Licensing Authority Addition to NSPMP

Effective May 8, 2013

Approved by the Board of Directors on May 8, 2013

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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

LICENSING AUTHORITY ADDITION TO NSPMP

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1. Policy Objective

The purpose of this policy is to outline the requirements of the licensing authority of a health profession that has been granted the authority to prescribe monitored drugs under Canada's Controlled Drugs and Substances Act (S.C. 1996, c. 19) and has applied for inclusion in the Program.

2. Policy Statement

The Board will ensure that an applicant has the appropriate regulations, policies and oversight for their membership, as well as organizational commitments to active participation on the Board and related committees, as identified by the Board.

2.1 Responsibilities

The Board is responsible for ensuring an applicant has the appropriate regulatory, policy and organizational structure in place to support optimal patient care/safety and membership accountability to professional standards as related to the prescribing of monitored drugs.

Upon approval of a licensing authority's application, the Board is responsible for providing a recommendation for a regulatory amendment under the *Prescription Monitoring Act* to designate the applicant as a licensing authority under the Act.

Based on its review, should the Board determine that the applicant does not satisfy the requirements outlined in this policy, it is the responsibility of the Board to provide a response, in writing to the applicant, outlining any area(s) that did not meet requirements of the Board.

3. Legislative Framework

The addition of an applicant to the Program by the Board is guided by Section 8 of the *Prescription Monitoring Act* which acknowledges the potential addition of professional licensing authorities:

8. Additional Directors for additional licensing bodies

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 by the regulations 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. *2004, c. 32, s. 8.*

4. Principles

The following information will be required by the Board as part of an application to designate a licensing authority under the *Prescription Monitoring Act*:

(a) Submission of sections of Canada's Controlled Drugs and Substances Act pertaining to the authorization of the applicant's membership to prescribe monitored drugs;
(b) Written confirmation from the Nova Scotia Department of Health and Wellness confirming its willingness to entertain a regulatory amendment under the *Prescription Monitoring Act* to designate the licensing authority under the Act;
(c) A description/summary of the scope of practice of the applicant's membership as it relates to the prescribing of monitored drugs;
(d) Submission of a summary of policies/procedures related to the investigation of complaints regarding the professional practice of its members;
(e) Submission of a summary of policies and procedures related to a Continuing Competency Program for the applicant's membership;
(f) Submission of a commitment, on behalf of the applicant, to appoint its Registrar/Executive Director and one additional representative, as per the *Prescription Monitoring Act* as representatives on the Board;
(g) Submission of a commitment, on behalf of the applicant, to participate, through representation, on Board Committees and/or working groups as identified by the NSPMP Board;
(h) Proof of errors and omissions insurance for Board representatives of the applicant.

5. 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) "Applicant" means the licensing authority requesting addition to the Prescription Monitoring Board;

(c) "Board" means the Nova Scotia Prescription Monitoring Board established by the Prescription Monitoring Act;

(d) "Membership" means health professionals licensed under the oversight of the applying licensing authority;

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

6. Scope

This policy applies to:

(a) the Board; and

(b) the Administrator.

7. Accountability

The Administrator has responsibility for the ongoing monitoring and enforcement of this policy. The Administrator will report on compliance with this policy to the Board at least once per year.

8. Challenging Compliance

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