

# Prescription Monitoring Program – NL

## Consultants Committee – Terms of Reference

### **Purpose:**

The NL Prescription Monitoring Consultants Committee (“the Consultants Committee”) supports the ongoing administration and operations of the Prescription Monitoring Program (“the Program”) by providing retrospective drug utilization review of prescription data for the purposes of monitoring the prescribing, dispensing and utilization of monitored drugs and identifying unusual and potentially inappropriate trends.

### **Terms of Reference:**

The Consultants Committee is created to provide a forum for reviewing questionable activity criteria reporting, and for providing advice and making recommendations to the Minister of Health and Community Services (the Minister) on action to be taken following a review or improvements to the program.

### **Mandate:**

The Consultants Committee reviews all relevant material presented to it by the Program Administrator (the Newfoundland and Labrador Centre for Health Information who has been delegated the administration of the Prescription Monitoring Program by the Minister) and, if necessary to complete its review, may request additional information such as:

- non-voting consultant expertise with respect to any review being conducted;
- further analysis by the Program Administrator as the Committee deems appropriate; and
- data from other sources for benchmarking, comparison, etc.

Upon completion of a review, the Consultants Committee may make recommendations to the Minister including:

- that no further action is necessary;
- that areas of concern, with recommendations on further actions, be referred to the Minister; and
- that information be provided to prescribers, dispensers and/or patients for educational purposes.

### **Membership:**

- 2 physicians (at least one physician must be a family physician) to be appointed as follows:
  - One appointed by the Minister, Health and Community Services, from a list of names provided by the College of Physician and Surgeons; and
  - One appointed by the Minister, Health and Community Services, from a list of names provided the Newfoundland and Labrador Medical Association
- A dentist appointed by the Newfoundland and Labrador Dental Board;

# Prescription Monitoring Program – NL

## Consultants Committee – Terms of Reference

- A nurse practitioner appointed by the Association of Registered Nurses of Newfoundland and Labrador;
- 2 dispensers (at least one dispenser must be a community pharmacist) to be appointed as follows:
  - One appointed by the Minister, Health and Community Services, from a list of names provided the Newfoundland and Labrador Pharmacy Board; and
  - One appointed by the Minister, Health and Community Services, from a list of names provided the Pharmacist Association of Newfoundland and Labrador.
- The Director of Pharmaceutical Services from the Department of Health and Community Services(or Delegate) as a non-voting member and
- Ex-officio members from the Program Administrator as non-voting members

The Consultants Committee will be chaired by the Assistant Deputy Minister (or delegate), Corporate Services from the Department of Health and Community Services (non-voting).

The Chairperson, upon the recommendation of the membership, may invite additional person(s) to attend meetings in order to provide specific subject matter advice as required. Any additional persons will not participate in voting or the decision making process of the Consultants Committee.

The Chairperson, or delegate, shall preside at all meetings of the Consultants Committee and shall be responsible for the general supervision of the affairs and business of the Consultants Committee.

Ex-officio members from the Program Administrator will present information, answer questions and provide administrative support for the Consultants Committee meetings but will not participate in voting or the decision making process of the Consultants Committee.

### **Conduct, Conflict of Interest, Confidentiality:**

Consultants Committee members are expected to conduct themselves in an appropriate manner, i.e., the use of their position cannot be reasonably construed to be for their private gain or that of any other persons or organization. They must refrain from any conflict of interest. In situations where conflicts of interest or the appearance thereof, arises in the course of the work of the Consultants Committee, the individual involved must declare its existence and disqualify himself/herself from participation in the discussion and/or from further membership on the Consultants Committee according to the circumstance or specific situation.

All members are expected to protect and maintain as confidential any privileged information discussed during the work of the Consultants Committee. Members must not discuss this information with persons outside of their respective organizations, or divulge information obtained from work on the Consultants Committee, including presentations made to it outside

# Prescription Monitoring Program – NL

## Consultants Committee – Terms of Reference

of their organizations, until such time as this information has been officially released for distribution by the Chairperson. The Chairperson will make the final decision on information that can be shared outside the Consultants Committee.

### **Operation:**

The Program Administrator will coordinate meetings and provide administrative support for the meetings. Minutes from the meeting will reflect decisions and action items as agreed to by the Consultations Committee.

### **Meetings:**

Meetings shall be held bi-monthly or at the Call of the Chairperson for urgent issues that may arise between regular meetings.

### **Quorum:**

Quorum for meetings will be attendance by a simple majority of voting members.

### **Proxies to Meetings:**

Committee members can nominate a proxy to attend a meeting if the member is unable to attend. The Chairperson should be informed at least 2 working days prior to the scheduled meeting.

### **Decision Making: - *To be discussed with Advisory Committee***

Will be achieved through a simple majority.

### **Record of Discussions:**

A Record of Discussions reflecting decisions and action items agreed upon shall be kept for all meetings.

### **Honoraria**

All physicians, dentists, nurse practitioners, pharmacists who are members of the Consultants Committee will follow the Newfoundland and Labrador Centre for Health Information Guidelines on Honoraria for Clinicians (see Annex A). Dentists will follow the same amount of honoraria as physicians under these guidelines.

Honoraria does not apply to physicians, dentists, nurse practitioners, pharmacists that attend Consultants Committee meetings as representatives from the Department of Health and Community Services and the Newfoundland and Labrador Centre for Health Information.

Any additional non-voting consultant expertise required will be remunerated based on the rates set out in the Newfoundland and Labrador Centre for Health Information Guidelines on Honoraria for Clinicians.