



## Role of Health Technology Expert Review Panel Core Members

The core members of the Health Technology Expert Review Panel (HTERP) will include 1 chair, 1 ethicist, 1 health economist, 2 health care professionals, 1 health technology assessment (HTA) specialist, and 1 patient member. The role of a core panel member is to:

- review and advise on planned analyses and other anticipated outputs of proposed organization-led HTAs or other evidence-informed analyses, to ensure adequate evidence, information, and perspectives to inform HTERP deliberations and the development of guidance and recommendations
- develop guidance and recommendations on the appropriate use (e.g., adoption, investment, disinvestment, replacement) of health technologies based on a multidisciplinary HTA, or other evidence-informed analysis, led or supported by the organization or other HTA organizations
- follow a deliberative process that is transparent, inclusive, and impartial
- develop guidance and recommendations that balance opportunities to improve health outcomes and the experiences of patients and their caregivers with the need to manage health care costs; promote pan-Canadian equity in availability, access, and use of health technologies; and promote the health and safety of patients using the health care systems in Canada
- provide rationale for the guidance and recommendations made and outline some of the implications of their implementation (including effects on individuals, society, and health care sectors), to be reported in publicly available recommendation or guidance documents.

### Qualifications

All members, including the Chair, shall demonstrate the following qualifications:

- residing in Canada
- not currently employed by, or engaged as an advisor or consultant with, any pharmaceutical, medical device manufacturer, or related companies
- no unmanageable conflict(s) of interest
- availability and commitment of time to prepare for meetings and participate fully in HTERP
- knowledge and understanding of the mandate of the organization and that of HTERP, including their roles in the health care system
- willingness to work within the defined processes and parameters for reviewing evidence, information, and perspectives related to medical devices, diagnostic tests, and clinical interventions across multidisciplinary domains, using a multicriteria approach that considers benefits and harms; economic impact; patients' and caregivers' experiences and expectations; ethical aspects; and environmental, legal, and societal impacts



- experience in committee and/or community work
- communicating effectively
- acquiring the information and adopting the skills needed to successfully negotiate important issues
- strong listening skills
- acting with integrity and transparency, independent of specific interests
- relating to and respecting a diverse range of perspectives
- gaining respect and credibility within a diverse range of partners and collaborators and the greater public
- working constructively as a member of a team and appreciating the diverse perspectives of HTERP members and outside specialist experts.

### **Core Member Qualifications**

The following additional qualifications apply to all HTERP core panel members other than the patient member:

- HTERP members must hold a degree from a recognized institution in at least 1 of the following or related disciplines: medicine, nursing, pharmacy, bioethics, philosophy, or health economics.
- Health care professionals must have experience in the health care systems in Canada; being in active practice and/or having clinical research experience will be considered additional assets.
- Ethicists must have experience with health care policy in Canada and decision-making.
- HTERP members must understand the procurement and use of health technologies within the context of Canada.

Patient members are not expected to have a clinical or research background; however, they will be required to review and synthesize considerable amounts of information. The primary role of the patient member is to represent the views and values of patients and caregivers in Canada. Patient members do not represent any particular group or organization.

### **Patient Member Qualifications**

The patient member on the panel represents the patient interest and has some experience as a patient or caregiver and demonstrated interest in issues related to health care at the community, regional, or national level, and ideally has some experience working with committees. The patient member is a full member of the panel with the same responsibilities and expectations and subject to the same terms and conditions as all other members.



## Remuneration

On appointment, HTERP 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 HTERP meetings, in accordance with the organization's Travel Policy.

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

## Time Commitment

Each year, HTERP meets regularly, in person or virtually, as determined by the need for guidance or recommendations. This typically amounts to at least 6 scheduled meetings per year and up to 1 meeting per month, including 1 or 2 in-person meetings, which will take place in Ottawa. Approximately 1 half-day per month is expected to be spent on preparation in advance of meetings.

## Term of Appointment

- The appointment will be for a period of 3 years.
- The appointment may be renewed for 1 additional term at the discretion of the President and CEO.
- Successful candidates will be required to adhere to the organization's code of conduct.
- Candidates are required to declare any conflict of interest, or potential conflict of interest, which might arise in the course of HTERP business.