



Technoleg Iechyd Cymru
Health Technology Wales

HEALTH TECHNOLOGY WALES (HTW)

Operating Arrangements & Terms of Reference

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Approved By	Appraisal Panel
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1. BACKGROUND

- 1.1. Non-medicine technologies encompass a wide range of healthcare interventions, ranging from devices and diagnostic tests to changes in treatment pathways in health and social care.
- 1.2. Health Technology Wales (HTW) was established by Welsh Government to support a strategic, National approach to the identification, appraisal and adoption (including disinvestment) of non-medicine health technologies into NHS Wales. This includes medical devices, surgical procedures and a range of other interventions e.g. psychological therapies and rehabilitation.
- 1.3. To provide assistance to NHS Wales in its health technology adoption decisions, HTW will employ Health Technology Assessment methods to produce independent Evidence Appraisal Reports (EARs) and associated Guidance outlining evidence-informed advice about the clinical and cost effectiveness of non-medicine technologies.
- 1.4. Following approved processes to review the available evidence, HTW will issue national Guidance for Wales. It will summarise the clinical and cost effectiveness of the technology alongside relevant contextual information and any requirement for further research to inform decision making.
- 1.5. HTW is funded by Welsh Government (WG) and hosted by Velindre NHS Trust. It should be noted that the Appraisal Panel activity and HTW Guidance is independent of both WG and Velindre NHS Trust.
- 1.6. More detail on the role and remit for HTW is provided in Appendix 1 and a video here: <http://www.healthtechnology.wales/about-us-video/>
- 1.7. Membership of HTW Appraisal Panel was agreed at its inaugural meeting in 2017. Members represent all NHS Wales boards as well as a range of other key stakeholder groups. The current memberships of the key HTW groups are available from the HTW website via the following link: <http://www.healthtechnology.wales/about/>

2. INTRODUCTION

- 2.1. This Terms of Reference document describes the operational arrangements for managing the work of the Health Technology Wales (HTW) Steering Group (SG) Appraisal Panel (AP) and Assessment Group (AG).
- 2.2. All members of the HTW groups will be bound by the arrangements set out in this document and are also expected to abide by the Velindre NHS Trust Standing Orders and Standing Financial Instructions which incorporate the seven principles of public life in Wales.
- 2.3. Additional members may be co-opted to the aforementioned groups as and when required, at the discretion of the HTW Chair and HTW Director. All co-opted members will be expected to abide by the terms of reference and operating arrangements which will be shared upon induction to the relevant group.

3. SCOPE

- 3.1. HTW has been established to support a strategic, national approach to the identification, appraisal and adoption (including disinvestment) of non-medicine health technologies into health and care settings. This includes medical devices, surgical procedures and a range of other interventions such as psychological therapies and rehabilitation.
- 3.2. HTWs remit excludes medicines which are reviewed by the All Wales Medicines Strategy Group (AWMSG).

4. ACCOUNTABILITY ARRANGEMENTS

- 4.1. HTW is sponsored by Welsh Government and hosted by Velindre NHS Trust, however, it is independent of both in respect of the Assessment Group and Appraisal Panel processes, evidence appraisal reports and Guidance.
- 4.2. Specifically, HTW is funded through an Efficiency through Technology Fund grant award (ETTF X.481.XTT) which outlines the conditions for funding, purposes and targets associated with the funding.
- 4.3. The Chief Executive of Velindre NHS Trust is the accountable officer for HTW to Welsh Government.

5. HTW AUTHORITY

- 5.1. Health Technology Wales (HTW) was established by Ministerial recommendation^{1,2} to support a strategic, national approach to the identification, appraisal and adoption of non-medicine health technologies into health and care settings.
- 5.2. NHS Wales organisations have identified senior representation from their respective Health Boards/Trust's to be a member of the HTW Appraisal Panel. The Appraisal Panel will produce national Guidance which outline HTWs Guidance 'from NHS Wales, for NHS Wales'.
- 5.3. The status of HTW Guidance is 'adopt or justify'. There is an expectation from Welsh Government that HTW Guidance is implemented with adoption regularly audited by HTW.³
- 5.4. HTW is within the remit of Welsh Risk Pool Services (WRPS). This is a mutual self-assurance scheme for all health bodies in Wales and is hosted by Velindre NHS Trust.

6. HTW TOPIC REFERRAL, EVIDENCE, REVIEWS AND GUIDANCE PROCESSES

- 6.1. HTW operates a year round open topic referral process with additional targeted or themed calls, as required. Anyone can submit a topic enquiry/proposal form - NHS Health

¹ National Assembly for Wales, Health and Social Care Committee. Access to Medical Technologies in Wales. December 2014.

² Response to Recommendations from the Health and Social Care Committee: Inquiry into Access to Medical Technologies in Wales. February 2015.

³ Gethin, V. Letter to all Health Board Chairs regarding funding for Sacral Nerve Stimulation in Wales. VG_01655_17. September 2017.

Boards/Trusts, clinicians, social care practitioners, patient or voluntary organisations, technology manufacturers and members of the public.

- 6.2. All topic referrals received are reviewed by the HTW Assessment Group to determine whether or not the topic is potentially suitable for further consideration under the HTW work programme. This screening is based on the information contained within the topic enquiry/proposal form, supplemented by a topic exploration report (TER) undertaken by the HTW Researchers, and a presentation from the topic referrer.
- 6.3. Once accepted onto the work programme, HTW can produce a range of evidence review products, including rapid reviews (Evidence Appraisal Reports (EARs), systematic reviews (SRs) and full Health Technology Assessments (HTAs). HTW evidence reviews are based on a systematic literature search of published evidence to identify the best clinical and economic evidence. This is critically evaluated by researchers and the draft evidence review issued to experts for review and discussed by Health Technology Wales multidisciplinary advisory groups.
- 6.4. The HTW Assessment Group (AG) will critically review the evidence reports presented by HTW Researchers, alongside independent external experts.
- 6.5. During HTW Appraisal Panel (AP) meetings, Panel members agree the content of the national Guidance. National guidance is produced and published to accompany each evidence review product.
- 6.6. HTW Guidance outlines, in as consistent a manner as possible, the view of HTW on the clinical effectiveness, safety and cost effectiveness evidence for the technology in question in the context of Wales.
- 6.7. The status of HTW Guidance within Wales is ‘adopt or justify’ - that is the NHS or care sector concerned are expected to take account of the guidance and will be regularly audited to assess their adoption of HTW technology guidance.
- 6.8. HTW Guidance is intended to assist care sector decision makers to make evidence-informed decisions when determining the place of health technologies for local use and thereby improve the quality of care services. It is acknowledged that evidence constitutes only one of the sources needed for decision-making and planning.
- 6.9. HTW Guidance does not override the individual responsibility of care professionals to make decisions in the exercise of their professional judgement in the circumstances of the individual patient/client, in consultation with them and/or their guardian or carer.
- 6.10. Further information on the context and responsibilities relating to HTW Guidance is outlined in Appendix 2.
- 6.11. The HTW appraisal process is consultative and multidisciplinary. It aims to create a bridge between scientific evidence, the judgement of care professionals, the views of patients, clients and the public, and the needs of policy-makers.

7. CLINICAL AND WIDER ENGAGEMENT

- 7.1. Visible, active engagement is central to the success of HTW and will support the delivery of effective, quality care to service users. HTW members will be expected to consult with their professional groups and networks as and when appropriate.
- 7.2. HTW works in collaboration with a number of national clinical and professional groups (e.g. clinical networks, National Institute of Health and Care Excellence (NICE) Liaison Group) alongside various strategic and national level expert groups (e.g. Welsh Health Specialised Services Committee (WHSSC), Chief Executives, the Directors of Social Care and the All Wales Medicines Strategy Group (AWMSG)).
- 7.3. The HTW secretariat and the Assessment Group will engage expert clinical and other relevant groups in all stages of its work (horizon scanning, topic selection, evidence review, guidance development and dissemination).

8. CONDUCT OF BUSINESS

- 8.1. HTW values the contribution of those members who serve on the HTW Appraisal Panel and its working groups/subgroups. Without their service and commitment, it would not be possible to carry out the volume and variety of work which contributes to improving outcomes for care service users in Wales. HTW must maintain a reputation for the quality of its activities and anticipates that all members will conform to requirements in relation to organisational policies.
- 8.2. There may, occasionally, be circumstances where decisions which would normally be made by the relevant meeting need to be taken between scheduled meetings. In these circumstances, the Chair, supported by the HTW Director, may deal with the matter on behalf of the relevant Group, after first consulting with the Accountable Officer. The HTW Director must ensure that any such action is formally recorded and reported to the next meeting for consideration and ratification.
- 8.3. Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.
- 8.4. HTW is committed to an open and transparent relationship with the healthcare industry. All joint working initiatives will be facilitated by the HTW Industry User Group Forum and guided by NHS Wales's policy on working with industry.

9. DECLARATIONS OF INTEREST

- 9.1. All HTW members are required to make a full declaration of interests on appointment, and annually thereafter, in accordance with the HTW 'Code of practice on declaration of interests'. If a member is uncertain as to whether or not an interest should be declared, s/he must seek guidance from the relevant committee Chair. A general rule is if in doubt - declare it. It is a member's responsibility to update and resubmit to HTW their Declarations of Interest form reflecting any changes during the year.
- 9.2. The Chair ensures that declaration of interest forms from all HTW members are scrutinised at least annually and any issue of concern discussed with the individual concerned and/or the HTW Steering Group.

- 9.3. The HTW secretariat maintains central registers of all interests declared for HTW and Assessment Group members. The HTW Director will complete an annual declaration of interest from which will be submitted to Velindre University NHS Trust and reported to the Trust Audit Committee.
- 9.4. All HTW members are required to declare relevant interests at each meeting, whether or not those interests have previously been declared to HTW. If an issue arises for discussion and a member is concerned about a matter which could be regarded as affecting his/her impartiality and this matter has not already been declared, s/he must raise this with the Chair as soon as possible.
- 9.5. The Chair must also ensure that at the beginning of each meeting members are asked to declare interests, and is expected to exercise judgement in the conduct of HTW business in the event of any potential conflicts of interest.

10. CONFIDENTIALITY

- 10.1. As part of the HTW activity, members may be witness to some commercially sensitive and confidential information during participation in the relevant groups. HTW respects the confidential nature of the information shared as a fundamental element of the activity and it will ask all its members to treat any activity you may observe, or any information you may be party to, either through conversation, document or letter or on a computer system, with the utmost confidentiality. Some aspects of confidentiality are governed by legislation and guidance. The most notable are:
 - The Data Protection Act 1998
 - The Computer Misuse Act 1990
 - Access to Medical Records Act 1990
 - Caldicott Principles
- 10.2. All HTW Secretariat, Chair and group members are asked to sign a confidentiality agreement.
- 10.3. Appraisal Panel meetings shall be recorded with the verbal consent of the members. Meeting recordings will be retained until the meeting minute is approved and destroyed thereafter.

11. HTW SECRETARIAT

- 11.1. The HTW secretariat are employed by Velindre NHS Trust and are governed by Velindre NHS Trust Policies and Procedures and contractual arrangements.
- 11.2. The secretariat manages all aspects of the HTW work programme, Steering Group, Appraisal Panel and Assessment Group, including organising meeting dates/venues, drafting and circulating papers and producing minutes and action notes of meetings, keeping records for audit purposes.

12. THE ROLE OF THE HTW DIRECTOR

12.1. The HTW Director is accountable to the Velindre NHS Trust Chief Executive Officer and is responsible for:

- Delivery of the HTW work programme within available staff and financial resources.
- Financial responsibility and accountability for the HTW budget.
- Identification of the appropriate staff mix.
- Development of, and adherence to, HTA methodologies in line with current best practice and new developments, as outlined in the suite of evidence review and related standard operating procedures.
- Ensuring appropriate clinical, patient and other relevant engagement in all HTW activities.
- Development and implementation of quality assurance mechanisms.
- Commissioning external partners, where required, to ensure that sufficient resources are available to undertake the HTW work programme.

13. THE ROLE OF THE APPRAISAL PANEL CHAIR

13.1. The Chair is appointed through the Welsh Government Public Services Advisory Group formal public appointment process. The Chair is appointed for a period of 2 years. This may be renewed on the recommendation of the HTW Steering Group with agreement of the Chair, and his/her nominating or employing body, for a further term of 2 years. The role of the Chair is provided in Appendix 3.

