

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 at least five voting Board members, including at least three health carrier or third-party administrator members, one physician, and the Secretary or the Secretary's designee. The committee must also include a representative of vaccine manufacturers, who shall be a non-voting member of the committee. 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.

The Executive Director of the Association and the Director of the Department of Immunization

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Program/Child Profile shall serve as Ex Officio members (without a vote) of the Committee.

The Vaccine Committee shall also include (i) five primary care physicians in active clinical practice caring for infants, children and youth, such clinicians to include pediatricians and family practitioners, who shall serve as non-voting members, and (ii) additional clinicians (e.g. nurse practitioners, naturopaths, and pharmacists) licensed to administer vaccines who are invited to serve as non-voting members of the committee. These clinicians shall provide regular feedback from childhood vaccine providers across the state on their current experiences and concerns regarding their immunization practice, immunization hesitancy, vaccine supply, and related issues. As non-voting Committee members, they would be subject the conflict of interest and other board policies. They would not be able to make motions."

The Vaccine Committee Chair or Vice-chair will be a physician and Association Board member. All committee members are subject to the conflicts of interest and other WVA board policies. Members will not be compensated for their service but reasonable travel expenses will be reimbursed.

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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

Non-voting Members – Five Physicians and additional Licensed Clinicians who can administer vaccines

<i>Ex Officio Members (Without Vote)</i>	
1. Executive Director of the Association	
2. Representation of Manufacturers	Designated by the Secretary

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

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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: April 17, 2025
Approved By: WVA Board of Directors	Date: April 17, 2025

Summary report: Litera Compare for Word 11.9.1.1 Document comparison done on 3/25/2025 3:03:50 PM	
Style name: Personal	
Intelligent Table Comparison: Active	
Original filename: Vaccine Committee Charter_Committee Approved_20221117.docx	
Modified filename: Vaccine Committee Charter_Committee Approved_20250417.docx	
Changes:	
<u>Add</u>	9
Delete	5
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	3
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	17