

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

DRUG UTILIZATION REVIEW COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Nova Scotia Prescription Monitoring Board establishes a Drug Utilization Review Committee to provide retrospective drug utilization review of aggregate prescription data for the purposes of monitoring the prescribing and utilization of monitored drugs and identifying unusual and potentially inappropriate trends.

MEMBERSHIP

Drug Utilization Review Committee shall consist of:

- a) One representative appointed by the College of Physicians and Surgeons, preferably with some pharmacoepidemiology background.
- b) One representative appointed by the Nova Scotia College of Pharmacists, preferably with some pharmacoepidemiology background.
- c) One representative appointed by the Provincial Dental Board of Nova Scotia, preferably with some pharmacoepidemiology background.
- d) Two individuals appointed by the Drug Evaluation Alliance of Nova Scotia, with an expertise in pharmacoepidemiology.
- e) One individual appointed by the Department of Health Promotion and Protection with expertise in addictions, preferably with a population focus.

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

TERM

- 1) Initially, three (3) members shall be appointed for a four year term and, three (3) for a three 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. If a vacancy on the Committee occurs for any reason, an appointment shall be made 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 provide on-going surveillance of the prescribing and utilization of monitored drugs.
- 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 Drug Utilization Review Committee will be a decision of the Committee. There will be a written record of the vote reflected in the minutes.
- 6) To achieve its mandate, the Drug Utilization Review Committee receives aggregate, de-identified prescription data. On occasion, the Committee may receive identifiable data as part of its normal functioning. So as to avoid any conflict or perceived conflicts, members of the Drug Utilization 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 Drug Utilization 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 Drug Utilization Review Committee.
- 9) All material will be prepared for, and presented to, the Drug Utilization Review Committee by the Administrator.

DUTIES AND RESPONSIBILITIES

The Drug Utilization Review Committee supports the ongoing administration and operation of the Prescription Monitoring Program by providing retrospective drug utilization review of aggregate prescription data. Retrospective drug utilization review facilitates the monitoring of prescribing and

utilization of monitored drugs and the identification of unusual and potentially inappropriate trends.

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

- a) obtain additional expertise with respect to any review being conducted;
- b) request the Administrator conduct further analysis as the Committee deems appropriate; and
- c) obtain data from other sources for benchmarking, comparison, etc.

Upon completion of a review, the Committee may:

- a) determine no further action is necessary;
- b) refer their findings, with recommendations, to the Administrator;
- c) refer their findings, with recommendations via the Administrator to the Board; and/or
- d) refer their findings, with recommendations, to the Drug Evaluation Alliance of Nova Scotia.

COMMITTEE RELATED EXPENSES

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