NOVA SCOTIA PRESCRIPTION MONITORING BOARD

TERMS OF REFERENCE

PURPOSE

The Nova Scotia Prescription Monitoring Board establishes and operates a Prescription Monitoring Program for the province of Nova Scotia. The objects of the Program are to promote the appropriate use of monitored drugs and the reduction of the abuse or misuse of monitored drugs.

MEMBERSHIP

1)   The Board shall consist of:

   a)   Three directors each of whom represents one of the licensing authorities and is nominated by the governing body of that licensing authority and appointed by the Governor in Council.

   b)   The Registrar of the College of Physicians and Surgeons or a designate of the Registrar.

   c)   The Registrar of the Provincial Dental Board or a designate of the Registrar.

   d)   The Registrar of the College of Pharmacists or a designate of the Registrar.

   e)   Two directors appointed by the Governor in Council who are not members of a licensing authority and who are not is a position of real or perceived conflict of interest.

   f)   Two non-voting directors from the Department of Health appointed by the Governor in Council.

2)   In the event that an additional professional licensing body is designated by the regulations as a licensing authority, the number of directors of the Board shall be expanded to include:

   a)   One director who is nominated by the governing body of the licensing authority and appointed by the Governor in Council; and

   b)   The registrar of the licensing authority or a designate of the registrar.

TERM

1)   Each director holds office for a term of three years and may be re-appointed. Terms will coincide with the Board's fiscal year (April 1 – March 31).

2) Notwithstanding subsection (1),

    a) the terms of office for the directors representing the licensing authorities upon the first appointment of directors to the Board shall be

        (i) two years for two of those directors, and
        (ii) three years for one of those directors, as determined by the Governor in Council;

    b) the terms of office for the other directors upon the first appointment of directors to the Board shall be

        (i) two years for one of those directors, and
        (ii) three years for one of those directors, as determined by the Governor in Council;

    c) where a director is a registrar, the director holds office until such time as the director ceases to be a registrar or appoints a designate to hold the office; and

    d) where a director is a designate of a registrar, the director holds office for the term specified by the registrar that appointed the designate or until such time as the registrar ceases to be a registrar.

3) Notwithstanding subsections (1) and (2), directors continue to hold office until their successors are appointed.

4) Where a vacancy occurs during a director's term of office, a person shall be appointed in that director's place for the unexpired portion of the term.

5) A vacancy does not impair the right of the remaining directors to act.

ORGANIZATION/ADMINISTRATION

1) The Board shall appoint two of the directors appointed pursuant to Membership clauses (1)(a), (b), (c), (d), or (2) to be the Chair and the Vice-chair of the Board.

2) The Chair and the Vice-chair of the Board hold office for terms not exceeding three years, as determined by the Board, and may be re-appointed.

3) The Board will determine an annual schedule of meetings which will involve a minimum of two meetings per year. A minimum of three (3) weeks advance notice will be provided.

4) Agenda items may be forwarded to the Board by any director or the Manager appointed by the Administrator.

5) A majority of voting members shall constitute a quorum. Notwithstanding paragraph 7 below, the Chairperson is considered a voting member for the purpose of establishing a quorum.

6) A decision of the majority of the voting members is deemed to be a decision of the Board. There will be a written record of the vote reflected in the minutes.

7) The Chairperson will vote only in the event of a tie and that vote is a deciding vote.

8) The Board shall appoint committees in accordance with a committee structure policy.

DUTIES AND RESPONSIBILITIES

1) Under the Prescription Monitoring Act, the Board is responsible for:

   (a) Establishing and operating a prescription-monitoring program ("the Program") for the Province, with the objects of promoting (a) the appropriate use of monitored drugs, and (b) the reduction of the abuse or misuse of monitored drugs

   (b) Recommending drugs for designation by the Governor in Council as monitored drugs to further the objects of the Program

   (c) Evaluating the effectiveness of the Program in furthering its objects

   (d) Providing policy direction to the Administrator regarding the Program

   (e) Making recommendations to the Governor in Council respecting regulations that the Board considers necessary or advisable to carry out the Program effectively

   (f) Appointing two of its directors to act as Chair and Vice-Chair

   (g) Providing input to the Administrator regarding the appointment of a Manager of the Program

   (h) Approving a business plan prepared by the Administrator and submitting it to the Minister

   (i) Providing reports to the Minister, as required under the Act

   (j) Establishing policies with respect to privacy and confidentiality regarding information held by the Program, subject to the approval of the Minister

   (k) Making by-laws on matters relating to the Board's functioning

   (l) Providing advice and recommendations to the Minister, and

   (m) Performing such other duties and functions assigned to it by the Minister

In addition to meeting the requirements established by law and our by-laws, the Board of Directors of the Prescription Monitoring Board will be accountable to provide effective stewardship and strategic leadership for the organization.

BOARD RELATED EXPENSES

Director expenses will be reimbursed in accordance with the Department of Health Reimbursement Policy established for the Nova Scotia Prescription Monitoring Program.