Charter of the Advisory Panel on Clinical Effectiveness and Decision Science

Purpose

The Advisory Panel on Clinical Effectiveness and Decision Science ("CEDS Panel") will advise and provide recommendations to the Patient-Centered Outcomes Research Institute’s ("PCORI") Board of Governors, Methodology Committee, and staff to help plan, develop, implement, improve, and refine efforts toward meaningful patient-centered research as outlined in this Charter. The CEDS Panel will not serve in an official decision-making capacity, but its recommendations and advice will be taken into consideration by the PCORI’s Board of Governors, Methodology Committee, and staff.

PCORI’s mission is to help people make informed healthcare decisions and improve healthcare delivery and outcomes, by producing and promoting high-integrity, evidence-based information that comes from research guided by patients, caregivers, and the broader healthcare community. PCORI’s five National Priorities for Research serve as a framework for guiding PCORI funding to fulfill PCORI’s mission. The CEDS Panel will provide practical guidance relating to two of PCORI’s National Priorities for Research: Assessment of Prevention, Diagnosis, and Treatment Options and Communication and Dissemination Research.

Both National Priorities address specific activities related to comparative clinical effectiveness research (CER), which compares the effectiveness and safety of preventive, diagnostic, and treatment options to create a foundation of information for personalized decision making. This research places emphasis on: the practical utility of the comparisons, the examination of all outcomes that may be important to patients, the possible differences in outcomes across patient subgroups (both in terms of outcomes and preferences), and the processes by which valid evidence about outcomes can be taken up and used by decision makers (patients, caregivers, and clinicians).

Authority

PCORI’s Advisory Panels are governed by the provisions of its authorizing law, Public Law 111-148, which sets forth standards for the formation and use of Advisory Panels by PCORI.

PCORI’s authorizing law allows PCORI to appoint permanent or ad hoc expert Advisory Panels as determined appropriate to assist in identifying research priorities and establishing the research project agenda and for other purposes. Based on directives in the authorizing law, PCORI has appointed a permanent expert Advisory Panel for Clinical Trials and a permanent expert Advisory Panel on Rare Diseases. Furthermore, PCORI appoints other permanent and ad hoc expert Advisory Panels when there is a demonstrated need.

Function and Scope of Work

In support of its purpose, the CEDS Advisory Panel will:

- Identify critical research questions and topics for possible funding initiatives under PCORI’s

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Clinical Effectiveness and Decision Science research program that are germane to the generation and use of valid clinical evidence;

- Provide stakeholder inputs and refinements on PCORI research priorities, questions, and topics;
- Be willing to provide feedback and advice on priorities for communicating and disseminating the research findings under the CEDS program;
- Review and comment periodically on PCORI’s research portfolio, including the identification of important gaps in the portfolio, how to communicate the portfolio to different stakeholder groups, and the overall impact of the portfolio;
- Consider study findings in terms of relevance to stakeholder groups; recommend stakeholder groups likely to have an interest in PCORI dissemination and implementation efforts related to these findings; and
- Provide feedback and refinements to PCORI on specific research questions and study design relating to assessment of prevention, diagnosis, and treatment options or communication and dissemination research.

Composition and Structure

PCORI aims to involve patients, caregivers, clinicians, other stakeholders, and the organizations representing these stakeholders in a partnership of shared accountability for PCORI’s research priorities and research agenda. Membership on the CEDS Panel will allow for meaningful interactions amongst individuals with different strengths, backgrounds, and areas of expertise.

The CEDS Panel is formed through the combination of two prior PCORI Advisory Panels: The Advisory Panel on Assessment of Prevention, Diagnosis, and Treatment Options and the Advisory Panel on Communication and Dissemination Research. After a transition period during which the previously appointed members of these two prior Advisory Panels serve their appointed terms on the CEDS Panel together, the final, single CEDS Panel will consist of 12 to 24 members appointed by the PCORI Board of Governors. No fewer than 25 percent of CEDS Panel members will be selected from persons who are patients, caregivers, or representatives of patient advocacy organizations. At least two panel members will be selected from persons who have a background in health literacy, numeracy, and/or risk communication. At least two panel members will be selected from persons with a background in dissemination and implementation research. The remainder will include representation by clinicians and clinician organizations, organizational providers, employers, health insurance plans, the life sciences industry, policy makers, and clinical researchers.

