Western Australian Drug Evaluation Panel
Terms of Reference

1. Name

The group shall be known as the Western Australian Drug Evaluation Panel (WADEP), henceforth known as WADEP.

2. Purpose

The WADEP works alongside the Western Australian Therapeutics Advisory Group (WATAG) to develop and maintain the Western Australian Statewide Medicines Formulary (SMF). WADEP considers the clinical efficacy, need and cost-effectiveness of medications proposed for use in WA public hospitals and health services.

WADEP will aim to fulfil the vision of the SMF:

“To deliver optimal patient outcomes in an equitable manner through a single list of approved medicines for all WA public hospitals; evaluated, implemented and managed in a statewide approach”

3. Scope

The WADEP will consider all medications which may be listed on the SMF. The scope of the SMF is detailed in the Statewide Medicines Formulary Guidelines.

Medicines outside the scope of the SMF fall within the remit of individual hospital and health service medicines governance bodies such as the Drugs and Therapeutics Committee (DTC) or equivalent.

4. Responsibilities

The WADEP will:

- Develop and maintain the SMF for use within WA public hospitals and health services.
- Develop and maintain the processes for new listings and review of the SMF.
- Refer medicines that are specialised in nature, have therapeutic or safety concerns or require specialised input to expert advisors and/or WATAG Expert Advisory Groups (EAG).
- Monitor and review the use of medicines on the SMF and via Individual Patient Approvals (IPA) across the state.
- Seek to ensure the quality use of medications, equity of access, affordability, safety and supply issues are taken into consideration throughout the review process.
5. **Membership**

5.1 **Chair**

The Chair will be nominated and elected from the membership of WADEP by a majority of members and appointment endorsed by WATAG. If no WADEP member is nominated, an appointment may then be made by the Chair of WATAG.

5.2 **Voting Members**

WADEP shall consist of at least 12 voting members which will be made up of the following:

- the Chair of WATAG,
- one to two senior medical staff and/or DTC member from each tertiary and quaternary hospital: Sir Charles Gairdner Hospital, Royal Perth Hospital, Fiona Stanley Hospital
- one to two senior medical staff and/or DTC member from Perth Children’s Hospital,
- two WACHS senior medical staff or senior pharmacist/s,
- one to two senior pharmacists,
- one nurse practitioner,
- one to two senior medical staff from general or specialist hospital/s,
- one to two members from WA Department of Health,
- one to two junior medical officer representatives,
- one medication safety representative
- up to two health economist,
- up to one public health practitioner or epidemiologist,
- up to one pharmacology registrar, and
- one consumer advocate.

Members may take up to two positions on WADEP at the discretion of the Chair. Members may be opted in for specific subspecialties at the discretion of the Chair or WADEP.

5.3 **Rotational Members**

Any of the above voting member positions may be a rotational representative so long as the representative fulfils the requirements of the position. One of those rotational representatives must nominate as the consistent contact for correspondence and out-of-session voting.

Voting rights will be given to the representative at the meeting. Out-of-session votes required will be sent to the nominated contact, it is at their discretion to vote or to forward the voting right to another rotational representative.

5.4 **Corresponding Members**

The Chair, in consultation with members, may establish a network of corresponding members. Corresponding members are not required to attend meetings but will receive agendas and minutes of the Panel and may participate in discussions and raised agenda items.
Corresponding members may be representative of service areas which may require ad hoc involvement in Panel discussions and decisions. At a minimum WADEP shall have at least one corresponding member representing:

- Women’s and Newborns Health Service.

5.5 **Appointments**

Members may be appointed in relation to their professional networks, expertise and knowledge and, where relevant represent their area health service. Potential members may be identified by the Chair, WADEP members, WATAG and WATAG subcommittees, Heads of Departments, Health Networks or expression of interest sought by advertisement. Appointments must be elected by a majority of WADEP members.

The Chair and members will be appointed for a term not exceeding three years at which point the position will be eligible for renomination and reappointment.

5.6 **Responsibilities**

The Chair is responsible for providing leadership, open communication to all stakeholders and working with the Secretariat to ensure WADEP’s responsibilities are carried out optimally. In the Chair’s absence, the Chair may nominate an Acting Chair to enable work of the Committee to continue. Otherwise, an Acting Chair may be elected from the members present at a meeting.

