

The International Decision Support Initiative (iDSI) Health Technology Assessment capacity questionnaire



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iDSI health technology assessment capacity questionnaire

COVER NOTE

This capacity questionnaire is an instrument developed by iDSI as a tool to assess local capacity to undertake health technology assessment (HTA) within a given country context. The questionnaire consists of structured questions and a written proposal component.

The structured questions comprise four dimensions: technical capacity, applied HTA experience, institutional human resource management, and capacity-building requirements. We provide a suggested scoring system for the technical capacity and applied experience components. This can be used as a quantitative measure of institutional technical capacity and experience in conducting HTA. Responses to human resource management, capacity building requirements, and the HTA proposal are necessarily qualitative in nature, and should be considered against local criteria based on contextual requirements of those administering the questionnaire.

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HEALTH TECHNOLOGY ASSESSMENT – CAPACITY QUESTIONNAIRE

1. Technical capacity

1.1. <u>Staff qualifications</u>		
Number of staff with a qualification in health economics/health econometrics (first degree, master or PhD level)		<i>Please specify whether full or part time and also identify staff in university-based undergraduate and graduate training programmes</i>
Number of staff with a qualification in epidemiology /biostatistics (first degree, master or PhD level)		<i>As above</i>
Number of staff with medical or pharmacy degrees		<i>As above</i>
Number of staff with other relevant university level qualifications in policy analysis, public administration, systematic review and meta-analysis, ethical aspects of outcome and cost measurement, impact analysis, governance and system design, knowledge translation and exchange.		<i>Please specify the special skill(s) and their potential contribution to HTA.</i>

1.2. Other staff training or fellowships*

<p>Number of staff with training in health economics/health econometrics below the level of a university first degree (e.g. Certificated passing levels of non-degree courses, short courses, training workshops)</p>		<p><i>Please specify how many staff in each category. Please also state the organisation awarding the qualification in question.</i></p>
<p>Number of staff with non-university training in epidemiology/biostatistics</p>		<p><i>As above</i></p>
<p>Number of staff with non-university training in subjects related to clinical evidence synthesis, budget impact analysis</p>		<p><i>As above</i></p>
<p>Number staff with non-university training in policy analysis, public administration, systematic review and meta-analysis, ethical aspects of outcome and cost measurement, impact analysis, governance and system design, knowledge translation and exchange.</p>		<p><i>As above</i></p>

***Training:** can include short training courses, of a few days ; workshops (usually few days) ; secondments, fellowships (of several days/months)to relevant institutions; modules in degree courses

Please do not include: Attendance at conferences, short events or seminars

2. Applied experience with HTA

What experience does your institution have in Health Technology Assessment?	
<i>HTA activity</i>	<i>Details Please list any research projects over the past 5 years with dates, grants obtained, granting agency, and number of staff involved</i>
Systematic reviews including developing review questions, literature search, evidence assessment/review and meta analyses	
Cost-effectiveness analysis and related methods (e.g. CBA, MCDA)	
Health economics modelling (indicate approach/method),	
Budget Impact analysis	
Policy analysis	
Ethics and values in policy decision making	
Knowledge transfer _ Evidence to policy translation	
<p>For the above please list relevant HTA documents your institution has produced in the past 5 years: Please provide full references of any HTA reports, Government policy documents, publications in peer review journals, and any policy briefs or documents that have been directly influenced by your institutions research. Please provide at least 2 full text examples of these documents</p>	

3. Institutional Human Resource Management

What are your institute's policies on program and human resource management?	
Question	Details
Does your institution fully support the possible development of HTA within it?	<i>Please answer Yes or No and provide full details</i>
To whom within the institution will the senior member (leader?) of the HTA group be accountable?	<i>As Above</i>
How will the work of the HTA group be integrated with that of immediate colleagues?	<i>As Above</i>
Does the organisation have a system of career support for research staff?	<i>As Above</i>
Are the criteria for promotion in the organisation clear and well-understood by researchers?	<i>As Above</i>
Is advancement/promotion settled in a process that is as open and transparent as is	<i>As Above</i>

consistent with confidentiality of private matters?	
Is the unit in which the HTA group will work subject to periodic internal and external quality review?	<i>As Above</i>

Need for further capability building: Please define what needs your institution has **in any** of the HTA-relevant skills outlined in Section 2). 'Needs' can include staff training (short-term or long term); specific technical knowledge, capacity that might be brought to bear through collaborative arrangements with other institutions (e.g. joint posts, visiting posts). Please note the form of assistance, if any, which you might need to build this capacity.

PROPOSAL FOR HTA TECHNICAL ASSISTANCE

5. Please write a proposal of 1-2 pages on how you envisage your institution would contribute towards the National HTA effort.

Please include details of the following:

- The types of work/analysis that you would most like to perform
- Whether you would require engagement in formal training activities in any of the disciplines relevant to HTA
- The strategy for building new and retaining capacity
- Potential for useful collaboration with other research institution(s), including details regarding which institutions are proposed as partners, how each institution will contribute, which challenges may arise in working together, and how these challenges will be resolved as partners?

How to use HTA Capacity Questionnaire – Interpreting results

Question 1: Technical Capacity

a) Qualifications - TOTAL score = out of 10

Health Economics qualifications are given preferential weighting= score out of 4

- 1 = very few people trained.
- 2= Small number of people trained.
- 3 = moderately high number of people trained
- 4= high number of people trained

Other training = all out of 2

- 1 = low number of people trained
- 2 = high number of people trained

b) Other training - TOTAL score = out of 10

Health Economics training is given preferential weighting = score out of 4.

- 1 = very few people trained.
- 2= Small number of people trained.
- 3 = moderately high number of people trained
- 4= high number of people trained

Other training = all out of 2

- 1 = low number of people trained
- 2 = high number of people trained

Question 2: Applied HTA experience - TOTAL score = out of 15

Each question rated out 2. Cost effectiveness question rated out of 3.

- For questions out of 2:
 - 1 = low number studies/ reports/cited work*
 - 2 = high number of studies/ reports/cited work*
- For cost effectiveness out of 3
 - 1 = low number studies/ reports/cited work*
 - 2 = moderate number of studies/ reports/cited work*
 - 3= high number of studies/ reports/cited work*

A total technical capacity and experience score worth up to 35 points can be calculated for each institute, where a higher score indicates higher institutional capacity to undertake HTA.

* **Note:** For all questions where publication titles were submitted in support of a claim regarding experience, publications should be sourced and checked to verify content is HTA-relevant

Question 3: Institutional Human Resource (HR) Management

Human resource management should be taken into consideration when assessing the institutional integrity and its commitment to taking on a new role in HTA.

- Mostly No = no clear HR policy or institutional commitment to support a HTA program
- Mostly Yes = Strong institutional commitment to support a HTA program
- Mixed Yes' and No = unclear institutional commitment to support a HTA program

Question 4: Need for further capacity building

Capacity building requirements should be taken into consideration when assessing the short, medium, and long-term institutional capability and preparedness to taking on a new role in HTA.

Question 5: HTA proposal

The HTA proposal should be taken into consideration when assessing the overall vision, capability, preparedness, commitment, and technical capacity of an institution to take on a new role in HTA.