

Governance of PTCs

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Technical Assistance Programme**

Introduction

- Governance - management of PTCs at the highest level requiring appropriate systems, policies and norms.
- Recruitment, selection, appointment should be transparent, ensuring fairness and equality.
- Clear TORs and conflicts of interest and confidentiality management.
- Defined process for meetings - standing agenda points and attendees.



Terms of Reference for Provincial, District and Institutional PTCs

- PTCs governed by TORs - outline the purpose, authority to act, functions and composition
- TORs reviewed within a three-year cycle by the Directorate of Pharmaceutical Services
- **Functions of the PTC in line with expertise available and support existing processes**

Topic	Provincial PTC	District PTC	Institutional PTC
Accountability	Provincial Head of Health	Chief Director: District Health (or other relevant person)	Hospital CEO
Functions – Formulary Management	Provincial Formulary Management Motivation to NEMLC for addition, deletion or amendment to EML <div style="border: 1px solid black; background-color: #f4a460; padding: 5px; margin-top: 10px;"> includes evidence-based medicine reviews </div>	District Formulary Management Motivation to Provincial PTC for addition, deletion or amendment of provincial formulary <div style="border: 1px solid black; background-color: #90ee90; padding: 5px; margin-top: 10px;"> brief review of efficacy </div>	Institutional Formulary Management Motivation to Provincial PTC for addition, deletion or amendment of provincial formulary <div style="border: 1px solid black; background-color: #90ee90; padding: 5px; margin-top: 10px;"> brief review of efficacy </div>
Functions – Tender Specs	Estimates based on provincial need	Estimates based on district need	Estimates based on institutional need

Conflict of Interest Policy

- Interests must be identified, declared, assessed and managed.
- Prevents any recommendation made by the PTC being challenged due to **actual or perceived COI**.
- **Personal interests** shall not take precedence over interests of **public health**.
- Protects **integrity** of the decision-making of the PTC.
- Where appropriate - **recusal or exclusion** of individuals from involvement in discussions and/or decision-making.
- Interests must be declared on appointment to a PTC, annually and before each meeting.



Declaration of Confidentiality

Confidentiality and transparency not mutually exclusive - balance between managing risk and transparency required for technical decision-making and protection of constitutional rights.

- Maintenance of confidentiality key to minimise organisational risk.
- Confidentiality Guideline provided to all members and meeting participants.
- Declaration of confidentiality forms signed on appointment to a committee by members and prior to every meeting by non-members.



APPENDIX 10a: DECLARATION OF CONFIDENTIALITY

[X Pharmaceutical and Therapeutics Committee]

I hereby declare that:

1. I have taken cognisance of the provisions in the X Pharmaceutical and Therapeutics Committee Confidentiality Guideline;
2. I understand that I may not divulge any information of whatever nature, which I have obtained or may obtain by virtue of my official duties, to any unauthorised person, whether verbally or in writing, without prior approval of the Head of Department of Health or an official duly authorised by him/her;
3. I understand that the above-mentioned directives and provisions remain in force not only during my term of office, but also after the termination of my services with the X Pharmaceutical and Therapeutics Committee for a period of three years unless otherwise specified; and
4. I am fully aware of the serious consequences which may result from breaking or violating the above-mentioned directives and provisions.

Name

Signature

Date

Declaration of Confidentiality

Possible risks of confidentiality breach:

- loss of credibility.
- decisions made externally based on draft material.
- reluctance of members to participate in the process and/or loss of momentum.
- negative impacts upon procurement processes.
- negative business consequences for various parties including suppliers.
- exposure of processes to potential undue pressures.
- lack of willingness to participate in future PTC activities.
- Prolonged PTC processes.

Thank you

