



Position title: Pharmacology and Therapeutics Advisory Committee (PTAC) Member

Reports to: PTAC Chair

Purpose of the position | Te pūtake o te tūranga

It is our people who help Pharmac | Te Pātaka Whaioranga deliver better health outcomes for all New Zealanders.

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.

PTAC is comprised of experienced health practitioners with expertise in general evidence assessment/critical appraisal and with experience in clinical fields including, but not limited to, clinical pharmacology, internal medicine, general practice, clinical pharmacy ("PTAC Members"). PTAC may also have one or more members who is a consumer ("PTAC Consumer Members"), to provide a consumer perspective to PTAC discussions.

The primary purpose of PTAC is to provide Pharmac with objective advice on community and hospital pharmaceuticals. Pharmaceuticals in this context include medicines, medical devices and related things, consistent with the enabling legislation for Pharmac.

PTAC is complemented by a number of Specialist Advisory Committees and other Advisory Groups, which provide advice on pharmaceuticals within a specific therapy area. Specialist Advisory Committees are chaired by PTAC Members, and each PTAC Member will sit on or chair two to four Specialist Advisory Committees. Advisory Groups may be chaired by a PTAC Member.

PTAC Members are usually appointed for a term of three years. Members can be considered for reappointment for up to three terms, with a total period of service of nine years.

More details of the roles of PTAC and Specialist Advisory Committees can be found in the [PTAC Terms of Reference](#) and the [Specialist Advisory Committee Terms of Reference](#) (2021). All Members are expected to be familiar with these documents

Pharmac | Te Pātaka Whaioranga

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 must give effect to the Government Policy Statement (GPS) on Health 2024-2027 and the Healthy Futures (Pae Ora) Act 2022. The Healthy Futures Act 2022 requires Pharmac to secure the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

Pharmac's [strategic direction](#) outlines the organisation's vision and commitment to helping improve the health of everyone in New Zealand: Healthier futures. With you. For you.

Our Values | Ngā uaratanga

Pharmac's values ground behaviour and guide our thinking. [Learn about the meaning of our values.](#)



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 outlined below.

- Health Need - considering the impact of the disease, condition or illness on the person, their family or whānau (including the health needs and perspectives of Māori, Pacific peoples, disabled peoples including tāngata whaikaha Māori, and other populations identified by the [Government Policy Statement on Health 2024-2027](#) to have high health need), wider society, and the broader New Zealand health system
 - Health Benefit - the potential health gain (or loss) from the medicine or medical device being considered
 - Costs and savings - the health-related costs and savings to the person and their family, whānau and to wider society, and the costs and savings to pharmaceutical budget and the wider health system
 - Suitability - the non-clinical features of the medicine or medical device that might impact on health outcomes
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Key position requirements | Ngā tino mahi o te tūranga

Key accountability

Key responsibility

PTAC member role to support Pharmac achieve its objective

- provide objective advice to Pharmac on pharmaceuticals for use in the community and hospitals
- make recommendations to the Pharmac Board on the funding of pharmaceuticals based on Pharmac's Factors for Consideration decision-making framework (see above)
- initiate, subject to the prior agreement of Pharmac, 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
- consider, report, or make recommendations, to Pharmac on any other matters that may be referred to it by Pharmac

Member general accountabilities

PTAC meetings are held at least four times a year. Meetings are held in Wellington and are 1–2 days long and usually require at least 30–40 hours of preparation time. Advisory meetings are held in person or online. Pharmac also hosts advisor workshops. All Members are expected to attend.

Prior to each PTAC meeting, PTAC Members are expected to:

- critically appraise all papers and information provided in the applications being considered by the Committee at the meeting
- analyse the subjects under consideration, forming an initial professional view for discussion at the meeting of the strengths and weaknesses of the applications
- be a discussion lead when requested, developing a presentation for the committee considering a specific paper or topic.

At the meeting, all Members are required to provide their view on each pharmaceutical under consideration based on the available scientific evidence, or expert opinion in the absence of scientific evidence.

Members are required to be prepared to discuss issues related to these subjects with other members in a professional and constructive manner.

PTAC is expected to reach a consensus on a recommendation to Pharmac for each application reviewed.

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

PTAC Members are also expected to sit on and/or chair two to four Specialist Advisory Committees or other Advisory Groups, which provide advice on community and hospital pharmaceuticals. Specialist Advisory Committees meet approximately every 12 to 18 months, or more frequently if necessary.

