



## HIV SECTION MEDICATION FORMULARY WORKGROUP (HSMFW) CHARTER (Revised December 2023)

### **Workgroup Purpose**

To serve in a recommendatory capacity to the Florida Department of Health HIV/AIDS Section on issues related to the development and maintenance of formularies for prevention and treatment of HIV.

### **Workgroup Composition and Application**

The Workgroup is open to all interested parties in the HIV/AIDS community who meet the eligibility criteria as outlined below. Workgroup members will be asked to function as client advocates and program consultants. If a person has an interest in serving on the Workgroup, they must complete and submit an application to the HIV/AIDS Section. Any applicant may be required to furnish a resume (as requested by the HIV/AIDS Section and/or co-chairs). The HIV/AIDS Section is responsible for selecting and appointing Workgroup members.

The Workgroup will be composed of non-voting representatives from the HIV/AIDS Section and a larger majority of no more than 21 voting representatives from the community. Membership will ideally include at least one clinical representative from each Ryan White Part A and Part B area as well as at least one clinician representing Ryan White Parts C, D, and F (AIDS Education and Training Center). Members can represent more than one category of membership.

#### ***Representatives of the Community (Voting Members)***

- ADAP Consumers (minimum of two)
- Persons Living with HIV (minimum of two)
- RNs/LPNs
- Clinicians (MD, DO, APRN, PA)
- Pharmacists
- Medical Case Managers

#### ***HIV/AIDS Section Staff and Community (At-Large; Non-Voting)***

- HIV/AIDS Section Medical Director
- HIV/AIDS Section PharmD Consultant
- ADAP Staff Member
- Ryan White Patient Care Part B Administrator
- Bureau of Public Health Pharmacy Representative
- Ryan White Part A Administrative Representative

The co-chairs of the Workgroup will be the HIV/AIDS Section medical director and a member who is appointed by the HIV/AIDS Section administrator. In addition, a Workgroup liaison will be assigned by the HIV/AIDS Section administrator to assist in scheduling and logistics, communicating with Workgroup members and staff, drafting minutes, and other functions that may be necessary to support the Workgroup.

When possible, members will be selected to represent each category as well as to reflect racial, ethnic, and sexual diversity. The HIV/AIDS Section reserves the right to select or replace Workgroup members, at its discretion, according to the needs of the program.

### ***Eligibility for Membership***

Potential members should have at least two of the following: personal or professional knowledge of HIV, familiarity with clinical treatment, direct experience with clients, and/or a functional knowledge of Ryan White programs. Various programs administered by the HIV/AIDS Section provide direct drug assistance. The Workgroup members will be asked to make objective recommendations about the clinical and programmatic merit of specific drugs. For this

reason, it is imperative that Workgroup members declare conflicts of interest, such as current or former professional affiliations with pharmaceutical companies or companies with subsidiaries that provide pharmaceutical services. Any member with a conflict of interest is expected to abstain from voting in matters regarding any medication or medications associated with the pharmaceutical company/companies or subsidiary/subsidiaries from which compensation is received, as well as in matters regarding their competitors.

### ***Member Selection/Appointments, Terms, and Duties***

New members will be selected from the pool of applicants on an annual and as needed basis by the co-chairs and HIV/AIDS Section leadership, based on the requirements of the Workgroup. Recruitment notices will be sent annually via email to statewide Ryan White Part A partners, Ryan White Part B lead agencies, and the HIV/AIDS Section care provider email distribution list and will be posted on the HIV/AIDS Section website. The recruitment period will be no shorter than two weeks. Applications for membership can be submitted at any time and will be held, if needed, until the next recruitment period. The co-chairs and HIV/AIDS Section leadership will review applications and select members. Members will receive email notification regarding their appointment or denial of appointment. If the member's application is denied solely due to the lack of need to fill a slot for the membership category the applicant represents, the application can remain in an active status for a period of three years.

