

POSITION DESCRIPTION

Position Title:	Consumer Advisory Committee Member
Reports to:	Chair, Consumer Advisory Committee
Date:	May 2023

Purpose of the Position

The Consumer Advisory Committee (CAC) is a statutory committee of Pharmac. The primary purpose of CAC is to provide Pharmac with a consumer perspective on its work.

Terms of Reference

Members of CAC are guided by the [Terms of Reference](#) of the committee. All members are expected to be familiar with the content of this document.

Pharmac's Objective

Pharmac's objective is to secure, for 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

CAC is made up of people from the community with interests in a wide range of areas such as the health of Māori people and Pacific peoples, older people, people with disabilities and people living in rural areas.

CAC provides advice to Pharmac from a consumer or patient point of view on aspects of Pharmac's work, including (but not limited to):

- Pharmac's strategy, policy and operational activities that impact consumers
- how Pharmac can canvass and consider consumers' views on Pharmac's processes where appropriate
- how Pharmac's operational activities and funding decisions can be best communicated to consumers.

CAC may also, with the prior approval of Pharmac, work with special focus/interest groups that may be required from time to time for specific issues and problem solving for Pharmac's work.

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

- the clinical evaluation of pharmaceuticals
- the prioritisation of pharmaceuticals by Pharmac
- any consultation process Pharmac conducts
- Pharmac's contracting processes.

Key Role Requirements

Full-day, face-to-face meetings of the committee are held three times per year in Wellington.

The committee meets monthly via videoconference (approximately 90 minutes) in those months when there is no face-to-face meeting scheduled.

Committee members are expected, prior to meetings, to consider any meeting papers provided for discussion. Members are expected to canvas views from their own networks and communities on the questions for the Committee contained in these papers.

During Committee meetings, all members are expected to provide their view on each topic under consideration. Members are required to be prepared to discuss issues with other members in a professional and constructive manner, to enable the Committee to provide advice to Pharmac.

Following the meeting, all members are expected to contribute to reviewing and finalising the minutes.

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

Relationships

Members of CAC work primarily with the CAC Chair, other Committee members and Pharmac staff involved in the management of the committee.

A summary of CAC's advice is provided to the Pharmac Board. The CAC Chair attends Pharmac Board meetings as an observer and may be asked to comment on specific matters.

Ideal Person Specification

CAC members should ideally have:

- experience in reflecting consumers' or patients' points of view, from a general and broad perspective, rather than from a specific interest group
- understanding of issues related to medicines use and within a wider health context

- established links with a particular community of consumers or patients
- the ability to differentiate between an individual and societal perspective on issues
- the commitment to attend meetings and actively participate in meetings, which are generally held in Wellington or via videoconference
- the ability to work constructively in a group
- well-developed interpersonal skills.

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 cultures, 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.

Confidentiality and Conflicts of Interest

Members of CAC are required by legislation (Crown Entities Act 2004) to comply with confidentiality obligations and to declare all potential conflicts of interests and take steps to minimise any conflicts of interest. These obligations are described in detail in sections 9.2 and 9.3 of the CAC Terms of Reference.

Remuneration

Members are paid fees for their attendance at meetings and time spent preparing for meetings in accordance with the Cabinet Office Fees Framework for fees paid to statutory bodies. The current rate for CAC members is \$429 (excluding GST) for full day face-to-face meetings and \$197 (excluding GST) for videoconference meetings.

Pharmac will cover travel and accommodation expenses for members to attend planned meetings and other agreed activities.