



Canada's Drug Agency is seeking 2 individuals to join our Formulary Management Expert Committee as expert members. See section 2.2 a) below for selection criteria. Visit our [website](#) for additional information – all nominations should be submitted by March 30, 2026 using our [online form](#). If you have questions, use our [contact form](#) to submit an inquiry.

The Role of Formulary Management Expert Committee Members

1.0 About the Formulary Management Expert Committee

The Formulary Management Expert Committee (FMEC) is a committee of Canada's Drug Agency that is composed of individuals from across Canada with expertise in drug therapy, drug evaluation, and drug utilization, as well as patient representatives.

FMEC provides recommendations for Canada's Drug Agency (herein referred to as "the organization") nonsponsored single drug reviews, streamlined drug class reviews, therapeutic reviews, and other types of drug reviews as requested by federal, provincial, and territorial governments; drug plans; and cancer agencies. These recommendations are intended to increase the likelihood that reviews across the pharmaceutical life cycle will result in system impact.

Under its mandate, FMEC trials innovative approaches to health technology assessment (HTA) before their broader adoption by the organization's other expert committees.

2.0 Member Roles and Responsibilities

The role of an FMEC member is to:

- establish, maintain, and apply standards and methodologies to evaluate the therapeutic value and cost-effectiveness of drugs (both single drugs and entire classes of drugs) for the management of various diseases, as applicable to the organization's procedures
- act as a lead discussant during deliberations as assigned by the chair
- consider reimbursement questions made by payers, and all related clinical reviews and economic reviews prepared and submitted in accordance with the organization's standards
- provide reasons for every recommendation made for public dissemination
- provide advice and, if appropriate, a change to a previously issued recommendation in response to requests by the Pharmaceutical Advisory Committee and its working groups.



2.1 Eligibility

To be eligible for consideration, candidates for member roles on FMEC must:

- reside in Canada
- not be currently employed by, or engaged as an advisor or consultant with, any pharmaceutical or related companies
- have knowledge of, experience with, and understanding of issues related to drugs and their management (diagnosis, treatment, and care)
- have previous experience serving on an expert HTA committee; exceptions may be made for individuals selected on a developmental basis
- not have any unmanageable conflicts of interest.

2.2 Selection Criteria

The following criteria are applied when selecting FMEC members:

- availability and a commitment of time to prepare for meetings and participate fully in the committee
- knowledge of HTA, clinical trial design and HTA methodology, and reimbursement policy
- knowledge and an understanding of the mandate of the organization and that of its Reimbursement Review program, including their roles in the broader health care systems
- experience with the Canadian Drug Expert Committee or pan-Canadian Oncology Drug Review Committee is an asset
- a commitment to reconciliation and inclusion, diversity, equity, and accessibility (IDEA) through demonstrated leadership in fostering an inclusive workplace and/or community that celebrates and amplifies diverse perspectives
- effective communication skills
- strong principles and ethical standards in both personal and professional behaviour (acting with integrity and transparency, independent of specific interests)
- a commitment to working constructively as a member of a team, respecting the diverse viewpoints and opinions of FMEC members, partners and collaborators, and outside experts
- a willingness to work within the defined processes and parameters for reviewing drugs, using a multicriteria approach that considers evidence-based medicine, cost-effectiveness, and societal and patient values
- an innovative and forward-thinking mindset to anticipate and navigate an evolving pharmaceutical landscape.



a) Expert Member Qualifications

Expert members of FMEC shall demonstrate the following qualifications:

- a professional degree from a recognized institution in at least 1 of the following disciplines – medicine, pharmacy, pharmacology, ethics, or health economics
- being in active practice and/or conducting research in a community, hospital, and/or academic setting; **or**, if not in active practice, remaining engaged in patient care and clinical practice
- an understanding of the use and delivery of drugs within the context in Canada.

b) Patient Member Qualifications

FMEC patient members contribute their perspectives as patients or unpaid caregivers and have a demonstrated interest in issues related to health care at the community, regional, or national level. Patient members are full members of FMEC with the same responsibilities and expectations, and they are subject to the same terms and conditions as all other members.

2.3 Remuneration

Remuneration will be paid to the individual and is subject to deductions for the Canada Pension Plan and income taxes. Members will receive a T4 each year for tax purposes.

Accepting remuneration may impact an individual's eligibility under government-funded programs, such as the Ontario Disability Support Program.

On appointment, FMEC members are eligible to receive the following:

- \$150 per hour for committee-related work, meetings, and preparation for meetings, with a set number of hours allocated for each meeting, as follows:
 - 25 hours per meeting
 - 4 hours for the orientation meeting
 - 3 hours to prepare for the first FMEC meeting
- any reasonable travel costs for FMEC meetings, in accordance with the organization's Travel Policy.

2.4 Time Commitment

Members shall make their best effort to attend all committee meetings.

The anticipated time commitment for FMEC members is approximately 4 days every other month (excluding travel time). It is anticipated that FMEC members may be asked to travel for at least 2 in-person meetings annually.



2.5 Term of Appointment

All members of the committee are required to adhere to the organization's code of conduct and declare any conflict of interest – real, potential, or perceived – that might arise in the course of FMEC business.

Ordinarily, appointments will be for a period of 3 years. From time to time, term length may vary to best meet operational requirements.

2.6 The term may be renewed at the end of the appointment period, subject to satisfactory evaluation, at the discretion of the president and CEO. There should be no expectation of automatic reappointment.