13.2. The Chair is responsible for the direction, conduct, progress and completion of HTW business, both during meetings and between the meetings. In this task s/he is supported by the HTW Director, Steering Group and Assessment Group. A commitment to an average of one day per week (0.2 WTE) is required.

13.3. Before a Chair is appointed, s/he will be asked to submit a declaration of interests form. This will be submitted to the Steering Group for approval before the appointment is confirmed.

13.4. The Chair is accountable to the Chief Medical Officer, Welsh Government (Dr. Frank Atherton).

14. THE ROLE OF THE VICE CHAIR

14.1. The Vice Chair will be appointed by the HTW Steering Group for a period of two years.

15. HEALTH TECHNOLOGY WALES GROUPS TERMS OF REFERENCE

15.1. The Terms of Reference for the following groups are available on the HTW website:

- HTW Steering Group <http://www.healthtechnology.wales/about/steering-group/>
- HTW Appraisal Panel <http://www.healthtechnology.wales/about/appraisal-panel/>
- HTW Assessment Group <http://www.healthtechnology.wales/about/assessment-group/>
- HTW Front Door Signposting Group
<http://www.healthtechnology.wales/about/signposting-group/>
- HTW Public Partners Group (TBC)
- HTW Adoption Audit Task & Finish Group (TBC)

15.2. The Infographic at Appendix 4, illustrates the HTW meeting structure.





Technoleg Iechyd Cymru Health Technology Wales

Health Technology Wales is a national organisation supporting the innovation and adoption of non-medicine technologies that will improve health and care in Wales.

We focus on any health and care technologies that aren't medicines, such as:

MEDICAL DEVICES

PSYCHOLOGICAL THERAPIES

REHABILITATION

SURGICAL PROCEDURES

TELEMONITORING

CARE PATHWAYS

We work with people across the health and care landscape:

NHS WALES

HEALTH & SOCIAL CARE PROFESSIONALS

PUBLIC

ACADEMICS

WELSH GOVERNMENT

PATIENTS

TECHNOLOGY DEVELOPERS

CARERS



Our work focuses on three main areas:

IDENTIFICATION



- Responding to the needs of service users, healthcare providers and technology developers across Wales.
- 'Horizon scanning' to identify upcoming technologies that may have a major impact on Wales in the future.
- Signposting technology developers to organisations that can give advice and support.



APPRAISAL



- Producing appraisal reports that summarise the available evidence on a health technology, including input from experts.
- Providing authoritative, evidence-based Guidance to inform decision makers on whether they should adopt a technology.
- Building learning and skills in health technology assessment, including the appraisal of clinical, safety and economic evidence.



ADOPTION



- Monitoring the uptake of guidance across Wales. This includes both our HTW Guidance and guidance from the National Institute for Health and Care Excellence.
- Making recommendations on research priorities to improve the available evidence.
- Encouraging uptake of effective technologies, and disinvestment in technologies that are no longer effective.



Discover more

Web	www.healthtechnology.wales
Telephone	+44 (0)29 2046 8947
Twitter	twitter.com/HealthTechWales
LinkedIn	www.linkedin.com/company/healthtechnologywales/

Appendix 2 - Responsibilities for Consideration of HTW Guidance

Responsibilities for consideration of this Guidance

Health Technology Wales (HTW) was established by Ministerial recommendation^{1,2} to support a strategic, national approach to the identification, appraisal and adoption of non-medicine health technologies into health and care settings. The HTW Appraisal Panel comprises senior representation from all Welsh boards with delegated authority to produce guidance ‘from NHS Wales, for NHS Wales’. The status of HTW guidance is ‘adopt or justify’. There is an expectation from Welsh Government that HTW guidance is implemented with adoption regularly audited by HTW.³

The guidance in this document is intended to assist Welsh care system decision makers to make evidence-informed decisions when determining the place of health technologies and thereby improve the quality of care services.

