Washington State Health Care Authority

Health Technology Clinical Committee – Retreat Agenda

Date: Friday, January 21, 2011:   8:00 a.m. to 5:00 p.m.
Location: Port of Seattle, SeaTac Airport, in the Beijing conference room

Purpose: Provide an opportunity for committee members to reflect on committee goals and evaluate progress; 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.

		TOPIC	OUTPUT
		Breakfast (7 – 8 am)	
8:00 – 8:15	HTA Chair	**Welcome and Overview** • *Resources:* Agenda	
8:15 – 8:30	*HTA*	**Program View** Program update on outcomes and feedback • *Performance Measures and Outcomes Info.*	Information Update
8:30– 9:30	*HTA* *All*	**Committee View** Reflections on committee's purpose, whether & how well it is being achieved • Each person identifies one positive thing and an area needing improvement	Gather Individual Input And Reflection
		Break (15 min)	
9:45 – 12 pm	*All*	**Committee Effectiveness** Discussion and review of committee decisions and Process • *Topic Selection and Key Question Generation* • *Cost, Cost-Effectiveness, and Budget Impact*	Discussion of Decision Outcomes and process
		Lunch (1hour)	
1 – 2 pm	*All*	**Agency Perspective** Agency staff invited to provide perspective on program, any issues or gaps, implementation, feedback, and discussion on what agencies can do to assist (e.g Key questions, data)	Comment and discussion
2– 3 pm	*All*	**Committee Effectiveness** Discuss committee meeting structure and process, staff support, etc • *Framework for decisions/ Discussion Principles* • *Other*	Discussion of Process

3- 3:45 pm	*All*	**Changes / Solutions** Discuss potential changes to committee meeting structure and process, staff support, etc • *Resources*: Discussion material	Proposals and discussion on process changes

Break (15 min)

4-4:30	*Guest*	**State Executive/Legislative Perspective** • *Invited* Representative to provide feedback on overall program and outcomes.	Discussion
4:30-5	*Chair All*	**Continue Discussions and Wrap Up** Individual Comments on retreat; closing vice-chair comments, assignments if needed	Summarize day Identify tasks and responsibilities