Members are to actively participate in all meetings and decision making, gather and share information and represent the SMF process and governance in practice.

5.7 **Secretariat**

The Secretariat for WADEP will be provided by the Office of Patient Safety and Clinical Quality (PSCQ). The Secretariat will attend meetings in an *ex officio* capacity and may provide advice to the Group but will not have voting rights. The Secretariat will be responsible for:

- facilitating decision making by the WADEP including gathering relevant information from various sources where required,
- liaising with the Chair in the preparation of meeting agenda and minutes and undertake and maintain the business, communication and administrative functions of the committee, and
- communicating WADEP decisions according to the SMF Communication Strategy.

6. **Accountability**

The SMF governance and accountability framework for WADEP and associated committees is illustrated in Figure 1. The WADEP reports and is directly accountable to the Executive Director of the Patient Safety and Clinical Quality Directorate. Other accountability arrangements include:

- The Chair is responsible to and will be a voting member of WATAG.
• WADEP will make decisions on medicines for listing on the SMF and will provide this information directly to hospital Drugs and Therapeutics Committees or equivalent. WADEP will inform WATAG of these decisions.

Figure 1. WATAG Accountability Framework.

6.1 Annual Report

The Secretariat in consultation with the Chair shall provide an Annual Report on the activities of WADEP for inclusion in the WATAG Annual Report to the Assistant Director General Clinical Excellence Division.

7. Meetings

7.1 Frequency and location

Meetings (face to face or by teleconference) will be held every two months or at the discretion of the Chair. The location of the meetings will be at the discretion of the Chair and determined in consultation with members. Meeting dates and times will be set before the first meeting of each year. Members may be required to work on items out-of-session.
7.2 Quorum
Half the number of official voting members or greater is required to constitute a quorum.

7.3 Proxies
Proxies may be nominated by a member who is unable to attend a meeting and will be at the discretion of the Chair. When required the Chair, in consultation with members, may elect to co-opt attendees as a member to fulfil the needs of WADEPs operations.

7.4 Resolutions
Resolutions and recommendations from WADEP shall be passed by a majority of the members present. Resolutions at meetings where a quorum is not present will require confirmation at a later meeting at which a quorum is present.

7.4.1 Voting
The Chair shall have a deliberative vote and in case of an equality of votes, the Chair shall have a casting vote. Voting may be by secret ballot if requested by any member.

7.4.2 Out-of-session resolutions
The Chair may elect to determine WADEP’s position by an out-of-session vote. A written proposal will be circulated to members with a time and date for responses to be returned. Members will be advised of the outcome promptly after a resolution.

7.5 Agenda and Records
The Secretariat shall issue agendas and supporting material at least seven days in advance of each meeting. Members may contribute to an agenda no less than two weeks prior to the meeting. All items will require acceptance by the Chair prior to inclusion in the agenda.

The Secretariat shall write the minutes of a WADEP meeting and distribute to members for confirmation at the following meeting. Minutes are to be accepted by the Chair before distribution to members and shall be signed by the Chair once confirmed.

The Secretariat shall keep the minutes and all official records of WADEP.

8. Conflicts of interest
Each member of the WADEP shall abide by the WA Health Code of Conduct and declare any potential conflicts of interest in matters of concern to WADEP. Members shall:
A. complete and sign an Annual Declaration of Conflicts of Interest,
B. complete and sign a Declaration of Potential Conflicts of Interest at the commencement of each meeting on matters pertaining to the prepared agenda, and
C. verbally alert the Chair of any other potential conflicts of interest that may arise during the course of a meeting or in writing for out-of-session matters.

Where a perceived, potential or actual conflict of interest has been declared, the Chair shall determine how to proceed and advise the meeting accordingly. The nature of the conflict and action by the Chair shall be recorded in the minutes.
9. **Confidentiality**

Members must be mindful and respect the confidentially or commercial sensitivity of any information brought before or discussed at the WADEP meeting or by email. Member votes and opinions and material marked “confidential” must not be discussed or circulated beyond the WADEP membership.

10. **Adoption and Amendment**

The Terms of Reference will be endorsed at the first meeting of every second year and updated when necessary. Amendments shall be ratified by WATAG.

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