



Duplicate Prescription Pad Disposal Policy and Guidelines

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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

DUPLICATE PRESCRIPTION PAD DISPOSAL POLICY

1. Policy Objective

The purpose of this policy is to provide guidelines around the disposal of unused duplicate prescription pads and ensure compliance to the Program's legislation.

2. Policy Statement

As a function of its work, the Nova Scotia Prescription Monitoring Program currently supplies duplicate prescription pads to prescribers who are registered with the Program. Duplicate pads are used by prescribers to prescribe monitored drugs in the province of Nova Scotia. This policy is to ensure unused duplicate prescription pads are disposed of in a timely and secure manner by prescribers.

3. Responsibilities

The Board is responsible to monitor the effectiveness of the processes put in place by the Administrator around the disposal of duplicate prescription pads.

The Administrator is responsible for implementing the guidelines included in this policy and ensuring all unused duplicate pads are disposed of in a timely and secure manner.

4. Legislative Framework

The Nova Scotia Prescription Monitoring Program is bound by the Prescription Monitoring Act (Act) and its regulations. The Prescription Monitoring Act provides that:

- The Board shall establish and operate a prescription-monitoring program for the Province. (s.5)
- Provide policy direction to the Administrator regarding the Program. (s.6)

5. Principles

The following principles will guide the Board's oversight of this policy:

- (a) A process for the disposal of duplicate prescription pads is established by the Administrator to ensure it is both secure and timely.

6. 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) "Duplicate pads" means the duplicate prescription pads issued by the NSPMP to prescribers for the prescribing of monitored drugs.
- (c) "Board" means the Nova Scotia Prescription Monitoring Board established by this Act.
- (d) "Program" means the Prescription Monitoring Program established by the Board.
- (e) "Inactivate" means the Program has placed an inactivation code on the prescription which will result in the pharmacy receiving a void special authorization code when the prescription is transmitted. This will alert the pharmacy that this script is no longer valid.
- (f) "Licensing Authority" means the College of Physicians and Surgeons, the Provincial Dental Board or the College of Registered Nurses of Nova Scotia.

7. Scope

This policy applies to

- (a) The Administrator; and
- (b) The Board.

8. Accountability

The Administrator has responsibility for the ongoing monitoring and enforcement of this policy. Failure of a prescriber to adhere to this policy may result in a referral to the appropriate Licensing Authority.

9. Challenging Compliance

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

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION II

GUIDELINES

Operational Guideline for the Administrator

Disposal of Duplicate Prescription Pads Process

The Administrator will determine the requirements for the secure and timely disposal of duplicate prescription pads by prescribers. The requirements are as follows:

- (a) Prescribers may independently dispose of unused or voided duplicate prescription pads provided that they do so in a manner which ensures that the pad cannot be used for illegitimate purposes. Examples of acceptable methods for disposal are as follows:
- Professional shredding company.
 - Personal office shredding equipment.

If using either type of shredding method, the prescriber must ensure the duplicate pad is kept in a secure (locked) location until shredding occurs.

- (b) Prescribers must dispose of unused duplicate pads in a timely manner which will be no later than five business days after the date the prescriber stops prescribing monitored drugs.
- (c) Prescribers must send all unused duplicate pads to the Program for disposal if they are unable to comply with any of the above requirements.
- (d) Prescribers who independently dispose of duplicate prescription pads in a secure manner must advise the Program that such disposal has been undertaken in order for the Program to inactivate the pads in the PMP database.
- (e) Any prescriber that fails to comply with this policy may be referred to their Licensing Authority.

Definitions

In this guideline:

- (a) "Prescribers" refers to Physicians, Dentists and Nurse Practitioners who are registered with the NSPMP.
- (b) "PMP database" is the PMP Intervention system in which PMP tracks all duplicate prescription pads issued to prescribers.