



The Role of Patient and Community Advisory Committee Members

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 assessments) 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 Member Roles and Responsibilities

The role of a PCAC member is to:

- provide advice to inform strategic and other planning related to the organization's purpose, including, but not limited to, the approach to patient and community engagement in this planning
- contribute collaboratively to the planning, leadership, and facilitation of patient partner community meetings, which connect patient partners involved in contributing their diverse perspectives and advice on the organization's projects, committees, and initiatives
- help the organization understand how its work impacts patients, families, and communities, and to raise awareness of the health care needs and experiences of those who live in Canada, especially those relevant to Indigenous and Black communities as well as other equity-deserving and underserved groups
- provide advice on approaches to enhance the transparency of the organization's processes and their effectiveness
- provide guidance on priorities and approaches to strengthen engagement with patients, families, and communities across all the organization's programs
- participate in internal and external evaluations of the organization's activities.



2.1 Eligibility

To be eligible for consideration, candidates for PCAC 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

Members do not represent a specific constituency and are expected to bring views based on their range of experience.

The following criteria are applied when selecting PCAC members:

- lived experience engaging with health care systems in Canada; for example, living with a chronic condition involving multiple treatments and interactions with varied health professionals or lived experience (as a patient or family caregiver) with an acute or chronic illness requiring complex treatment
- familiarity with issues in health care systems in Canada (at the community, regional, or national levels)
- awareness of others' experiences and views within a specific community or disease area; for example, experience as a patient or community organization board member, staff member, or volunteer
- ability to work constructively as a member of a team, respecting the diverse viewpoints and opinions of committee members, staff, partners, and collaborators
- interest in enabling patients and community members, including those from equity-deserving groups, to contribute their perspectives and experiences on strategic and operational issues related to the organization's purpose.

Successful candidates will also:

- use personal experiences constructively
- act with integrity and transparency, independent of specific interests
- work constructively as a member of a team, respecting the diverse viewpoints and opinions of PCAC members, staff, partners, and collaborators



- provide a unique perspective that contributes to the diversity of perspectives of committee members.

2.3 Remuneration

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

On appointment, PCAC members are eligible to receive the following:

- \$140 per hour for committee-related work, meetings, and preparation for meetings
- \$70 per hour for travel time to committee meetings
- Any reasonable travel costs for committee meetings, in accordance with the organization's Travel Policy

2.4 Time Commitment

Members shall make their best efforts to attend all committee meetings.

The anticipated time commitment for PCAC members is up to 6 hours every 6 months (excluding travel time). It is anticipated that most PCAC meetings will be virtual meetings; however, there may be hybrid meetings, no more than once per year, with both virtual and in-person attendance and participation options, with associated travel for those attending in-person. PCAC members will not be required to travel for PCAC meetings if they prefer not to travel.

2.5 Term of Appointment

All members of the committee are required to adhere to the organization's code of conduct and declare any conflicts of interest, or potential conflicts 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 for 1 additional term at the discretion of the President and CEO. There should be no expectation of automatic reappointment.