**Health Technology Clinical Committee**

**Date:** Friday, February 6, 2009  
**Time:** 8:00 am – 5:00 pm  
**Location:** Marriott, SeaTac WA

## RETREAT AGENDA

Purpose: Provide an opportunity for committee members to reflect on committee goals and evaluate progress in second year; identify what process and structure are satisfactory and what may need change. Build committee rapport and encourage supportive environment in order to effectively address substantive work. Provide direction to program staff.

Note: No committee action or decisions (e.g. review or re-review of health technologies or bylaw changes) will be taken at the retreat.

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<th>TOPIC</th>
<th>OUTPUT</th>
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| **1 - Committee Purpose / Mandate / Goals** | **Gather Individual Input**  
**Meeting overview, Discussion of committee’s purpose, whether & how well it is being achieved**  
- **Resources:** Statute, Bylaws, decisions to date  
- Each person identifies one positive thing and area needing improvement |  
**Decision on whether met** |
| **2 - Feedback from Impacted Agencies** | **Hear Agency Update**  
**Agency feedback on committee decisions, impacts and implementation**  
- **Resources:** Agencies Presentation and Q&A |  
**Discussion** |
| **3 - HTA Program Update** |  
**HTA agency / program update - Recruitment, legislation and budget**  
**Overview of similar committees that may aid HTCC in effectiveness**  
- **Resources:** CTAF, MEDCAC, and Ontario |  
**Update** |
| **4 - Committee Effectiveness** |  
**Discussion and review of committee progress. Including:**  
- **Meeting Time and Structure**  
  - Clinical expert  
  - Time allocation  
  - Receipt of Comments and materials  
- **Decision Format – (Current tool)**  
- **Other** |  
**Discussion on what is working well**  
**Identification of what is not working well** |
| **5 - Lessons Learned / Changes** | **Proposals and discussion on process changes**  
**Discuss potential changes to committee meeting structure and process** |  
**Summarize day**  
**Identify tasks and responsibilities** |

**Break (15 min)**

**Lunch (1 hour)**

**Break (15 min)**

**Chair - HTA**

**Continue Discussions and Wrap Up**  
**Individual Comments on retreat; closing Chair comments and assignments if needed**