In their advisory role to the Crown, all PTAC Members are expected to ensure that their advice reflects the Crown's obligations and expectations under te Tiriti o Waitangi

Personal attributes	PTAC Members must conduct themselves in accordance with the PTAC Terms of Reference and Advisor Code of Conduct at all times. As a member of the Pharmac's Expert Advisory Network, we expect advisors to: • Act with integrity • Be guided by Pharmac values • Be ethical and professional • Respond flexibly to changing circumstances • Achieve results through efficient use of resources • Consider the broader context to develop practical solutions.
Engagement and Communication	• Lead and facilitate effective discussions with other PTAC Members, Pharmac staff and stakeholders • Comply with the Health Quality and Safety Commission NZ code of expectations when engaging with consumers and whānau • Ensure a high degree of professionalism is used at all times when interacting with other PTAC Members, Pharmac staff, and stakeholders, and that integrity and appropriate communication tools are used • Display Pharmac values to influence others with a fair and considered approach • Actively listen and create opportunities for others to contribute to discussion • Adjust communication style and approach to meet the needs of others PTAC Members to optimise discussions and outcomes
Diversity, equity and inclusion	• Demonstrate a commitment to understand and support initiatives including, but not limited to, addressing bias and improving diversity and inclusion • Be responsive to diverse experiences, perspectives, values and beliefs by listening to others' individual viewpoints • Champion an inclusive, diverse, and safe workplace where PTAC Members and Pharmac staff can thrive.
Self-leadership	• Maintain professional registration with relevant clinical body and comply with annual declaration requirements to hold an annual practising certificate (where appropriate) • Actively engage in personal professional development activities and seek and respond to regular feedback • Utilise the PTAC Member Conference and Travel Allowance funding to support personal development related to pharmaceuticals and health technology assessment education.
Health & Safety at work	• Take reasonable care of your own health and safety and ensure that your actions don't cause harm to you or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way • Report any health and safety hazards to Pharmac staff and, if possible, take immediate action to minimise harm. • Lead and support other members to act in full compliance with health and safety policies and procedures.

Remuneration and claims	- Members are remunerated for their time (meeting attendance, preparatory work, or in relation to ad hoc clinical advice requests) as per the fees set according to the Cabinet Fees Framework. Travel-related expenses to attend meetings are paid for by Pharmac. - Members are expected to submit expense claims, with receipts for any additional expenses, in a timely way. - Comply with the Pharmac Board and Committee travel policy settings as outlined in the Pharmac Board Governance Manual
Disclosures	- Declare all actual, potential or perceived conflicts of interest - Ensure declared interests are current and accurately recorded through advisory committee processes, as outlined in the Terms of Reference

Key relationships | Ngā tino hononga

PTAC Members work with the PTAC Chair, other Members, and Pharmac kaimahi, including the Expert Advice Coordinators, Clinical Leads, Manager Expert Advisory and Director Advice and Assessment/Chief Medical Officer. They also engage with other Pharmac staff as required and work closely with Specialist Advisory Committee and Advisory Group Members and other Advisors.

Ideal person specification | Ngā pūkenga e hiahiatia ana

PTAC Members should be registered with their relevant professional body, preferably be in active clinical practice, and should ideally have:

- excellent evidence assessment/critical appraisal skills
- good general knowledge of pharmaceuticals
- at least five years' experience in their vocational field
- a good understanding of evidence-based medicine in clinical practice
- understanding of the health sector within New Zealand
- understanding of health equity (Pharmac Equity policy) and the health needs of Māori, Pacific peoples, disabled people including tāngata whaikaha Māori, and other populations identified by the Government Policy Statement on Health 2024-2027 to have high health needs
- understanding of, and commitment to achieving, health and medicines access equity
- an understanding of te Tiriti o Waitangi and a commitment to applying it in carrying out Pharmac's work
- the ability to differentiate between an individual and population health perspective on issues
- good presentation skills
- an understanding of the trade-offs required when working to a fixed budget
- the ability to work constructively in a group and accept consensus decision-making.

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

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

As a pro-equity organisation, Pharmac is committed to improving health outcomes for all New Zealanders, including those with the highest needs (Māori, Pacific peoples, disabled people, women, and people living rurally).

We are part of the Public Service | He wāhanga mātou o te Ratonga Tūmatanui

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa. I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

This position description sets out the key requirements of the position. Specific duties within the scope of this role may change in response to the environment that Pharmac operates within.

Position description last updated: August 2026