input/assist in the definition of policy and clinical questions of interest to a pan-Canadian decision-making audience
- c) To provide input on the format and content of CADTH products and services
- d) To identify specific enablers, barriers and considerations related to the management and appropriate use of medical devices, including by facilitating connections between CADTH and individuals working within the healthcare system and having knowledge of these elements
- e) To act as a champion of CADTH and evidence-informed decision-making
- f) To provide input on the design and application of deliberative frameworks used by CADTH expert committees in the development of recommendations or advice

### **3.0 AUTHORITY**

The Committee shall report to the CADTH President and CEO through its Chair.

### **4.0 MEMBERSHIP**

The Device Advisory Committee is composed of 12 members, allocated as follows:

- a) Chair (does not represent any particular constituency)
- b) 2 representatives from Western Canada (Ministry/Department of Health; Regional Health Authority; Healthcare Facility)
- c) 2 representatives from Atlantic Canada (Ministry/Department of Health; Regional Health Authority; Healthcare Facility)
- d) 1 representative from Northern Canada (Ministry/Department of Health; Regional Health Authority; Healthcare Facility)
- e) 1 representative from Ontario (Ministry/Department of Health; Regional Health Authority; Healthcare Facility)
- f) 2 federal representatives (one from the Medical Device Bureau of Health Canada and one other)
- g) 1 procurement professional

- h) 1 healthcare practitioner
- i) 1 academic (specializing in the science of priority setting)

The President and CEO (or his/her delegate); and Chair of the CADTH Patient Advisory Committee are ex-officio members of the Device Advisory Committee, without voting privileges.

## **4.1 Appointment Process**

Deputy Ministers of Health may nominate members in accordance with the regional distribution described in 4.0 (b-f). Nominees shall be senior health decision-makers at the ministry, regional or health facility level.

A public call for nominations will be issued for the roles described in section 4.0 (a) and (g-i).

Members are appointed by the CADTH President and CEO.

## **4.2 Removal**

Notwithstanding anything set out in these terms of reference, the CADTH President and CEO shall have the right to remove a member before the expiry of his or her term.

## **4.3 Resignation**

A member may resign from office by giving a written resignation to the Chair and CADTH President and CEO and such resignation becomes effective when received by CADTH or at the time specified in the resignation, whichever is later.

## **4.4 Observers**

The following groups may appoint an observer to the Committee who shall be entitled to receive notice of meetings and meeting materials and attend meetings of the Committee, but who shall not have the right to vote thereat:

- pan-Canadian Health Technology Assessment Collaborative
- Health Canada – Strategic Policy Branch
- MEDEC
- Innovation Canada
- Canadian Council of Innovators
- Canadian Foundation for Healthcare Improvement
- Canadian Institute for Health Information
- Canadian Patient Safety Institute

CADTH, in consultation with the Chair, may invite additional observer(s) to attend Committee meetings from time to time.

The Committee shall have the right to exclude observers from any meeting held *in camera*, either in whole or in part.

## **5.0 TERM OF OFFICE**

Members of the Device Advisory Committee, including the Chair, shall normally be appointed for a three year term, but the term may be once renewed at the discretion of the CADTH President and CEO.

Any member who has served two (2) consecutive terms of office shall not normally be eligible for re-appointment to the Committee until a period of at least one (1) year has elapsed since the end of that member's second consecutive term in office.

The President and CEO may appoint a member who has served two consecutive terms of office for an additional term for the purpose of that member serving as Chair or if a third term is in the best interests of CADTH.

## **6.0 MEETINGS**

The Device Advisory Committee shall meet a minimum of 4 times a year. The Committee will normally meet twice per year by teleconference and twice per year in person.

### **6.1 Attendance**

Members shall make best efforts to attend all meetings of the Committee. A member who is unable to attend a meeting in person may request permission from the Chair to participate in the meeting via teleconference or other means. Permission will be granted provided all members are in agreement. Alternates are not permitted to attend in place of a member.

### **6.2 Quorum**

A majority (50% + 1) of voting members of the Device Advisory Committee shall constitute quorum.

### **6.3 Agenda**

Meeting agendas are prepared by CADTH, in consultation with the Committee Chair.

### **6.4 Decision Making**

Decisions of the Device Advisory Committee shall ordinarily be decided by a consensus of the members present at the meeting. Should consensus not be reached the Chair shall refer the question to be decided by a majority vote of the members. The Chair of the meeting shall not normally vote except in the event of a tie, in which case the Chair of the meeting may exercise a casting vote. All Committee members will support a committee decision once it is made.

## **6.5 Minutes**

CADTH staff keeps a written record of meetings of the Committee. A copy of the minutes will be provided to each member of the Committee.

## **7.0 CODE OF CONDUCT**

All members of the Committee shall comply with the CADTH Code of Conduct.

## **8.0 CONFLICT OF INTEREST**

All members of the Committee shall comply with the CADTH Conflict of Interest Policy. Conflicts of interest shall be declared at the start of each meeting.

## **9.0 REMUNERATION**

Members shall be entitled to remuneration in accordance with the CADTH policy on remuneration. Expenses incurred in the course of performing duties as a Committee member are eligible for reimbursement, in accordance with the CADTH travel policy.

## **10.0 REPORTING**

The Device Advisory Committee shall make a report to the CADTH Board of Directors at least annually through its Chair, by verbal and/or written means.

## **11.0 SECRETARIAT SUPPORT**

Secretariat support for the Device Advisory Committee shall be provided by CADTH staff.

## **12.0 AMENDMENT TO TERMS OF REFERENCE**

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