

Terms of Reference for the Evaluation Sub-committee of MSAC

Purpose:

The Evaluation Sub-committee (ESC) is a standing sub-committee of MSAC with membership to include health economics, epidemiology, public health, consumer and clinical expertise. Its focus is to provide advice on the quality, validity and relevance of internal and external assessments for applications being considered by MSAC.

Roles and function:

1. To review the evidence, expert opinion and assumptions integrated in the clinical comparisons, economic evaluations and financial analyses in each assessment for an application to be considered by MSAC
2. To ensure that the economic evaluations and financial/budgetary analyses in an assessment are presented from a healthcare system perspective, with disaggregation to the perspective of individual payers in the healthcare system (e.g. Commonwealth Government, state and territory governments, consumers, private health insurance)
3. To summarise and provide advice as necessary on draft item descriptors and fees for the subject of an application (full and disaggregated)
4. To advise MSAC on each review of an application, by summarising the essential facts, identifying any important issues to be considered by MSAC, including equity of access issues, and advising on their applicability for MSAC's advice in response to the application
5. To provide advice on the development and appropriateness of MSAC guidelines and associated documents in relation to evaluating assessments
6. To provide advice on broader aspects of MSAC issues particularly with respect to evaluation of clinical, economic and financial evidence as requested by MSAC, the MSAC Executive or the Department
7. To create working groups as necessary to perform its roles and function.

Composition:

- Members of ESC are appointed by the MSAC Executive according to a membership composition defined by MSAC.
- The Chair of ESC should be a member of MSAC and the MSAC Executive.
- Other members of ESC may or may not be members of MSAC.
- Where feasible, and as agreed by MSAC Executive, an ESC member may also be appointed as a member of another MSAC sub-committee.

Meeting schedule:

ESC business may be conducted via teleconference/video conference and face-to-face where/when required. Where necessary, business may also be conducted out of session, usually via email.

ESC meets face-to-face seven weeks before each MSAC meeting according to a timetable published at least 12 months[†] in advance and at other times as determined by the ESC Chair.

[†] Timetable will be published annually but may not be 12 months in advance during the implementation period of 2011-12