



Call for Nominations: Frequently Asked Questions

We are seeking nominations for expert and patient members for our advisory and expert committees. Here are some questions and answers that may help you with the nomination process.

What Opportunities Are Available?

We are seeking nominations for the following roles:

- **Canadian Drug Expert Committee (CDEC)**
 - 3 expert members
 - 1 patient member
- **pan-Canadian Oncology Drug Review (pCODR) Expert Review Committee (pERC)**
 - 4 expert members
 - 1 patient member
- **Health Technology Expert Review Panel (HTERP)**
 - 1 health care practitioner member
 - 1 patient member
- **Patient and Community Advisory Committee (PCAC)**
 - 1 chair
 - 1 or 2 patient members
- **Formulary Management Expert Committee (FMEC)**
 - 3 expert members.

Are There Opportunities for Patients?

At this time, we have up to 5 vacancies to fill for patient members.

Are There Opportunities for Members of the General Public?

At this time, there are patient member vacancies on 4 different committees. Members of the general public who meet the criteria for these positions may apply.

What Is the Deadline for Nominations?

Completed online nominations must be received no later than Tuesday, April 2, 2024.

Who Can Submit a Nomination?

Individuals from federal, provincial, and territorial jurisdictions and relevant bodies that represent health and allied health professionals, as well as members of the general public, may submit a nomination.



Nominations may be submitted on a candidate's behalf, or interested candidates may nominate themselves.

Can I Nominate Myself or Does Someone Have to Put My Name Forward?

Interested candidates may nominate themselves.

Can I Be Nominated for More Than 1 Role?

Yes, you can be nominated for more than 1 role. However, a complete online nomination form will need to be completed for each role.

Do I Have to Complete a Conflict of Interest Disclosure Form?

All committee members are required to fully disclose any potential conflicts of interest. Our conflict of interest policy is intended to ensure and maintain the organization's high ethical standards, reputation, and integrity. Once a nominee is selected for an interview, a conflict of interest disclosure form will be required to be considered by the selection panel.

What If I Have Previously Completed a Conflict of Interest Disclosure Form for CADTH?

Even if you have previously submitted a conflict of interest disclosure form, a new, updated disclosure form will be required if you are selected for an interview by the selection panel.

What Is Considered a Conflict of Interest?

A conflict of interest is any situation in which personal, occupational, professional, or financial considerations, either direct or indirect, may affect or compromise, or appear to affect or compromise, an individual's objectivity, fairness, or professional judgment in carrying out their duties as a member of the board of directors or a member of an advisory or expert committee.

Will a Conflict of Interest Exclude Me From Consideration?

Having a conflict of interest does not automatically exclude a nominee from consideration. Understanding the nature and scope of conflicts is a component of the selection process.

What Is the Time Commitment?

The time commitment will vary depending on the role you are interested in.

- CDEC:
 - up to 4 to 5 days per month, including participating in monthly meetings.
- pERC:
 - up to 4 to 5 days per month, including participating in monthly meetings.
- HTERP:
 - at least 6 scheduled meetings per year and up to 1 meeting per month.



- PCAC:
 - for committee members, up to 6 hours every 6 months
 - for the chair, up to 2 days every 6 months.
- FMEC:
 - approximately 4 days every other month.

Members may be required to travel for meetings and are expected to come to meetings prepared. More details are available in the terms of reference or charter for each role.

Where Are the Meetings Held?

Meetings are held by videoconference or in person in Ottawa or Toronto, depending on the committee. Please refer to the details of the specific role for which you wish to be nominated.

Are My Travel Costs Reimbursed?

Yes, travel expenses are reimbursed in accordance with the organization's travel policy.

How Long Do Members Serve on Expert or Advisory Committees?

Members are generally appointed for a term of 3 years. Terms may be renewed once, at the discretion of the President and CEO.

What Is the Remuneration for Members of the CADTH Expert or Advisory Committees?

Members may receive an honorarium 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 are reimbursed in accordance with the organization's travel policy.

How Do I Submit a Nomination?

You must submit your nomination through the online nomination form. All the required materials must also be uploaded using that form.

What Documents Are Required?

The following items are required as part of each nomination:

- completed nomination form (complete online)
- completed Statement of Interest and Qualifications form (download and complete)
- nominee's curriculum vitae (upload your own document).

How Do I Provide My Documents?

Documents must be uploaded using the online nomination form. These documents may be provided in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format.



Can I Submit My Nomination By Mail or Fax?

All nominations must be received online unless arrangements have been made in advance for accessibility accommodations.

What If I Require Materials in an Accessible Format?

To request materials in an accessible format, please contact us at requests@cadth.ca.

What If I Require Accommodations?

We provide accommodations during all phases of the recruitment process. If you require any accommodation or have any questions, please contact Arni Ahronson, Vice President, People and Culture (arni.ahronson@cadth.ca).

What Are the Selection Criteria?

For further details, please refer to the description of the role you are interested in. This description outlines the qualities, knowledge, and skills needed to perform the role. Using the statement of interest and qualifications template, you will need to provide written statements that demonstrate your capabilities for each criterion, including specific examples or situations in which you have demonstrated the qualities, knowledge, and skills listed in the role description.

What Happens After I Submit My Nomination?

A notification should appear on your screen to confirm your nomination was successfully submitted. While we thank all nominees for their interest, only those under further consideration in the process will be contacted personally by email. As part of the selection process, some nominees may be invited to participate in an interview.

Do I Need to Provide References?

Only candidates selected for an interview will be required to provide 2 references.

How Will Interviews Be Conducted?

Interviews will be conducted by videoconference.

What If I Have More Questions?

If you have additional questions after reviewing these frequently asked questions, please email them to us at requests@cadth.ca. We will do our best to respond to your question within 1 business day.