

Washington Vaccine Association VACCINE COMMITTEE CHARTER

Purpose:

The Washington Vaccine Association (the Association) Vaccine Committee (the Committee) is established pursuant to the requirements of Chapter 70.290 RCW for the purpose of making recommendations to the WVA Board of Directors (the Board) on specific vaccines to be purchased in each upcoming year by the Washington State Department of Health (the Department). As required by RCW 70.290.050, factors the Committee will strongly consider when making recommendations to the Association Board on selecting vaccines include:

- Patient safety and clinical efficacy
- Public health and purchaser value
- Patient and provider choice
- Stability of vaccine supply
- Compliance with RCW 70.95M.115 recodified at RCW 70A.230.120.

Key Activities:

The Committee will fulfill its responsibilities through the following activities:

- Evaluate the use of vaccines from a clinical, pharmacoeconomic and ethical perspective
- Promote safety, effectiveness, and improved health outcomes from vaccination
- Be informed by the deliberations and recommendations of the Department Vaccine Advisory Committee (the VAC).

Meeting Frequency and Notice:

The Committee will meet at least two times per year with notice provided in the manner set forth in the Association bylaws for Board meetings. Committee members are required to attend meetings in person, by conference telephone, or by videoconference.

Reporting Frequency:

- The Committee will report to the Board at least two times per year.

Membership:

As required by RCW 70.29.050, the Committee shall consist of five voting Board members, one non-voting member and two non-voting ex officio members as set forth below. The representative of the vaccine manufacturer must be chosen by the Secretary of the Department from a list of three nominees submitted collectively by vaccine manufacturers on an annual basis as required by RCW 70.290.050. Other participants and/or consultants may be invited from time to time to assist the committee. The Chair or Vice-chair will be a physician and Association Board member.

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Description of Committee Membership Positions:

Position/Title	Qualifications
<i>Vaccine Committee Voting Members</i>	
1. Physician (Chair)	Member of the Association Board
2. Health Carrier/TPA Member	Member of the Association Board
3. Health Carrier/TPA Member	Member of the Association Board
4. Health Carrier/TPA Member	Member of the Association Board
5. DOH Secretary Designee	Member of the Association Board

<i>Non-voting Member</i>	
1. Representative of Manufacturers	Designated by the Secretary, the Department

<i>Ex Officio Members (Without Vote)</i>	
1. Executive Director of the Association	
2. Director Department Immunization Program/ Child Profile	

Member Responsibilities:

Members will comply with the Conflict of Interest policy of the Association and complete and sign a statement declaring potential conflicts of interest annually and are responsible for informing the Committee Chair and Executive Director of any pertinent changes during the year.

Motions may be made and seconded only by voting members. Majority vote of voting members carries a motion.

Members are responsible for rendering decisions regarding the recommendations as required, based upon best available vaccine clinical evidence and on outcomes modeling current best practice standards.

Members shall not have responsibility for making business decisions involving Association processes for vaccine assessment amounts.

Quorum:

A quorum consists of at least three voting members of the Committee.

Consultants and/or Other Participants

To ensure that the Committee's deliberations are informed by the perspectives of primary care clinicians (pediatricians, or family practice physicians including physicians engaged in office-based practice (versus institutional practices)), local health officers, pharmacists and Department staff with expertise in vaccine supply and, from time to time others with needed special expertise, the Committee may request that consultants participate in its meetings.

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Approval and Review:

This charter will be periodically reviewed by the Committee and any recommended revisions approved by the WVA Board.

Charge Author:	WVA Vaccine Committee
Approving Body:	WVA Board of Directors and Executive Director

Reviewed By: Vaccine Committee	Date: November 17, 2022
Approved By: WVA Board of Directors	Date: