

## CADTH HEALTH TECHNOLOGY EXPERT REVIEW PANEL TERMS OF REFERENCE

### 1.0 MANDATE

The Health Technology Expert Review Panel (HTERP) is an advisory body to CADTH, convened to develop guidance and/or recommendations on non-drug health technologies to inform a range of stakeholders within the Canadian health care system. HTERP recommendations consider evidence-based reviews developed by CADTH.

### 2.0 ROLES AND RESPONSIBILITIES

The responsibilities of the HTERP Panel (the Panel) include the following:

- Make recommendations and provide advice related to the optimal use of medical devices and diagnostic tests, and surgical, medical, or dental procedures in Canada, using a multicriteria approach in accordance with the HTERP deliberative framework (available on the CADTH website)
- Provide expertise and guidance with respect to tools and strategies that will facilitate the adoption and implementation of a recommendation

### 3.0 AUTHORITY

The Panel shall report to the President and CEO through its chair.

### 4.0 MEMBERSHIP

The Panel is composed of seven **core members**, as follows:

- Chair
- One ethicist
- One health economist
- One public member (not representing the interest of any particular group)
- Two health care practitioners with experience in the Canadian health care system (being in active practice will be considered an additional asset)
- One health technology assessment specialist with advanced training in health services research, epidemiology, critical appraisal, or evidence-based medicine (being in active practice will be considered an additional asset)

In addition to its core members, the Panel will comprise up to five **expert members**. Expert members will be selected on their expertise with respect to the health technologies addressed by the specific CADTH project for which the Panel has 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.

#### 4.1 Appointment Process

The members shall be identified through a public call for nominations. Members shall be appointed by the CADTH President and CEO.

## **4.2 Removal**

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

## **4.3 Resignation**

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

## **5.0 TERM OF OFFICE**

Members of HTERP shall normally be appointed for a three-year term, but the term may be renewed once at the discretion of the President and CEO.

Any member who has served two consecutive terms of office shall not normally be eligible for reappointment to the Panel until a period of at least one 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 an officer or if a third term is in the best interests of CADTH.

## **6.0 OFFICERS**

The officer of the Panel is the chair.

### **6.1 Appointment Process**

One member shall be appointed by the President and CEO to serve as the chair of the Panel.

### **6.2 Term**

Officers shall ordinarily hold office for a term of three years from the date of their appointment as chair, irrespective of years served as a member. The term may be renewed once at the discretion of the President and CEO.

Any officer who has served two consecutive terms of office shall not be eligible for appointment to the Panel as a member until a period of at least one year has elapsed since the end of that officer's second consecutive term in office.

### **6.3 Powers and Duties**

The chair shall, when present, preside at all meetings of the Panel. The chair shall act as the Panel spokesperson when directed to do so by the President and CEO. Per sections 7.3 and 13.0, the chair shall participate in the development of meeting agendas and report on Panel activities to the CADTH Board of Directors.

## **7.0 MEETINGS**

HTERP shall hold meetings that 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.

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.

## **7.1 Attendance**

Members shall make their best efforts to attend all meetings of the Panel. A member who is unable to attend an in-person meeting may request permission from the chair to participate in the meeting by teleconference or other means. Permissions will be granted provided all members are in agreement. Alternates are not permitted to attend in place of a member.

## **7.2 Quorum**

A majority of 50% + 1 of Panel voting members shall constitute quorum.

## **7.3 Agenda**

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

## **7.4 Decision-Making**

Recommendations will be generated through a consensus of the Panel Members present at the meeting. Should the chair of the meeting determine, after a reasonable effort to achieve consensus, 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 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.

## **7.5 Minutes**

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

## **7.6 Attendees**

In addition to HTERP members, and observers invited in accordance with section 7.7, only the following persons shall be entitled to attend HTERP meetings:

- members of the CADTH Device Advisory Committee (DAC)
- CADTH staff (see below).

CADTH staff attending the meeting shall serve as a resource to HTERP. The staff provides administrative and secretariat support, and may actively participate in the presentation of information, at the request of the HTERP chair. The staff shall also assist in obtaining additional information and/or expert advice at HTERP's request.

## **7.7 Observers**

CADTH, in consultation with the chair, may invite observer(s) to attend Panel meetings from time to time.

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

## **8.0 CODE OF CONDUCT**

All members of the Panel shall comply with the CADTH code of conduct.

## **9.0 CONFLICT OF INTEREST**

All members of the Panel shall comply with the CADTH conflict of interest policy. Conflicts of interest shall be declared at the start of each meeting.

## **10.0 INDEMNIFICATION**

Every HTERP member shall be indemnified and saved harmless by CADTH from and against:

- All costs, charges, and expenses that an HTERP member sustains or incurs in or about any action, suit of 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 members or in respect of any such liability.
- All such costs, charges, and expenses that he or she sustains or incurs in or about in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his or her own willful neglect or default.

## **11.0 CONFIDENTIALITY**

It is the responsibility of each Panel member to know what information is confidential and to obtain clarification from CADTH when in doubt. Except as compelled by the 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 that of CADTH as 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 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.

More details on confidentiality are set out in the CADTH code of conduct (available on the CADTH website).

## **12.0 REMUNERATION**

Members may be eligible to receive remuneration in accordance with the CADTH policy on remuneration.

Expenses incurred in the course of performing duties as a Panel member are eligible for reimbursement in accordance with the CADTH travel policy.

## **13.0 REPORTING**

HTERP shall make a report to the CADTH Board of Directors at least annually through its chair, by verbal and/or written means.

## **14.0 SECRETARIAT SUPPORT**

Secretariat support for HTERP shall be provided by CADTH staff.

## **15.0 AMENDMENTS TO THE TERMS OF REFERENCE**

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