CADTH

pan-Canadian Oncology Drug Review
Economic Guidance Panels Terms of Reference

November 2018

RECORD OF UPDATES

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INQUIRIES

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1 pCODR Economic Guidance Panels Purpose

The pan-Canadian Oncology Drug Review (pCODR) Economic Guidance Panels consist of economic experts from across Canada. The Economic Guidance Panels will contribute to the pCODR program by providing high quality assessments of economic information included in pCODR cancer drug submissions. Each Economic Guidance Panel will generate an economic guidance report to be provided to the pCODR Expert Review Committee (pERC). The pERC will use this information during the deliberative process of making a drug funding recommendation, in accordance with the *pERC Deliberative Framework*.

The pCODR Economic Guidance Panels will be established on a per-cancer drug submission basis to generate pCODR economic review deliverables.

2 Mandate

The mandate of the Economic Guidance Panels is to assess the economic information submitted for each cancer drug submission filed with pCODR and to generate an economic guidance report that will be used by the pCODR Expert Review Committee (pERC) in making its recommendations.

3 Responsibilities

The roles and responsibilities of the Economic Guidance Panel are to:

a) assess the economic evidence provided by a submitter for a cancer drug submission to pCODR on direction from CADTH staff;

b) communicate as required, or on the direction of CADTH staff, with Clinical Guidance Panels and Methods Leads, to ensure that the relevant clinical and utilization information (e.g., clinical outcomes, comparators, etc.) are used in the submitted economic evaluation;

c) prepare an economic guidance report for use by the pERC in making its recommendations, following the general template and guidelines provided by the pCODR program. This report will include but is not limited to: qualitative and quantitative assessments of the submitted economic evidence, specific suggestions to improve the quality or applicability of the submitted economic evidence, specific suggestions for national collaboration to improve the quality of economic evidence that can be used to further support decision making.

d) when generating the economic guidance report, to consider any economic implications of patient advocacy group input and jurisdictional input provided on the submission.

e) to communicate as required, through CADTH staff, with economist members of the pCODR Expert Review Committee to ensure that key questions of the committee will be addressed in the guidance report.

4 Accountability & Reporting

The Economic Guidance Panels report to the pCODR Director.

5 Membership

5.1 Composition and Requirements

The Economic Guidance Panel for each Submission shall comprise two or more health economists with the following qualifications:

- Masters in pharmacoeconomics, clinical epidemiology, design/measurement/evaluation or equivalent work experience
- Academic affiliation or public agency economics unit
- Experience with organized Health Technology Assessment
- Must have good written communication skills
- Must have a willingness to work as part of a collaborative team in the development of time-sensitive, high-quality guidance documents
- Experience in economic evaluations of cancer interventions (treatment, prevention or screening) is a plus
- Experience in policy relevant research collaborations with government decision makers is a plus
- A clinical (medical or pharmacy) background is a plus

5.2 Selection/Recruitment Process

Potential candidates or individuals who are nominating an economic expert for Economic Guidance Panel membership, must submit a CV to the pCODR program via email, with information outlining how the nominee meets the criteria. Candidates will be screened and selected based on qualifications. Candidates selected for the roster of economic reviewers will be contacted by the pCODR program.

Selected economists will be placed on a roster of economic reviewers who are available to form Panels on a submission-specific basis.

Two or more panel members will be selected on a submission-by-submission basis from the economic reviewer roster and contacted by CADTH staff as required. The selection will be based on the particular expertise of the economists, potential national linkages and availability. Best effort will be made to include:

- one economist who is also a clinician (physician or pharmacist);
- one economist who is academically affiliated with a training program for pharmacoeconomics.

5.3 Term

The term of service for all Panel members shall be two years. This term may be renewed at the discretion of the pCODR Director.

Responsibilities related to specific submissions shall be for the duration of the pCODR review of the cancer drug submission and/or until a final pERC recommendation is issued.

5.4 Officers/Members

For each Submission, a Panel Lead will be selected by CADTH staff.

The Panel Lead shall:

- be lead author for the economic guidance report
- be the main economic representative at Submission-related meetings
- serve as the main contact for Methods Leads, and the Clinical Guidance Panel members
- be available to the pERC on an as needed basis to provide additional advice, context or information.

Non-Lead Panel Members shall:

- provide input and advice to the Panel Lead on an as requested basis.
- attend all meetings of the Economic Guidance Panel.

6 Deliverables and Timeframes

At the beginning of each Submission, a statement of work itemizing the deliverables and timeframes will be prepared and issued for each Panel member actively engaged in the pCODR review by CADTH Staff.

7 Meetings

7.1 Frequency of Meetings

Advice or input will usually be sought and received via email correspondence or teleconferences or web meetings as required.

7.2 Notice of Meetings

Meeting dates of the Economic Guidance Panels or submission-related meetings where a Economic Guidance Panel Member is required, will be determined by the pCODR review process, the needs of the generators of the systematic reviews, or the pERC. Meetings will be set in advance by CADTH staff following contact with panel members.

7.3 Attendees

In addition to panel members, other attendees may attend Economic Guidance Panel meetings by invitation from the Panel Lead and/or CADTH staff.

CADTH staff may also attend meetings. The CADTH staff attending the meeting shall serve as a resource to the Economic Guidance Panel. They will provide administrative and secretariat support and may actively participate in the presentation of information or discussions at the request of the Panel Lead. They shall also assist in obtaining additional information and/or expert advice at Panel's request.

7.4 Agenda

The Economic Guidance Panel meeting agendas are developed by the Panel Lead in consultation with CADTH staff.

7.5 Decisions

Decisions will typically be made by consensus.

7.6 Records of Meetings

A summary of actions and record of any decisions made shall be kept for all Panel meetings and shared with panel members.

8 Reimbursement of Expenses

A reasonable remuneration or honoraria for Economic Guidance Panel members shall be provided by pCODR.

Panel members shall be entitled to be paid reasonable expenses incurred by them in the performance of their duties.

Expenses associated with meetings (teleconference calls, web meetings, etc) will be reimbursed by pCODR.

The reimbursement of any additional expenses will require approval in advance from the Director of pCODR.

9 General Provisions

9.1 Support for Economic Guidance Panels

CADTH staff will provide direction and set timelines for submitting deliverables and support a collaborative workspace on a secure portal website for panel members to complete deliverables.

9.2 Conduct of Members

Economic Guidance Panel Members shall conduct their work as per the terms of the CADTH consulting agreement.

9.3 Conflict of Interest Guidelines

All Economic Guidance Panel Members must undertake in writing to abide by the terms of the *CADTH Conflict of Interest Guidelines*.

9.4 Indemnification

Economic Guidance Panel Members shall be indemnified as per the terms of the CADTH consulting agreement.

9.5 Confidentiality

Economic Guidance Panel Members may receive confidential information. It is the responsibility of panel members to know what information is confidential and to obtain clarification when in doubt. Except as he or she may be compelled by applicable legal process, a panel member must, both while having and after ceasing to have that status, treat as confidential all information 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 his or her personal benefit. Each panel member shall avoid activities which 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.

9.6 Terms of Reference

These Terms of Reference may be amended at any time, as required.