



Policy Template and Approval Policy

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TABLE OF CONTENTS

Section I	Policy Template and Approval Policy	1
Section II	Guidelines	3
Section III	Appendices:	
	A – Policy Template	4

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

POLICY TEMPLATE AND APPROVAL POLICY

1. Policy Objective

The purpose of this policy is to establish the template for Program policies and to provide the Board with an opportunity to review all Program policies on a regular basis.

2. Policy Statement

The Board approves a standard policy template to:

- (a) Ensure consistent format for all policies; and
- (b) Provide content guidance when policy is being developed.

The Board reviews all policies on a regular basis to ensure policy direction to the Administrator and to Board and Program Committee members reflects:

- (a) The responsibilities of the Board under the Prescription Monitoring Act;
- (b) The strategic objectives established for the Program; and
- (c) The operational objectives established by the Program.

2.1 Responsibilities

The Board is responsible for approving a policy template that meets the objectives of this policy (Appendix A) and for reviewing existing policies at least once every five years.

The Administrator is responsible for ensuring the policy template is consistently utilized and that each Program policy is reviewed by the Board at least once every five years.

3. Legislative Framework

Under Section 6 of the Prescription Monitoring Act, the Board is responsible to provide policy direction to the Administrator regarding the Program.

4. Principles

The following principles will guide policy development and review:

- (a) The Board's roles are to:
 - (i) establish policy or make policy recommendations to the Governor in Council;

- (ii) make decisions that are reserved by the Board;
 - (iii) monitor the effectiveness of the Program and its Administrator; and
 - (iv) report to the Minister or Governor in Council.
- (b) The day-to-day operation of the Program is the responsibility of the Administrator.
- (c) Each Director, Committee member and all personnel assigned to the Program by the Administrator should review and be in compliance with all policies relevant to their role in the Program.

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 Prescription Monitoring Act.
- (c) "Committee member" means an individual appointed by the Board to a Committee associated with the Program.
- (d) "Director" means a Director of the Board.
- (e) "Program" means the Prescription Monitoring Program established by the Board.

6. Scope

This policy applies to:

- (a) the Board,
- (b) Committee members, and
- (c) 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.

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

XXX POLICY

AND

GUIDELINES

Effective Date/Year

Approved by the Board of Directors on
Date/Year

TABLE OF CONTENTS

Section I	Policy
Section II	Guidelines:
	(A)
	(B)
	(C)
Section III	Appendices:
	Appendix A
	Appendix B
	Appendix C

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

XXXX POLICY

Policy Statement

1. Provide an indication of the reason for the policy and the how it relates to our mandate:
 - (a)
 - (b)

Policy objective

2. Clearly states the purpose of the policy being created.

Legislative framework

3. Identify the specific aspects and sections of the Prescription Monitoring legislation and other legislation such as the FOIPOP Act that pertain to this policy.

Principles

4. With respect to the policy being created, this section will outline the specific principles that will govern the application and use of the policy. (for example, Program Information Management Principles attached as Appendix A).

Definitions

5. Provide definition of all primary terms used within the policy which require clarity for purposes of uniform application and understanding of the policy.

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) "Licensing Authority" means the College of Physicians and Surgeons, the College of Pharmacists, the Provincial Dental Board or the College of Registered Nurses of Nova Scotia.

Scope

6. This section is to provide an indication of what and or who particularly the policy applies to within the Prescription Monitoring Program Operations.
 - (a) the Program;
 - (b) Consultants contracted by the Program;
 - (c) the Administrator;
 - (d) etc,

Accountability

7. Outlines who is responsible for activity related to the use of this policy and any associated activity
 - (a) The Administrator/Board Chair/etc. has responsibility for the ongoing monitoring and enforcement of this policy.

Challenging Compliance

8. 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

This section of the policy should provide detailed step by step guidelines for the operational staff for application of the policy. Also covered should be such topics as specific definitions related to the guidelines not covered in the actual policy, corrective actions required when an error occurs in application of the policy, a statement requiring review of the Privacy Policy in application of all other Program policy, a specific confidentiality clause, and any other items as deemed appropriate in relation to the policy.

Definitions

1. In this guideline,
 - (a) "Personal information" is as defined in the Program's Privacy Policy;

Confidentiality

- Confidentiality is defined as the obligation of one person to preserve the privacy of another's personal information.
- Nothing in this policy diminishes the existing confidentiality obligations on users of the Prescription Monitoring Program Information System as defined in legislation, their employee contracts, confidentiality agreements with their employer and the code of conduct or regulating legislation of their profession.

NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION III

Appendices

The Appendices for a policy shall include any and all required documents or forms related to the policy, as well as any other key documentation applicable to the policy.