



Annual Business Planning Policy and Guideline

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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

ANNUAL BUSINESS PLANNING POLICY

1. Policy Objective

The development, approval, implementation and ongoing evaluation of an annual business plan are essential for the continued growth and success of the Prescription Monitoring Program. The purpose of this policy is to provide a framework for these important activities.

2. Policy Statement

2.1 Annual Business Planning

The Board and the Administrator will undertake a short-term business planning process annually. The annual business plan translates the outcomes and targets established by the strategic plan into annual outcome goals and targets.

2.2 Basic Elements

The basic elements of the annual business plan include:

- Products and services to be offered by the Prescription Monitoring Program
- Communications plan
- Human Resources plan
- Technology plan
- Capital investment plan
- Board of Directors – annual objectives
- Annual budget

Each element will describe the desired outcomes and specific measurable targets (if quantifiable). Relevant performance indicators will also be identified.

2.3 Responsibilities

The Prescription Monitoring Board is responsible for considering and approving the annual business plan. It must then submit the business plan to the Minister.

The Administrator is responsible for initiating the annual business planning process. He/she is responsible for developing, implementing and evaluating the annual business plan. Finally, the Administrator is responsible for reporting to the Board on the Program's progress in relation to the plan.

2.4 Annual Business Planning Process

In general terms, the Program's annual business planning process may be described as follows:

1. The Board's fiscal year runs from April 1 of one year to March 31 of the following year.
2. As soon as the organization's six (6) month financial results are available, the Administrator will evaluate the Program's progress against financial and non-financial targets established in the annual business plan and will develop projections for the remainder of the year.
3. The Administrator will report the results of their evaluation of the Program's progress against the annual business plan and also against the strategic plan to the Board.
4. The Board and the Administrator will consider the results of the evaluation and conduct a brief environmental scanning exercise in order to determine if the directions contemplated in the strategic plan remain valid for the Program.
5. The Administrator presents initial options for annual outcomes and specific targets that could be pursued by the Program during the next fiscal year. The opportunities and risks associated with each option will be outlined as part of the Administrator's presentation to the Board.
6. After full discussion and consideration, the Board will then be asked to provide direction to the Administrator in relation to which option(s) should be emphasized in the annual business plan.
7. Following the environmental scan and preliminary direction-setting, the Administrator will develop a draft annual business plan. The plan will include measurable outcomes and desired targets. It will also identify the performance indicators that will be used to track the Program's progress against the targets.
8. The draft annual business plan will then be submitted to the Board for consideration and approval.
9. The approved plan will then be forwarded to the Minister by the Board Chair.

2.4 Annual Evaluation and Report

The Administrator will evaluate the Program's progress in relation to the goals and targets set out in the annual business plan at least quarterly. The Administrator will present the results of that evaluation to the Board.

3. Legislative Framework

The Prescription Monitoring Act provides that the Administrator shall prepare a business plan for the Program in the form prescribed by the Minister for approval by the Board and, on a date fixed by the Minister, the Board shall submit the business plan to the Minister. (Section 13)

4. Principles

The following principles will guide the development of the annual business plan for the Program:

- (a) Solid research relating to the Program's experience and external trends will be used as a foundation for planning;

- (b) The engagement of our stakeholders in contributing to our information base and future priorities is essential to developing a relevant and successful Program;
- (c) The annual business plan must have clearly defined outcomes, annual targets and measurable progress indicators to enable the Board to monitor the Program's ongoing achievements under the plan.

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) "Manager" means the individual appointed as the Manager by the Administrator pursuant to s. 12(4) of the Prescription Monitoring Act.
- (d) "Minister" means the Minister of Health.
- (e) "Program" means the Prescription Monitoring Program established by the Board.

6. Scope

This Policy applies to:

- (a) the Board,
- (b) the Administrator, and
- (c) the Program.

7. Accountability

The Administrator and the Board Chair have responsibility for the ongoing monitoring and enforcement of this Policy.

8. Challenging Compliance

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

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SECTION II

GUIDELINES

A. Timetable – Annual Business Plan

The annual business planning process described in the Policy will normally follow the following timetable:

September -	Report on progress against plan to the Board; identification of preliminary options (including opportunities and risks) for the next fiscal year by the Administrator to the Board; Consideration of options and preliminary direction-setting by the Board
October –	Preparation of draft annual business by the Administrator
October/Nov. –	Consideration and approval of the draft annual business plan for the next fiscal year by the Board
November -	Submission of annual business plan to Minister

B. Timetable – Annual Report

April -	Preparation of draft Annual Report by the Administrator and circulation to the Board
May -	Approval of Annual Report by the Board
June -	Submission of Annual Report to the Minister by the Board

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SECTION III

Appendix A – Minister’s Requirements Annual Business Plan and Annual Report

Annual Business Plan

- Goals and targets for the upcoming year
- Quarterly review and reporting process
- Stakeholder relations and communications plan
- Budget

Annual Report

- Summary of Program’s governance
- Summary of actual performance/outcomes vis-à-vis goals and targets for the year
- Annual financial statements
- Key program statistics
- Summary of program evaluation results, if any
- Summary of stakeholder relations and communications initiatives
- Other strategic initiatives