



Canada's Drug and  
Health Technology Agency

# Patient and Community Advisory Committee – Chair Role Description

February 2024



## 1.0 About the Patient and Community Advisory Committee

The organization provides health care decision-makers with objective advice to help make informed decisions based on evidence and the appraisal of evidence through scientific methodologies and processes (e.g., health technology assessment) regarding the use of drugs and other health technologies in the health care systems in Canada.

The Patient and Community Advisory Committee (PCAC) provides advice on issues relevant to the organization's mandate from the perspectives of those who access health care systems in Canada. The committee's purpose is to provide advice on how to best ensure the voices of those with lived and living experiences accessing health care in one of Canada's health systems is consistently reflected and embedded in the organization's work. The PCAC is also responsible for collaboratively planning and co-leading, with the organization's Engagement staff, meetings of the patient partner community to connect patient partners involved in contributing their perspectives and advice on the organization's projects, committees, and initiatives with one another.

## 2.0 Chair Role and Responsibilities

The PCAC Chair provides leadership to the committee, represents the perspective of the committee to the President and CEO directly or via designate, and acts as the committee representative, as required.

Specifically, the Chair:

- presides over all PCAC meetings to ensure members fulfill their responsibilities as outlined in the PCAC Terms of Reference
- maintains the integrity of the PCAC and its work by ensuring all members follow the organization's Code of Conduct and Conflict of Interest Policy
- reports on PCAC activities to the President and CEO and the Board of Directors in an open, constructive, and timely manner, as requested
- considers requests from observers and guests to attend meetings, as applicable
- helps shape the performance and culture of the PCAC by assisting in member onboarding and orientation, conducting exit interviews, and acting on findings from the PCAC self-assessment
- supports the development of members by providing real-time performance feedback, conducting annual one-on-one discussions, and serving as a mentor for all members, particularly those interested in pursuing an officer role
- works with the organization's staff to prepare content for committee development sessions, as applicable
- assists the organization in the recruitment of a successor for the Chair role and actively participates in the transition
- works with the organization's staff to recruit members, as required.



## 2.1 Eligibility

To be eligible for consideration, candidates for the PCAC Chair position must:

- reside in Canada
- not be currently employed by, or engaged as an advisor or consultant with, any pharmaceutical, medical device, or related company or companies
- have knowledge of, experience with, and understanding of issues in health care in Canada, particularly related to drugs and other health technologies and their use and management (diagnosis, treatment, and care)
- not have any unmanageable conflict(s) of interest.

## 2.2 Selection Criteria

The following criteria are applied when selecting the PCAC Chair:

- a solid understanding of the structure of publicly funded health care in Canada and an appreciation of the needs of decision-makers within and those who access health care systems in Canada
- leadership skills acquired through employment, volunteering, community engagement, or lived experience
- experience effectively chairing and facilitating meetings
- experience facilitating a group to share and discuss diverse perspectives, experiences, and considerations in a respectful manner
- experience facilitating a group toward consensus decision-making when needed
- experience managing members and working effectively with staff and a diverse set of partners and collaborators; diverse lived experience is an asset
- strong interpersonal and relationship-building skills.

The successful candidate will also demonstrate:

- excellent verbal communication skills
- strong principles and ethical standards in both personal and professional behaviour
- a strong personal commitment to health equity and improving quality and effectiveness in health care
- a willingness to set the standard of behaviour for the PCAC and serve as a role model and mentor for new members and prospective Chairs
- motivation to advance the organization's purpose statement in alignment with the organization's guiding principles and strategic plan
- forward-thinking skills to anticipate and prepare for the future.



## 2.3 Time Commitment

The anticipated time commitment for the Chair is up to 2 days every 6 months (excluding any travel time), which includes:

- all PCAC meetings, including pre-meetings, preparation, and post-meeting debriefs, whether in person or via web conference
- orientation and performance management of members
- ongoing training and development
- additional travel that may be requested for public and stakeholder meetings, as required.

## 2.4 Term of Appointment

All members of the committee are required to adhere to the organization's code of conduct and declare any conflict of interest, or potential conflict of interest, that might arise in the course of PCAC business.

- The appointment will be for a period of 3 years, in accordance with the PCAC Terms of Reference.
- The appointment may be renewed once at the end of the appointment period, subject to satisfactory evaluation, at the discretion of the President and CEO. There should be no expectation of automatic reappointment.

## 2.5 Remuneration

Remuneration will be paid to the individual and is subject to deductions for Canada Pension Plan (CPP) and income taxes.

The Chair is eligible to receive the following:

- a stipend determined at the time of appointment, in accordance with organization's policy on remuneration
- any reasonable travel costs for PCAC meetings or participating in other activities of the organization, in accordance with the organization's Travel Policy.