Submission of Prescription Data to the NSPMP

Effective August 23, 2012

Approved by the Board of Directors on August 23, 2012

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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

SUBMISSION OF PRESCRIPTION DATA

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1. Policy Objective

The purpose of this policy is to provide guidelines around the timely submission of prescription data to the NSPMP by pharmacists and dispensers.

2. Policy Statement

As a function of its work, the Nova Scotia Prescription Monitoring Program currently receives data when a duplicate prescription is dispensed in a pharmacy within Nova Scotia. Prescription information is entered into the pharmacy point of sale (POS) software and a transmission of this information is sent to the NSPMP electronically and in real time.

The timely submission of information to the NSPMP is critical to support those using the Program with confidence that the data is accurate and up to date; therefore enabling the Program and its stakeholders in their decision-making process with regards to the appropriate use or misuse and abuse of monitored drugs.

3. Responsibilities

The Board is responsible to monitor the effectiveness of the processes put in place by the Administrator around the timely submission of prescription data.

The Administrator is responsible for implementing the guidelines included in this policy and facilitates the process of timely submission of prescription data by pharmacists and dispensers in Nova Scotia.

4. Legislative Framework

The Nova Scotia Prescription Monitoring Program is bound by the Prescription Monitoring Act (Act) and its regulations and the Freedom of Information and Protection of Privacy Act (FOIPOP Act) and its regulations. Specific sections of the Act applicable to the Submission of Prescription Data to the NSPMP Policy are cited here:

The relevant provisions (section 12) read as follows:

(1) The Minister shall appoint an Administrator.

(2) The Administrator shall

(a) administer the Program to assist the Board in carrying out its duties under Section 6;

(b) monitor prescribing practices and dispensing practices respecting the monitored drugs;

(c) assist the Board in evaluating the effectiveness of the Program;

(d) provide information, professional consultation and assistance to licensing authorities about the prescribing and dispensing of monitored drugs as requested by the licensing authorities;

(e) monitor the use of monitored drugs by residents and report inappropriate use to

(i) an appropriate law enforcement authority pursuant to subsection 23(1),
(ii) an appropriate licensing authority pursuant to subsection 23(2), or
(iii) a pharmacist or prescriber,

if the Administrator is satisfied that the release of such information furthers the objects of the Program;

(f) provide reports to the Board respecting the results of the monitoring carried out pursuant to clauses (b) and (e);

(g) provide information and professional consultation and assistance to prescribers and pharmacists respecting the prescribing and dispensing of monitored drugs;

(h) educate prescribers and pharmacists about appropriate prescribing and dispensing of monitored drugs;

(i) respond to inquiries from the public with respect to the Program; and

(j) report to the Board, the Minister and licensing authorities on new and emerging prescribing patterns for monitored drugs in all or part of the Province and other jurisdictions as those patterns become known to the Administrator.

(3) For the purpose of

(a) monitoring

(i) prescribing practices,
(ii) dispensing practices, and
(iii) the use of monitored drugs; and

(b) evaluating the effectiveness of the Program, the Administrator may collect, compile and disseminate information the Administrator considers necessary in accordance with this Act.

The Act further indicates in Section 18:

Upon the request of the Administrator, prescribers, pharmacists or any other body or person shall provide to the Administrator any information, including medical records; the Administrator reasonably requires achieving the objects of the Program.

5. Principles

The following principles will guide the Board's oversight of this policy:

(a) The timely submission of prescription data to the NSPMP is necessary in order to ensure that data is accurate and up to date in order to support the objects of the Program;

(b) Stakeholders require up to date prescription data in order to support their evaluation regarding the appropriate use or misuse of monitored drugs;

(c) A process for monitoring and maintaining data integrity is established by the Administrator to ensure the accuracy of information retained and released via the NSPMP Data Integrity Policy and Guidelines.

6. Definitions

In this policy:

(a) "Administrator" means the agency or person designated by the Minister to administer the Program, and for the purposes of this Policy includes the Manager appointed by the Administrator or any other person employed by the Administrator.

(b) "Board" means the Nova Scotia Prescription Monitoring Board established by this Act.

(c) "Point of Sale" means the software system which is used by the pharmacies to enter prescription information at the time of sale.

(d) "Program" means the Prescription Monitoring Program established by the Board.

(e) "Licensing Authority" means the College of Pharmacists.

7. Scope

This policy applies to

(a) The Administrator; and

(b) The Board.

8. Accountability

The Administrator has responsibility for the ongoing monitoring and enforcement of this Policy through the Prescription Process Audit. Failure of pharmacists to adhere to this policy may result in a referral to their Licensing Authority.

9. Challenging Compliance

Any challenge to the Program's compliance with this policy shall be provided in writing to the Manager.

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION II

GUIDELINES

Operational Guideline for the Administrator

Timely Submission of Prescription Data to the NSPMP:

The Administrator will determine the requirements for the secure and timely submission of prescription data pertaining to monitored drugs. The requirements are as follows:

(a) Every reasonable effort shall be made to submit prescription data pertaining to monitored drugs immediately at the time of dispense via the on-line NSPMP system.

(b) Circumstances which may result in the inability to submit prescription data through the NSPMP on-line system may include:

i. The NSPMP on-line system is unavailable;
ii. The pharmacy POS software is unavailable; and
iii. The pharmacist is experiencing messaging which prevents the submission of the prescription data and the NSPMP is not available.

(c) Should for some reason beyond the pharmacists control, the pharmacist is unable to submit the prescription data via the NSPMP on-line system at the time of dispense then the pharmacist will make every effort to submit the information to the NSPMP as soon as reasonably possible. The information may be entered into the NSPMP online system once it becomes available or with the assistance from the NSPMP staff and/or facsimile copies of duplicates will be accepted and entered into the NSPMP database by NSPMP staff to ensure timely entry of prescription.

(d) Any dispenser that fails to comply with this policy may be referred to their Licensing Authority.

Definitions

In this guideline:

(a) "Administrator" means the agency or person designated by the Minister to administer the Program, and for the purposes of this Policy includes the Manager appointed by the Administrator or any other person employed by the Administrator.

(b) Licensing Authority" means the College of Pharmacists.

(c) "On-line System" means the electronic submission of prescription data to the NSPMP via the pharmacy POS software.

(d) "NSPMP database" is the table which holds all prescription drug information submitted to the NSPMP via the on-line system.