PTAC Member

Purpose of The Position

PTAC is a committee of senior health practitioners with expertise in critical appraisal in clinical fields such as clinical pharmacology, internal medicine and general practice. The primary purpose of PTAC is to provide PHARMAC with objective advice on pharmaceuticals and their benefits.


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.

PTAC Functions

To perform its primary purpose, PTAC is to:

- Provide objective advice to PHARMAC on community and hospital pharmaceuticals, including devices, and their benefits.
- Make recommendations to the PHARMAC Board on Applications or PHARMAC staff proposals related to the management of the Pharmaceutical Schedule which have been referred to it by PHARMAC.
- Subject to the prior agreement of PHARMAC, initiate 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.
- Consider and report, or make recommendations, to PHARMAC on any other matters that may be referred to it by PHARMAC.

Decision Criteria

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, 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.
Key Role Requirements

Review of applications/submissions:

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

- critically appraised all papers and information provided in the applications/submissions to be considered by the Committee; and
- analysed the subject and formed an initial professional view for discussion at the meeting of the strengths and weaknesses of the application or proposal.

All members are required during meetings to provide their view on each subject under consideration based on the available scientific evidence. They are also required during meetings to be prepared to discuss issues related to these subjects with other members in a professional and constructive manner, to enable the committee to reach its recommendation to PHARMAC.

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

PTAC’s meetings are usually held in Wellington at least four times a year. Meetings are 1 ½ - 2 days long and generally require 30 – 40 hours of preparation time. Members are expected to sit on and chair two to three subcommittees of PTAC.

Accountability

PTAC is accountable at all times to PHARMAC and the Director-General of Health.

Relationships

Members of PTAC work primarily with the PTAC Chair, other PTAC members, the PTAC Secretary, the PHARMAC Medical Director and other PHARMAC staff. Members will also work closely with PTAC Subcommittee members.

In the event that a member wishes to discuss their role or any concerns about the conduct of the Committee or governance issues, they should in the first instance speak with the PTAC Chair. Alternatively, they may raise concerns with the PHARMAC Medical Director.

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;
- a good general knowledge of medicine and pharmaceuticals;
- at least five years’ experience in their vocational field;
- good presentation skills;
• a working knowledge of computers
• the ability to work constructively in a group and accept consensus decision-making;
• the ability to work with a budget and make decisions under pressure;
• the ability to differentiate between an individual and societal perspective on issues;
  and
• a good understanding of evidence-based medicine in clinical practice.

PTAC encourages diversity of members on the Committee. Relevant association with other Ministerial Committees, such as MAAC or MARC may also be considered.

Confidentiality

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

Members will be 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 will be 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.

After PTAC has made a final recommendation, members must delete any online materials from the devices.

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), members may reveal their interest in a product to gain information from colleagues on its use, efficacy, adverse effects etc. Once minutes 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 minutes.

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

Members are to be paid for their reasonable costs incurred for attendance at meetings and time spent preparing for meetings and finalising minutes. The current rate for PTAC members is $95 per hour, up to $600 for a full day.

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 will be asked to 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