

**Position Title: PTAC MEMBER**

**Reports to: PTAC CHAIR**

### **Purpose of The Position**

PTAC is a committee of senior health practitioners with expertise in critical appraisal in clinical fields including, but not limited to, clinical pharmacology, internal medicine and general practice. The primary purpose of PTAC is to provide PHARMAC with objective advice on pharmaceuticals and their benefits.

More detail on the role of PTAC can be found in the *Terms of Reference for the Pharmacology and Therapeutics Advisory Committee (PTAC) and PTAC Subcommittees, 2016* (<https://www.pharmac.govt.nz/assets/ptac-terms-of-reference.pdf>)

### **About PHARMAC**

PHARMAC's objective is to prioritise which new pharmaceuticals will deliver the best possible health outcomes for New Zealanders within the amount of funding provided. A key strategic goal for PHARMAC is to eliminate inequitable access to medicines.

As a Crown Agency, PHARMAC acknowledges the special relationship that exists between the Crown and Māori and recognises the articles of the Treaty of Waitangi expressed through the principles of Partnership, Protection and Participation.

- Partnership – forging and maintaining enduring relationships with whānau, hapū and iwi.
- Protection – ensuring Māori have the same access to medicines as non-Māori and receive at least the same level of health outcomes through advancing tino rangatiratanga.
- Participation – respecting and trusting each other's ability and knowledge about how best to do the work to achieve shared outcomes.

### **PHARMAC's Decision Making Framework – The Factors for Consideration**

The Factors for Consideration are the framework PHARMAC uses when making funding decisions the four main areas are:

- Need - considering the impact of the disease, condition or illness on the person, their family or whānau (including the impact on Māori health outcomes and the impact on the health outcome of population groups experiencing health disparities), wider society, and the broader New Zealand health system.
- Health Benefit - the potential health gain from the medicine or medical device being considered
- Costs and savings - the costs and savings to the person and their family, whānau and to wider society. The cost and savings to the health system covers both the pharmaceutical budget and the wider health system.
- Suitability - the non-clinical features of the medicine or medical device that might impact on health outcomes.

For further information on the factors of consideration go to:  
<https://www.pharmac.govt.nz/medicines/how-medicines-are-funded/factors-for-consideration>

## **How PTAC assists PHARMAC to reach its objective**

PTAC members assist PHARMAC in several ways, including to:

Provide objective advice to PHARMAC on community and hospital medicines and devices, including their benefits;

Chair and assist the Subcommittees of PTAC in providing clinical guidance on community and hospital medicines and devices;

Make recommendations to the PHARMAC Board on funding applications based off PHARMAC's Factors for Consideration decision making framework (see above);

Initiate, subject to the prior agreement of PHARMAC, its own reviews of any policy adopted by PHARMAC in relation to the management of the Pharmaceutical Schedule, and provide reports or make recommendations to PHARMAC arising from those reviews; and

Consider, report, or make recommendations, to PHARMAC on any other matters that may be referred to it by PHARMAC.

In their advisory role to the Crown, all PTAC members are expected to undertake their duties in a manner consistent with the principles of the Treaty of Waitangi.

## **Key Role Requirements**

PTAC meetings are held in Wellington at least four times a year. Meetings are 1½ - 2 days long and generally require 30 – 40 hours of preparation time.

Members of PTAC are expected, prior to each PTAC meeting, to have:

- critically appraised all papers and information provided in the applications be considered by the Committee at the meeting; and
- analysed the subject forming an initial professional view for discussion at the meeting of the strengths and weaknesses of the applications.

All members are required to provide their view on each subject under consideration at the meeting based on the available scientific evidence. They are required to be prepared to discuss issues related to these subjects with other members in a professional and constructive manner. The Committee members are expected to reach a consensus on a recommendation to PHARMAC for each application reviewed.

Following the meeting all members are expected to contribute to the finalisation of the meeting record in a timely manner.

Members are also expected to sit on and chair two to three Subcommittees of PTAC. Subcommittees meet approximately once every 18 months. However, several meet more frequently.

PHARMAC also hosts workshops annually which members are expected to attend.

PTAC members must conduct them in accordance with the PTAC and Subcommittee Terms of Reference at all times.

Members of PTAC will work with the PTAC Chair, other PTAC members, the PTAC Secretary, and the Medical Director. They will engage with other PHARMAC staff as required and work closely with PTAC Subcommittee members.

Members are not appointed as representatives of their primary employer or any other organisation.

### **Ideal Person Specification**

The member should be in active clinical practice and ideally have:

- excellent critical appraisal skills;
- good general knowledge of medicine, pharmaceuticals and devices;
- at least five years' experience in their vocational field;
- understanding of the health sector within Aotearoa New Zealand;
- knowledge of the diversity of health need and access to treatment within Aotearoa New Zealand
- good presentation skills;
- the ability to work constructively in a group and accept consensus decision-making;
- undertake their duties in a manner consistent with the principles of the Treaty of Waitangi the ability to differentiate between an individual and population health perspective on issues; and
- a good understanding of evidence-based medicine in clinical practice.

The Director General of Health and PHARMAC are committed to ensuring that decisions on pharmaceuticals and devices meet the needs of all New Zealanders. A diverse and inclusive PTAC allows PHARMAC to understand and best serve Aotearoa, New Zealand, and make better and more equitable decisions. We value diversity and inclusion and welcome applicants with the aforementioned skills of all gender identities, ages, ethnicities, sexual orientations, disability and religions.

PHARMAC is a pro-equity organisation, with a particular focus on Māori and Pacific Peoples health gain.

### **Confidentiality**

Members of PTAC are required to comply with any statements of confidentiality obligations issued by PHARMAC are required to sign confidentiality agreements with PHARMAC.

Members are prohibited from speaking to the media in relation to the activities of PTAC and any matters discussed, or considered by PTAC, at PTAC meetings unless they have the prior agreement of the PTAC Chair and PHARMAC's Medical Director.

Members are required to store online material relating to any pharmaceutical in a secure place, until a final recommendation has been made by PTAC for consideration by PHARMAC's Board. Whenever possible PTAC operates in a paperless, online forum in the dissemination of information.

PTAC members must delete any online materials from the devices and shred or securely dispose of all printed material once a final recommendation is published.

Members will endeavour to use all opportunities available to them to gain information from colleagues to enable PTAC to make the most informed judgment possible. Although the material on the agenda is confidential (as are the proceedings of the PTAC meeting), members may reveal their interest in a pharmaceutical to gain information from colleagues in regards to PHARMACs Factors of Consideration.

Once records of meetings are published, members may discuss with colleagues matters considered at the meeting but only on a general basis and only to the extent of the contents of the published record.

Members shall not report to their professional associations without the knowledge and agreement of the PTAC Chair and Medical Director.

### **Remuneration**

Members are to be paid for their reasonable costs incurred for attendance at meetings and time spent preparing for meetings and finalising records. The current rate for PTAC members is \$95 per hour, up to \$600 for a full day this is set out on the Cabinet Manual and not subject to negotiation.

PHARMAC will cover travel and accommodation expenses for members to attend meetings, but does not cover travel time or locum costs.

PTAC Members are entitled to a conference and travel allowance of \$5000 per year, accruable for up to two years, for professional development.

### **Interest Reporting**

PTAC members must declare any interests prior to each meeting.

Applicants are advised to familiarise themselves with the Terms of Reference for the Pharmacology and Therapeutics Advisory Committee (PTAC) and PTAC Subcommittees 2016, available on the PHARMAC website at <https://www.pharmac.govt.nz/assets/ptac-terms-of-reference.pdf>