

Health Technology Assessment Consumer Consultative Committee (CCC)

Terms of Reference

Role

The role of the Consumer Consultative Committee (referred herein as Committee) is to provide strategic advice and support to the principal Health Technology Assessment committees (i.e. Pharmaceutical Benefits Advisory Committee (PBAC), Medical Services Advisory Committee (MSAC), and Prostheses List Advisory Committee (PLAC) and the Department of Health to ensure optimal consumer engagement and participation in the Health Technology Assessment processes of the Australian Government.

Purpose

The purpose of the Committee is as follows:

- To act as an advisory group for the Department of Health to provide a consumer perspective on all Health Technology Assessment matters of relevance to Australian consumers and communities;
- To inform policy on consumer/ patient matters in Health Technology Assessment of significance to Australian consumers and the community;
- To promote improved communication, collaboration, engagement, mutual understanding and operational efficiencies across the Health Technology Assessment Committees and Sub-Committees where consumer representatives are involved;
- To identify gaps and opportunities for consumer engagement across Department of Health Technology Assessment processes, that can inform the evidence and assessment requirements of the relevant Committees;
- To collaborate with the Department of Health on strategies to engage with consumer / patient groups to help them provide information, education and support on engagement with Health Technology Assessment methods and procedures;
- To support the Department of Health in promoting greater public understanding of Health Technology Assessment decision-making processes, and increasing the transparency to the public of how these assessment decisions are made; to develop and communicate evidence about consumer values, needs and perspectives to all aspects of the Health Technology Assessment sector, including external stakeholders; and
- To enhance methods for formal patient inputs and integration in the assessment frameworks and identified priorities for consumers and communities, which would include activities such as training, feedback to patient groups and conflict of interest requirements.

Term

The Committee was established on 1 March 2017 and its term was extended from 1 March 2018 to 30 June 2019.

Membership

Membership of the Committee will include each consumer representative from the following Principal Committees and their related sub-committees.: Pharmaceutical Benefits Advisory Committee (PBAC), Medical Services Advisory Committee (MSAC), and Prostheses List Advisory Committee (PLAC).

Other consumer representation may be recommended by the Committee as required, for specific periods of time.

Roles and Responsibilities

The members will nominate a Chair and Deputy Chair from the group. The members will approve the descriptions for each and review these positions annually.

The Committee is accountable for:

- Fostering collaboration with appropriate stakeholders; and
- The agreed scope, outcomes and benefits directly supporting the Purpose and Objectives of this Committee.

Members will commit to:

- Attending all scheduled Committee meetings;
- Championing the Committee and broader partnership with the Health Technology Assessment sector;
- Sharing of items, issues within the Committee as they arise; and
- Promotion of the Committee in any relevant forums.

The Department of Health will provide:

- Secretariat support for the organisation of meetings;
- Record keeping and minutes of meetings;
- Information and coordination of communications between the Committee and other Department of Health areas, and Principle Committee Chairs;
- Support and coordinate communications for the Committee, for internal and external contacts and referrals;
- Ongoing development of the Consumer Information and Resource areas of the Health Technology Assessment areas of the Department of Health Website;
- Direct reporting from the Committee to the Department of Health Deputy Secretary, Health Benefits Group, and vice versa; and
- Promotion of the Committee in any relevant forums.

Meetings

- All meetings chaired by the Committee Chair or Deputy Chair as required;
- Quorum will be half plus 1;
- Consensus for key decisions and actions will be the preferred process of deliberations;
- Agenda set by members, with Chair to finalise prior to each meeting;
- Open discussions with confidentiality observed, as noted; and
- Face to face meetings held three times per year, with teleconferences or extra meetings as required.

Governance

- Requests, policy input, and Committee recommendations to be proposed directly to the Department of Health Deputy Secretary, Health Benefits Group, as required;

- Record of meetings to be reported following each meeting to the Department of Health Deputy Secretary, Health Benefits Group, and the three Principal Committee Chairs of the Pharmaceutical Benefits Advisory Committee (PBAC), Medical Services Advisory Committee (MSAC), and Prostheses List Advisory Committee (PLAC); and
- The Medical Services Advisory Committee Secretariat (via Director) to be responsible for operational support and direct coordination of activities of the Committee.

Review

- Review of Chair / Deputy Chair and the Committee Terms of Reference to be held annually by the Committee, and confirmed with the Department Deputy Secretary, Health Financing Group; and
- Annual Workplan to be finalised by April each year.

The HTA Consumer Consultative Committee acknowledges the traditional custodians of the land, community, sea and waters where we live and work. We pay our respects to elders past, present and future and value the contributions Indigenous Australians make in our society.

Date last updated: **January 2019**