

Mō te tūranga | Role description

Role title: Pharmacology and Therapeutics Advisory Committee Chairperson (PTAC Chair)

Relationship holders: Director Advice and Assessment/Chief Medical Officer and Manager Expert Advisory, Pharmac

Te pūtake o te tūranga | Purpose of the role

The Pharmacology and Therapeutics Advisory Committee (PTAC) is a statutory advisory committee established by the Pharmac Board. Members of PTAC are appointed by the Director-General of Health in consultation with the Pharmac Board.

The primary purpose of PTAC is to provide Pharmac with objective advice on community and hospital pharmaceuticals and their benefits. PTAC is complemented by a number of Specialist Advisory Committees (SACs), which provide advice on pharmaceuticals within a specific therapy area. SACs are chaired by PTAC members and each PTAC member (which may include the PTAC Chair) will sit on or chair two to four SACs.

The PTAC Chair is the lead liaison between the members of PTAC and the SACs (through the SAC Chairs) and Pharmac. This includes meeting with Pharmac kaimahi ahead of scheduled quarterly PTAC meetings and attendance as an observer at Pharmac Board meetings.

The PTAC Chair is responsible for upholding the PTAC Terms of Reference and, through the SAC Chairs, the SAC Terms of Reference.

The PTAC Chair is usually appointed for a term of three years. The PTAC Chair can be considered for reappointment for up to four terms, with a total period of service of 12 years on PTAC. This duration includes membership in all capacities.

Details of the role of PTAC, PTAC members, the Specialist Advisory Committees and their relationship with Pharmac can be found in the [PTAC Terms of Reference 2021](#), the [SAC Terms of Reference 2021](#) and the [PTAC member position description](#). The PTAC Chair is expected to be familiar with these.

Te Pātaka Whaioranga | Pharmac

Pharmac – Te Pātaka Whaioranga’s legislative objective is: to secure for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

Pharmac’s purpose is to deliver the best health outcomes from New Zealand’s investment in medicines and medical devices. As a Crown Entity, Pharmac – Te Pātaka Whaioranga must give effect to the Government Policy Statement (GPS) on Health 2024-27 and the Pae Ora (Healthy Futures) Act 2022.

Within Pae Ora, the Crown’s intention to give effect to the principles of te Tiriti o Waitangi (the Treaty of Waitangi) is set out in the health sector principles, which, among other things, are aimed at improving the health sector for Māori and improving hauora Māori outcomes.

Ngā uaratanga | Values

Pharmac – Te Pātaka Whaioranga’s values ground behaviour and guide thinking. [Learn about the meaning of the values.](#)



Ngā tino mahi o te tūranga | Key role requirements

In addition to the responsibilities of all PTAC members (see PTAC member Position Description and PTAC Terms of Reference), the PTAC Chair:

1. Contributes to the operations of PTAC by:

- assisting in the selection of new PTAC members as a member of the recruitment panel or by delegating this as necessary
- helping develop newly appointed PTAC members by contributing to induction, mentoring, assigning or directly providing peer support, and providing a review of their performance within the first 12 months
- reviewing PTAC meeting agendas, in consultation with Pharmac’s Manager Expert Advisory and Expert Advice Coordinator - PTAC; Pharmac kaimahi will plan and draft the agenda
- attending pre-meetings with Pharmac kaimahi before each scheduled quarterly meeting of PTAC
- chairing each PTAC meeting and ensuring that proper process is followed
- encouraging PTAC to reach a consensus view on any recommendations made to Pharmac
- ensuring that PTAC’s advice to Pharmac is fit for purpose, including by liaising with any Pharmac kaimahi present at the meeting
- signing off the final version of the record of each meeting of PTAC and being a lead reviewer of the record during drafting
- determining, in consultation with Pharmac kaimahi, the need for any ad-hoc meetings of PTAC
- ensuring there are sufficient attendees at each PTAC meeting to reach a quorum for the duration of the meeting. The quorum for meetings of PTAC is six PTAC members, one of whom must be either the PTAC Chair or the PTAC Deputy Chair
- determining (in consultation with Pharmac’s Chief Medical Officer or Manager Expert Advisory) who may attend PTAC meetings as an observer
- helping assess and manage all actual and potential conflicts of interest, noting and signing interest declaration forms, and ensuring consideration by the Pharmac Board. This is in addition to PTAC members’ obligations to disclose interests. In carrying out these responsibilities, the PTAC Chair should follow procedures consistent with the

Standing Permission to Act under Section 68, Crown Entities Act 2004, from the Pharmac Board Chair, dated 27 October 2017¹

- representing the interests and views of PTAC to government officials and departments and to the media, but only after first obtaining the consent of Pharmac's Chief Executive to the act of representation, and having first consulted with Pharmac on the content
- as necessary, reviewing proposed communications by PTAC members related to the activities of PTAC or Pharmac with the media or professional associations, or in public fora, having first obtained the consent of the Pharmac Chief Executive to the act of communication and having first consulted with Pharmac on the content
- delegating, in writing, any of their responsibilities to the Deputy Chair, or to another PTAC member if the Deputy Chair is unavailable, in situations where the PTAC Chair is unable to perform them
- supporting the PTAC Deputy Chair to undertake the PTAC Chair's responsibilities if the PTAC Chair is unable to undertake these responsibilities (for example, in the event of a conflict of interest for the PTAC Chair) or has delegated them to the PTAC Deputy Chair
- other administrative tasks as set out in the *Member handbook for clinical committees*.

2. Contributes to the operations of SACs by:

- supporting SAC Chairs in undertaking their duties³
- advising Pharmac on the suitability of appointments of SAC members
- advising Pharmac on appointments of SAC Chairs and Deputy Chairs, who will usually be PTAC members. This includes consideration of the workload and profile of the SAC: SACs with a higher profile and workload (for example the Cancer Treatments SAC) will generally require a Chair who is a more senior PTAC member.
- advising Pharmac on the establishment and/or dissolution of SACs
- sit on or chair two to three SACs.

3. Supports Pharmac's operations by:

- attending meetings of Pharmac's Board as an observer and reporting back to PTAC members on the discussion. At the invitation of the Board Chair, the PTAC Chair may participate in discussion, including providing advice and the perspective of PTAC.
- considering, in consultation with Pharmac kaimahi, the process to be followed in relation to a funding proposal, including those generated by Pharmac
- liaising with Pharmac in regard to the resources to be allocated to PTAC and its members
- providing advice to Pharmac kaimahi on the content of relevant external communications

¹ Any current Standing Permissions will be provided to the PTAC Chair

³ In development

- providing advice to Pharmac kaimahi in relation to pharmaceutical assessment process improvement initiatives
- engaging with Pharmac kaimahi in relation to other Pharmac advisory committees, such as the Consumer Advisory Committee (CAC) and the Māori Advisory Rōpū, and their potential interaction with PTAC and its advice.

Ngā tino hononga | Key relationships

The position requires effective relationship management and expected key relationships are with:

- Pharmac's Board
- Pharmac's Director Advice and Assessment/Chief Medical Officer, Chief Executive and other members of Pharmac's Senior Leadership Team
- Manager Expert Advisory and Expert Advice Coordinator - PTAC
- other Pharmac kaimahi
- PTAC Deputy Chair
- PTAC members
- Chairs of other Pharmac advisory committees, including Specialist Advisory Committees, Consumer Advisory Committee and the Māori Advisory Rōpū.

Position description last updated: October 2024