



## **Value Analysis Procedural Rules of Engagement**

### **A. Meetings**

- The committee will meet as needed. Written notices/agendas of upcoming meetings will be emailed to members at least 24 hours before a meeting.
- Meeting will only start when a quorum is established. A quorum is defined as having at least 50 percent of voting members present with at least one physician present.
- Meeting discussions will remain confidential. This confidentiality will allow for open and honest dialogue and will ensure an informed decision.
- Meetings will start and end on time.

### **B. Member Responsibilities**

- Members will attend all meetings when possible.
- Members will come to meetings prepared.
- Members will respect each other's opinions and ideas.
- Members will be accountable and responsible for delegated tasks and will complete them on time.
- Timelines and project plans will be adhered to unless changes are communicated to the responsible parties.
- Meeting discussions will remain confidential. This confidentiality will allow for open and honest dialogue and will ensure a well-informed decision.
- All committee members will be required to sign a conflict of interest agreement and to be transparent about their outside interests and involvement. Committee members will be required to abstain from voting on topics or requests that may represent a conflict of interest.
- Decisions will be based on concrete data, information, literature, and/or demonstration of evidence-based medicine and standards of care.
- All project timelines will be adhered to and all barriers will be addressed and resolved to ensure that the timelines are kept and projects are completed as scheduled.
- All members will be held accountable and responsible for their committee and project tasks.

### **C. Chairperson responsibilities**

- Chairperson or her/his designee will call meeting to order
- Chairperson will serve as key contact for communication to Senior Leadership and Medical Executive Committee
- Chairperson or his/her designee will decide final vote in event of tie amongst membership.



#### D. Value Analysis Facilitator responsibilities

- Facilitate the sub-committee meeting and report its activities to the VAOC at Quarterly meeting
- Prepare materials for distribution prior to each meeting
  - Agenda
  - VAC request form and supporting documents
  - Financial analysis (using current case mix/cost while factoring incremental costs)
  - Clinical data analysis as provided by Lumere or another tool as needed
- Facilitate the meeting after Chairperson calls to order
- Communicate any changes in timelines and project plans as needed
- Track all projects approved by committee and report on quarterly basis their impact to the organization.

#### E. Presentation and Approval Process

- Clinical Champion must be the presenter of any supply, equipment or service requested
- VAF will excuse the presenter and any non-voting members present
- Chairperson will open floor for discussion in order of agenda
- Each member will be given opportunity to speak
- Members must be present to vote
- Approval will be granted or denied by a simple majority vote utilizing a paper ballot, electronic ballot or spoken Yea or Nay

Decision will be based on verifiable and accurate data, information, literature, and/or demonstration of evidence-based medicine and standards of care.

The committee can, at the behest of senior leadership, temporarily limit requests that are shown to have a negative financial impact.