The typical term of membership is three years; however, some members may be appointed to an initial term of two years in order to stagger membership turnover and ensure partial retention of experienced members at all times. If a person is selected mid-term to replace an existing member, the appointment will expire at the end of the original member's term, but that person shall then be eligible for reappointment to a full three-year term. If a person is selected outside of the annual recruitment period, their term will be a period of two to three years to align with other member term expirations.

Members are required to fulfill the duties associated with membership, which include, but are not limited to, the review of relevant materials prior to meetings and consistent participation in scheduled meetings, email discussions, and action-item voting. Members will receive materials that describe specific work activities of the co-chairs, general membership, Workgroup liaison, and HIV/AIDS Section staff.

## **Operating Procedures**

### ***Meetings***

The Workgroup shall meet at least twice per year via conference call, web meeting, or in-person meeting. The regular meeting date(s) and time(s) shall be set by the co-chairs after assessing membership availability. Meeting times will be purposefully planned to allow time for consideration of Workgroup recommendations by HIV/AIDS Section leadership and timely submission of items for consideration by the Statewide Pharmacy and Therapeutics (P&T) Committee, when required. Meeting notices will be published on the Department of Health website.

Most meetings will take place via conference call or web meeting. In the event an in-person meeting is scheduled, Workgroup-related travel expenses will be reimbursed, upon prior request and approval, in accordance with the State of Florida travel rules and policy. Agendas for regular meetings shall be provided to Workgroup members not less than five working days prior to a meeting. A quorum (not required if no action item voting takes place) will be established if at least 50 percent of voting members are present. However, in the event the co-chairs identify an

issue (e.g., approval of a new antiretroviral agent) requiring urgent input from the Workgroup, the issue may be discussed and voted upon via email. This action item and outcome of the email vote will be shared at the next scheduled meeting of the Workgroup. Minutes of each meeting shall be promptly recorded and, following Workgroup review and approval, shall be posted on the Clinical Resources webpage ([Clinical Resources | Florida Department of Health](#)). Any recommended changes to the recorded minutes must be submitted to the Workgroup liaison within two weeks from the date they are distributed.

### **Attendance**

Attendance is expected at all Workgroup meetings. If a member cannot participate, they must inform the Workgroup liaison in advance. If a member does not participate in at least 50 percent of meetings (minus excused absences), email discussion, or action-item voting, their membership may be terminated before the end of their term by the co-chairs and HIV/AIDS Section leadership.

### **Voting**

Consensus will be obtained by voting members. At least 50 percent of voting members must be present for a quorum to be established for voting that takes place during a meeting. At least 50 percent of voting members must respond to an email vote for the consensus to be valid. Abstentions will count toward quorum but not toward vote tally. The Florida Department of Health HIV/AIDS Section representatives on the Workgroup are *non-voting members*. Members should not vote on items for which they have a potential conflict of interest.

### **Formulary Modifications**

The decisions of the Workgroup are purely recommendatory and subject to final approval by the HIV/AIDS Section administrator. Drugs may be added or removed from the formularies even without review/recommendation from the Workgroup after careful consideration of programmatic needs (e.g., drugs additions that may be mandated by the Health Resources and Services Administration; drug deletions that may be necessary due to fiscal restraints) by HIV/AIDS Section leadership with final approval, if necessary, by the Statewide P&T Committee. The Workgroup may be consulted prior to or after formulary changes have occurred. The ultimate decision to modify the formularies will be at the discretion of the Department of Health.

### **Official Communications and Representation**

When acting in an official capacity as a representative of the Workgroup, members should not discuss issues that are pending recommendation with the press, public, or representatives of the pharmaceutical industry.

### **Decorum**

While group opinions and perspectives may differ, members are required to maintain decorum. All members have the right to freely express individual concerns or opinions, but these must be communicated in a manner that focuses on the issue at hand without personal affront to peer members or Department of Health staff. Disruptive behaviors that interfere with the business of the Workgroup or create a hostile environment will not be tolerated and may result in dismissal from the Workgroup.

An open discussion section will be included at the end of each meeting.

### **Charter Amendment**

The HSMFW Charter will be reviewed annually and modified as needed.