

PROTOCOL FOR THE APPOINTMENT OF MEMBERS OF THE PHARMACOLOGY AND THERAPEUTICS ADVISORY COMMITTEE

Introduction

- 1 Section 50(4) of the New Zealand Public Health and Disability Act 2000 provides that members of the Pharmacology and Therapeutics Advisory Committee (PTAC) are to be appointed by the Director-General of Health in consultation with the Board of PHARMAC.
- 2 The Crown Funding Agreement, for the period January to June 2001, requires PHARMAC and the Ministry of Health to develop a protocol that sets out the appointment process. The agreed process is outlined below.
- 3 Every reference to the Director-General of Health must be taken to include a lawful delegate.

Points of Contact

- 4 In the first instance the contact points between the parties for matters relating to this Protocol and the appointment of PTAC members, shall be:
 - PHARMAC – Manager, Corporate;
 - Ministry of Health – PHARMAC Relationship Manager, Sector Funding and Performance Directorate.

However, it is recognised that PHARMAC's Medical Director and the Ministry of Health Chief Medical Officer would need to liaise during the appointment process.

Process for Appointment of PTAC members by the Director-General of Health

- 5 To ensure continuity in the membership of PTAC, PHARMAC will take steps in accordance with this protocol to initiate the appointment process in a timely way, where practicable in advance of expiry of memberships.
- 6 PHARMAC will commence action to fill a PTAC vacancy, or forthcoming vacancy, by:
 - a) Immediately advising the Director-General of Health of the details of the PTAC vacancy, or forthcoming vacancy, and of the intention to advertise the position;
 - b) Preparing a position specification describing the skills that are sought and PHARMAC's selection criteria, a copy of which will be provided to the Director-General of Health and any interested individuals or organisations which request it; and

- c) Publicly advertising on behalf of the Director-General of Health the vacant position (after consulting with the Chairperson of PTAC), including in medical and pharmaceutical publications.
- 7 PHARMAC will also invite applications from all relevant medical groups.
- 8 Where a PTAC vacancy is a short-term or temporary position, PHARMAC may apply in writing to the Director-General of Health for permission to deviate from some or all of the steps above in paragraphs 6c) and 7, as may be appropriate in the circumstances.
- 9 The Chairperson of PTAC and the PHARMAC Medical Director will select from the applications and candidates put forward, the preferred candidates (the shortlist) and recommend to PHARMAC's Board which of the shortlisted candidates the PHARMAC Board should nominate to the Director-General of Health for appointment.
- 10 PHARMAC's Board will consider the recommendations on the shortlist made by the Chairperson of PTAC and the PHARMAC Medical Director. The PHARMAC Board, in considering the recommendations, is not bound by any candidates put forward to PHARMAC by organisations or medical bodies. The PHARMAC Board may also request the shortlisting of further candidates, if it considers that the recommended or shortlisted candidates are unsuitable for whatever reason.
- 11 Once the PHARMAC Board has selected a candidate from the shortlist to nominate to the Director-General of Health for appointment to PTAC, the PHARMAC Board will provide the Director-General of Health with:
- the name of the nominated candidate; and
 - a curriculum vitae and an assessment of the strengths and weaknesses of each candidate shortlisted for the position.
- 12 The Director-General of Health shall at his/her discretion consider the nomination provided by the PHARMAC Board along with any other candidates he/she believes should be considered.
- 13 If the Director-General of Health is considering candidates other than those put forward by the PHARMAC Board then the Director-General of Health will advise the PHARMAC Board of the names of the candidates and discuss them with the PHARMAC Board prior to making an appointment.
- 14 The Director-General of Health will:
- a) select a candidate to appoint to PTAC and
 - b) inform the PHARMAC Board if the selected candidate is not a candidate nominated by PHARMAC, and the reason why.
- 15 If the Director-General of Health is satisfied that there is no suitable candidate, the Director-General of Health will ask PHARMAC to publicly re-advertise the position following the procedure set out in paragraphs 6 to 8 above and in

accordance with any additional requirements that the Director-General of Health may specify at that time.

- 16 Further consultation between the Director-General of Health and PHARMAC will take place during the process outlined in 14 and 15 above.
- 17 The Director-General of Health, in consultation with the PHARMAC Board, will appoint a Chairperson and Deputy Chairperson of PTAC from among the PTAC Members.

Duration of Appointment

- 18 Members of PTAC (Members) are generally to be appointed for a term of three years.
- 19 The Director-General of Health may appoint Members for a term other than three years in consultation with the PHARMAC Board, for example, to:
 - Avoid terms of appointment expiring at the same time;
 - Allow for particular specialists to be appointed where needed for an identified period;
 - Add new skills.
- 20 In addition to the general appointment process set out above, the Director-General of Health may appoint a temporary Member to PTAC as considered appropriate in order to fill any casual vacancy on PTAC following the process outlined in point 8 above.
- 21 A PTAC Member's appointment may be renewed or extended by the Director-General of Health in consultation with the PHARMAC Board.

Performance Assessment

- 22 At the end of the first year of each Member's term, the PHARMAC Board will review the Member's performance and report to the Director-General of Health accordingly. A copy of this report shall be forwarded to each Member should they request this.

Termination of Appointments

- 23 PHARMAC's Board may, at any time, recommend that the Director-General of Health remove a Member (including the Chairperson or Deputy Chairperson) from PTAC. Such an application shall be in writing giving reasons. A copy of this application shall be forwarded to the Member concerned should they request this.
- 24 In accordance with section 91 of the New Zealand Public Health and Disability Act 2000, PHARMAC may not make any payment to, or otherwise compensate, any person in respect of the person ceasing for any reason to be a Member.

Scope of this Protocol

- 25 This Protocol is a guideline for the consultation between the Director-General of Health and the PHARMAC Board for the appointment of PTAC members only. This protocol does not apply to the appointment of other committees established under section 50(1) or 50(2) of the New Zealand Public Health and Disability Act 2000.