



Committee Structure Policy

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NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM

SECTION I

COMMITTEE STRUCTURE POLICY

1. Policy Objective

The purpose of this policy is to describe the committee structure to support (a) the Board's governance of the Program, and (b) the operations of the Program.

2. Policy Statement

The Board may establish two different types of committees:

- (a) Board Committees – these committees may be established to support the governance responsibilities of the Board defined in the Board's Governance Charter
- (b) Program Committees – these committees support the ongoing administration and operation of the Program.

All committees established by the Board will have Terms of Reference approved by the Board.

2.1 Responsibilities

The Board is responsible for approving Terms of Reference for all committees and monitoring compliance with the Terms of Reference.

The Administrator is responsible for providing the support and secretariat for all committees and for reporting to the Board on Program Committees.

2.2 Board Committees

There is currently one Board Committee:

- o Executive Committee

Board Committees:

- o Report directly to the Board through the Committee Chair
- o Are comprised mainly of Directors on the Board

2.3 Program Committees

There are currently two Program Committees:

- o Practice Review Committee

- Drug Utilization Review Committee

Persons appointed to these committees generally do not sit as Directors on the Board. They are appointed to the committee based upon their expertise in various disciplines, their experience and judgment.

Program Committees report to the Board through the Administrator. In extenuating circumstances (e.g. in the event of significant policy or performance issues), the Chair of the Program Committee may contact the Chair of the Board directly.

3. Legislative Framework

Not applicable.

4. Principles

The following principles will guide the committee structure established by the Prescription Monitoring Board:

- (a) A foundation for the effectiveness and efficiency of committees is clarity of responsibility and accountability.
- (b) The purpose of committees is to facilitate not hinder (a) the work of the Board and (b) the administration of 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 the Prescription Monitoring Act.
- (c) "Committee member" means a person appointed by the Board to a committee of the Board/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 Board Chair has responsibility for the ongoing monitoring and enforcement of this policy. He/she 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.