

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

PRACTICE REVIEW COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Nova Scotia Prescription Monitoring Board establishes a Practice Review Committee to provide professional review of the responses to drug utilization review enquiries and the corresponding prescription data on which these enquiries are based.

MEMBERSHIP

Practice Review Committee shall consist of:

- a) One representative appointed by the College of Physicians and Surgeons,
- b) One representative appointed by Doctors Nova Scotia.
- c) One representative appointed by the Nova Scotia College of Pharmacists.
- d) One representative appointed by the Provincial Dental Board of Nova Scotia.
- e) Representative(s) selected by the Board to provide additional knowledge and expertise.
- f) In the event that an additional professional regulatory body is designated by the regulations as a licensing authority, the number of Committee members may be expanded to include one representative to be appointed by the licensing authority.

The Prescription Monitoring Program's Medical Consultant is an ex-officio resource to the Practice Review. The Administrator provides resources for the committee as required.

TERM

- 1) Initially, two (2) members shall be appointed for a three year term and, two for a two year term. Subsequently, as the terms for the Committee members are completed, members shall be appointed for three year terms. Members sitting on the Committee may be re-appointed for one additional term, and shall serve no more than two (2) terms. If a vacancy on the Committee occurs for any reason, an appointment shall be made by that member's appointing body to fill the vacancy and complete the unexpired portion of the term of the member.
- 2) The Board can remove any appointed Committee member prior to the expiration of the Committee member's term at their discretion.

ORGANIZATION/ADMINISTRATION

- 1) The Committee shall elect a Chairperson annually from its members.
- 2) Regular meetings will be called by the Chairperson, with a minimum of two (2) weeks advance notice, at intervals of such frequency as to prevent an accumulation of reviews and to allow sufficient time for thoughtful review of each case. Emergency meetings may be called with less than two (2) weeks advance notice if necessary.
- 3) A majority of members shall constitute a quorum. Notwithstanding paragraph 4 below, the Chairperson is considered a voting member for the purpose of establishing a quorum.
- 4) The Chairperson will vote only in the event of a tie and that vote is a deciding vote.
- 5) A decision of the majority of members of the Practice Review Committee will be a decision of the Committee. There will be a written record of the vote reflected in the minutes.
- 6) The Practice Review Committee may receive specific and identifiable data as part of its normal functioning. So as to avoid any conflict or perceived conflicts, members of the Practice Review Committee should not have official responsibilities relating to the processing of complaints by any of the professional licensing bodies affected by the Prescription Monitoring Program. If a member or the Administrator feels that he/she has or may have a perceived conflict of interest, he/she should declare the conflict and the general nature of the conflict at the earliest opportunity (e.g. prior to, or at the beginning of the meeting). This declaration will be recorded in the minutes. The Committee should determine by majority vote whether or not a conflict of interest exists. The member involved should refrain from voting on the existence of a conflict. If a member or the Administrator has declared or has been found to be in a conflict of interest he/she must:
 - a) Withdraw from the meeting while the matter is being discussed and voted upon to ensure that he/she does not participate in the discussion or vote on the related matter, and
 - b) Not attempt in any way before, during or after the meeting to influence the voting on the related matter.
- 7) As a Program Committee, the Practice Review Committee reports to the Board through the Administrator. In extenuating circumstances (e.g. in the event of significant policy or performance issues), the Chair of the Committee may contact the Chair of the Board directly
- 8) The Manager appointed by the Administrator provides the secretariat for the Practice Review Committee.
- 9) All material will be prepared for, and presented to, the Practice Review Committee by the Administrator.

DUTIES AND RESPONSIBILITIES

The Practice Review Committee supports the ongoing administration and operation of the Prescription Monitoring Program by providing peer review of the responses to drug utilization review inquiries and the corresponding prescription data on which these inquire are based.

The Committee reviews all relevant material presented to it by the Administrator and, if necessary to complete its review, may take further action including the following:

- a) obtain information from consultants, or any other person, with respect to any matter or procedure that may come before it;
- b) request the Administrator conduct further review and investigation as the Committee deems appropriate; and
- c) obtain statistical data.

The disposition of cases reviewed by the Committee includes, but is not limited to, recommending the following:

- a) terminate further investigation;
- b) refer a case to the Prescription Monitoring Program Medical Consultant;
- c) refer the case to the appropriate licensing authority; or
- d) refer the case to the appropriate law enforcement authority.

COMMITTEE RELATED EXPENSES

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