

Health Technology Clinical Committee

Date: Friday, January 25, 2008

Time: 8:00 am – 5:00 pm

Location: Cedarbrook, SeaTac WA

RETREAT AGENDA

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

		TOPIC	OUTPUT
Breakfast (7 – 8 am)			
8 – 9 am	Chair – HTA All	1 - Committee Purpose / Mandate / Goals Meeting overview, Discussion of committee’s purpose, whether & how well it is being achieved <ul style="list-style-type: none"> • <i>Resources:</i> Statute, Bylaws, decisions to date • Each person identifies one positive thing and area needing improvement 	Gather Individual Input Discussion of Purpose Decision on whether met
9 – 10 am	Agency Representative	2- Feedback from Impacted Agencies Agency feedback on committee decisions’ impact, input on how committee is functioning <ul style="list-style-type: none"> • <i>Resources:</i> Agencies Presentation and Q&A 	Hear Agency Feedback Receive Recommendations on process improvement
Break (15 min)			
10:15 – 12 pm	All	3- Committee Effectiveness Discussion and review of committee progress in first year. Including: <ul style="list-style-type: none"> • <i>Meeting Time and Structure</i> <ul style="list-style-type: none"> ○ <i>Time allocation</i> ○ <i>Focus Discussion/Facilitation/Start up</i> ○ <i>Clinical Expert</i> • <i>Threshold for Evidence</i> • <i>Conditional Coverage</i> • <i>Other</i> 	Discussion on what is working well Identification of what is not working well
Lunch (1hour)			
1 – 2 pm	All	3- Lessons Learned (Continued if needed)	Discussion
2- 3 pm	All	4- Changes / Solutions Discuss potential changes to committee meeting structure and process <ul style="list-style-type: none"> • <i>Resources:</i> Samples, Recommendations, Templates 	Proposals and discussion on process changes
Break (15 min)			
3:15 - 4:30 – 5 pm	Chair - All	Continue Discussions and Wrap Up Individual Comments on retreat; closing chair comments, assignments if needed	Summarize day Identify tasks and responsibilities