

POSITION DESCRIPTION

Position Title: CONSUMER ADVISORY COMMITTEE MEMBER

Reports to: CHAIR, CONSUMER ADVISORY COMMITTEE

Date: SEPTEMBER 2008

PURPOSE OF THE POSITION

The Consumer Advisory Committee (CAC) is a committee representing the interests of health consumers. The primary purpose of CAC is to provide the PHARMAC Board with input from a consumer or patient point of view.

PHARMAC'S OBJECTIVE

PHARMAC's 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.

COMMITTEE FUNCTIONS

To fulfill its primary purpose CAC is to provide PHARMAC, when requested by PHARMAC, with a consumer or patient perspective on:

- (a) initiatives to promote the responsible use of pharmaceuticals;
- (b) information to assist patients, particularly educational information;
- (c) where appropriate, implementation of PHARMAC's decisions;
- (d) how access to pharmaceuticals could be improved for specific patient groups in terms of specific disease states within existing listed pharmaceuticals;
- (e) the use of pharmaceuticals by Māori, Pacific Peoples or other groups experiencing inequalities in relation to existing listed pharmaceuticals;
- (f) the prioritisation of pharmaceuticals by PHARMAC; and

- (g) any other matters relating to the management of the Pharmaceutical Schedule.

CAC may also, subject to the confidentiality provisions in section 13:

- (a) engage and consult with the community and/or relevant consumer groups;
- (b) work with special focus/interest groups that may be required from time to time for specific issues and problem solving.

CAC's functions do not include, unless expressly requested by PHARMAC, providing input on, or otherwise being involved with:

- (a) the clinical evaluation of pharmaceuticals;
- (b) any consultation process PHARMAC conducts; or
- (c) PHARMAC's contracting processes.

Terms of Reference

More detail on the functions and operating requirements of CAC is available in the Terms of Reference for the Consumer Advisory Committee. All members are expected to be familiar with the content of this document.

KEY ROLE REQUIREMENTS

Committee members are expected, prior to meetings, to consider the meeting papers and form a view on the questions for the Committee contained in these. The Committee usually meets four times a year.

During Committee meetings, all members are required to provide their view on each topic under consideration. Members are also required to be prepared to discuss issues related to these topics with other members in a professional and constructive manner, to enable the Committee to reach its recommendations to PHARMAC.

Following the meeting, all members are expected to contribute to the minute finalisation process.

Committee members are expected to make best endeavours to comment on information provided by PHARMAC staff in between Committee meetings.

ACCOUNTABILITY

The Consumer Advisory Committee is accountable at all times to PHARMAC.

RELATIONSHIPS

Members of CAC work primarily with the CAC Chair, other Committee members, the PHARMAC Medical Director, the CAC Secretary and other PHARMAC staff.

IDEAL PERSON SPECIFICATION

CAC members should ideally have:

- experience to be able to reflect consumers or patients points of view, from a general and broad perspective, rather than from a specific interest group;
- understanding of current health issues generally, and of New Zealand's health system;
- the ability to work constructively in a group;
- the ability to differentiate between an individual and societal perspective on issues;
- well developed interpersonal skills;
- a commitment to the principles of the Treaty of Waitangi; and
- the commitment to attend meetings, which are generally held in Wellington (or may be by teleconference).

In order to maintain an appropriate mix of experience and perspectives on the committee, CAC members may be sought with significant experience in health issues as they relate to a specific section of the population, such as particular ethnic populations, older people, rural issues, women's health, men's health, and any other perspectives that PHARMAC considers could usefully be provided by CAC.

CAC's Terms of Reference require that there should always be members providing Māori and Pacific peoples' health perspectives, requiring of those members:

- a high level of awareness and experience with health issues facing Māori/Pacific peoples;
- experience to be able to reflect Māori/Pacific consumers or patients points of view; and
- established links with Māori/Pacific health providers and/or consumer networks.

CONFIDENTIALITY

Members of CAC will be required to comply with any confidentiality obligations issued by PHARMAC and will, if required, sign confidentiality undertakings in the form required by PHARMAC. Members may only speak to the media in relation to the activities of CAC and any matters discussed, or considered by CAC, at its meetings, if they have the prior agreement of both the Chair and PHARMAC's Chief Executive.

Members will be required to store material relating to any pharmaceutical in a secure place, until the matter has been considered by PHARMAC, after which time Members must either securely destroy the material or return it to PHARMAC.

REMUNERATION

Members are to be paid for their reasonable costs incurred for attendance at meetings and time spent preparing for meetings. The current rate for CAC members is \$250 per day.

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