



Human Resources Policy

Effective January 15, 2008

Approved by the Board of Directors on
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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

HUMAN RESOURCES POLICY

1. Policy Objective

The purpose of this Policy is to ensure that the Program will be administered by qualified and motivated people and that a continuity of leadership will be available to continuously advance the Program's objects.

2. Policy Statement

The Board does not currently employ any employees of its own. The Program is administered by an Administrator appointed by the Minister. The Administrator, in turn, appoints a Manager of the Program (with input from the Board). Additional personnel are assigned to the Program by the Administrator in accordance with the terms of a Service Agreement negotiated between the Board and the Administrator.

In the circumstances, the Board's interest in human resources is to understand and monitor the application of the Administrator's policies and systems for attracting, retaining, evaluating and developing employees assigned to the Program by the Administrator.

2.1 Responsibilities

The Administrator is responsible for ensuring that it has human resources policies and systems in place to attract, retain, evaluate, develop and appropriately compensate personnel assigned to the Program so that the Program will benefit from a continuity of leadership by qualified and motivated employees. The Administrator is also responsible for sharing these human resources policies and systems with the Board and providing an overview, at least annually, of the application of these policies and systems to the employees assigned to the Program by the Administrator. This includes any succession plans in the event of employee turnover.

The Board is responsible to understand the Administrator's human resources policies and systems and for monitoring their application to employees assigned to the Program by the Administrator.

2.2 Human Resources Policies and Systems

While not limiting the generality of the human resources policies and systems that the Administrator may put in place, the Board will be particularly interested in:

- The selection criteria and process for appointing a Manager of the Program and other Program personnel
- How the compensation and benefits for the Program Manager and personnel compare to other comparable employment opportunities

- The evaluation and performance management process applicable to the Program Manager and other Program personnel
- The professional development plans and opportunities provided to the Program Manager and other personnel assigned to the Program
- Succession plans for the Program Manager and other key Program personnel
- The Administrator's processes for monitoring trends and best practices in the area of human resources and for adjusting their policies and systems accordingly

2.3 Annual Human Resources Presentation

The Administrator will make an annual presentation to the Board on its human resources policies and systems and their implications on the personnel assigned to the Program.

3. Legislative Framework

The Prescription Monitoring Act provides that:

- The Board shall establish and operate a prescription-monitoring program for the Province (s. 5)
- The Minister shall appoint an Administrator (s. 12(1))
- The Administrator shall administer the Program to assist the Board in carrying out its duties and carry out a number of other duties described in the Act (s. 12(2))
- The Administrator shall appoint a Manager of the Program and seek input from the Board when appointing the Manager (s. 12(4))
- Any actions of the Manager of the Program made in respect of the Act are deemed to be the actions of the Administrator (s. 12(5))

4. Principles

The following principles will guide the Board's oversight of human resources policies and systems:

- (a) The Board will not be involved in the day-to-day management of personnel assigned to the Program by the Administrator
- (b) The Board's interests in human resources are to ensure that the Program is supported by a continuity of leadership provided by qualified and motivated employees of the Administrator
- (c) Input from the Board regarding the selection and annual performance of the Program Manager should be sought by the Administrator
- (d) The role of the Administrator as the "direct employer" of the personnel assigned to the Program will be respected.

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) "Board" means the Nova Scotia Prescription Monitoring Board established by the Prescription Monitoring Act.
- (c) "Minister" means the Minister of Health.
- (d) "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 and the Board Chair have responsibility for the ongoing monitoring and enforcement of this Policy. They 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.