The content of this HTW guidance was based upon the evidence and factors available at the time of publication. An international evidence base was reviewed and external topic experts and HTW committee members consulted to contextualise available evidence to Wales. Readers are asked to consider the generalisability of the evidence reviewed to NHS Wales and that new trials and technologies may have emerged since first publication and the evidence presented may no longer be current. It is acknowledged that evidence constitutes only one of the sources needed for decision making and planning.

This guidance does not override the individual responsibility of health professionals to make decisions in the exercise of their clinical judgment in the circumstances of the individual patient, in consultation with the patient and/or guardian or carer.

No part of this guidance may be used without the whole of the guidance being quoted in full. This guidance represents the view of HTW at the date noted. HTW guidance is not routinely updated. It may, however, be considered for review if requested by stakeholders, based upon the availability of new published evidence which is likely to materially change the guidance given.

Standard operating procedures outlining HTWs evidence review methods and framework for producing its guidance are available from the HTW website.

Acknowledgements. HTW would like to thank the individuals and organisations who provided comments on the draft Evidence Appraisal Report or HTW guidance.

Declarations of interest were sought from all reviewers. All contributions from reviewers were considered by HTWs Assessment Group. However, reviewers had no role in authorship or editorial control and the views expressed are those of Health Technology Wales.

Chair, Health Technology Wales Appraisal Panel

1. National Assembly for Wales, Health and Social Care Committee. Access to medical technologies in Wales. December 2014.
2. Response to Recommendations from the Health & Social Care Committee: Inquiry into Access to Medical Technologies in Wales. February 2015.
3. Gethin, V. Letter to all Health Board Chairs re Funding for Sacral Nerve Stimulation in Wales. VG_01655_17. September 2017.



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Appendix 3 - Role of the Chair of Health Technology Wales Appraisal Panel

This is a senior care professional role providing essential leadership to Health Technology Wales (HTW). It helps determine the strategic direction of Health Technology Wales to deliver a strategic, coordinated approach to the identification, appraisal and adoption of non-medicines' health technologies in health and care settings in Wales.

This post is offered on a secondment basis, equivalent to 0.2 WTE, to cover the following:

- Lead role in developing the strategic direction of HTW in its work in relation to the identification, appraisal and adoption of non-medicines' health technologies.
- Ensuring the HTW work programme reflects NHS Wales health priorities and emerging Welsh Government policy developments, eg prudent healthcare, value-based healthcare etc.
- Chairing public meetings (maximum of 6 per year) and providing leadership to reach robust decisions. This includes preparation and background reading, liaison with the HTW Assessment Group, HTW staff, and final editing of the HTW Decision Makers Summaries.
- Working with HTW staff between meetings to address any emergent issues that require rapid response.
- Liaison with the HTW staff on matters of policy and process.
- Membership and attendance at the HTW Steering Group and other strategic groups in Velindre NHS Trust as requested.
- Liaison with the Chairs of the All Wales Medicines Strategy Group and the NICE Liaison Group to ensure consistency of process, sharing of knowledge and joint work where possible.
- Meetings (and additional communication as required) with representatives of the Welsh Government, health boards and Velindre NHS Trust to discuss topics of mutual relevance.
- Lead role in interactions with stakeholder groups in Wales, particularly clinicians, health board executives and commissioners.
- Public spokesperson for HTW dealing with media enquiries.
- Participation in meetings nationally and internationally on behalf of HTW with bodies involved in health technology assessment to present on the work of the HTW as required.
- Contribution to evaluations of the work of the HTW and relevant publications.

Person specification

The post holder must hold a substantive NHS post and be able to demonstrate the following key competencies and skills:

- A strong personal commitment to the principles of technology appraisal and the ability to translate this into an effective vision for HTW.
- An understanding of, and interest in, the development of evidence-based advice to NHS Wales.
- The ability to effectively chair a large and complex multidisciplinary group.
- The ability to lead, influence, motivate and negotiate.
- Excellent knowledge of structures and functions of NHS Wales.
- Professional credibility within their specialist field.
- Strong communication skills.

The post holders must declare any potential conflict of interest prior to, and during, appointment.

Appendix 4 - HTW Governance and Meeting Structure

HTW's remit is to support strategic, national approach to the identification, appraisal and adoption of non-medicine health technologies into health and care settings.