A Chair (and a Co-Chair if desired) will be selected by PCORI’s Board of Governors from among the CEDS Panel members to facilitate the CEDS Panel’s activities in conjunction with PCORI’s designated Scientific Program Director or designee.

Members will serve three-year terms. Terms shall be staggered with a goal of having a balanced number of members appointed each year and a diverse spread of members. Members will not serve more than one full three-year term. Any member may resign at any time by giving written notice to the Chair of the CEDS Panel. Vacancies will be filled at the discretion of PCORI’s Executive Director.

The Chair may assemble subcommittees composed of the CEDS Panel’s members to examine special issues and to facilitate activities related to the scope of work described in this charter.
The designated individual tasked with overseeing the CEDS Panel’s activities is the Scientific Program Director for CEDS or the individual designated by PCORI’s Chief Science Officer. Management and support services will be provided by PCORI staff and contractors.

**Panelist Applications and Selection**

PCORI will initiate an open call for applications via the PCORI website and other modes of communication when it is seeking members for an Advisory Panel. Prospective panelists are invited to submit an application via an online portal to be considered for a position on the CEDS Panel.

PCORI strives for inclusiveness and diversity in age, ability, gender, ethnicity, race, sexual orientation and gender identity, education, socioeconomic status, and geography in the selection of panelists.

The application review and panelist selection process for the CEDS Panel will be based on experience, background, ability to contribute to the scope of work described in this charter, a prospective panelist’s commitment to advancing the mission and goals of PCORI, and will be guided by the desire to balance expertise for both the Assessment of Prevention, Diagnosis, and Treatment Options and Communication and Dissemination Research PCORI national research priorities.

PCORI’s Board of Governors will have final approval of the CEDS Panel’s membership roster.

**Meetings**

Meetings shall be conducted in an open forum and records of the proceedings kept in accordance with PCORI’s policies and procedures. All meetings will have an agenda, which will be issued to panelists and made available to the general public at least three business days prior to the meeting.

Meetings of the full panel will be called by the Chair with the agreement and consent of the designated Scientific Program Director or his/her designee, who shall develop and approve the agenda and be present at all meetings.

A majority of the members of an advisory panel shall constitute a quorum, and a roll call must be taken at the beginning of each meeting. In accordance with the CEDS Panel’s advisory role, all votes and recommendations are nonbinding to PCORI.

**Compensation, Travel, and Expenses**

Members who are not full-time Federal employees are eligible for compensation. The amount of compensation shall be set by PCORI’s Executive Director or his/her designee, based on the nature and amount of services to be provided and consistent with applicable PCORI policies and procedures.

Travel and other expenses incurred during the conduct of PCORI business will be paid for by PCORI only if the expenses are reasonable and they comply with PCORI’s policies and procedures.

All payments will be made to individual panel members and not to employers, organizations, or third parties. Individuals serving on an advisory panel may decline compensation or reimbursement of expenses at their discretion.
Conflict of Interest

All CEDS Panel members shall abide by PCORI’s conflict of interest policies. Members will be asked to disclose any potential conflicts upon joining the CEDS Panel. Each panel member shall work with the PCORI’s Executive Director or designee to identify conflicts and to consider appropriate actions so that a panelist does not participate in matters when a conflict exists.

In general, appointment to the CEDS Advisory Panel will not lead to ineligibility for funding because: all meetings will be public; members will not have access to confidential, nonpublic information; and panelists will provide input, but will not be responsible for final decisions.

Termination Date

This charter will remain in effect until terminated by the Board of Governors. It is subject to review, reauthorization, amendment, or termination by the Board of Governors or its designee. This charter will be reviewed on an annual basis.

History:
Approved by the PCORI Board of Governors 12/12/2017

- The CEDS Panel was formed based on a merger of the prior Advisory Panel on Assessment of Prevention, Diagnosis, and Treatment Options (originally approved by the PCORI Board of Governors on 4/1/2013 and sunset by the PCORI Board of Governors on 12/12/2017) and the prior Advisory Panel on Communication and Dissemination Research (originally approved by the PCORI Board of Governors on 1/27/2015 and sunset by the PCORI Board of Governors on 12/12/2017).

Amended and approved by the PCORI Board of Governors on 6/19/2018