

Newfoundland and Labrador Prescription Monitoring Program Advisory Committee – Terms of Reference

Purpose:

The Newfoundland and Labrador Prescription Monitoring Program Advisory Committee (“the Committee”) shall advise the Minister on the ongoing development and operations of the Newfoundland and Labrador Prescription Monitoring Program (“the Program”).

Terms of Reference:

The Committee is created to provide a forum for providing advice and direction where issues affecting the ongoing development and operations of the Program can be raised and discussed, with a collaborative approach in monitoring the progress of the Program.

Mandate:

1. To provide advice and recommendations on actions and initiatives to be undertaken by the Program.
2. To provide advice and recommendations on those drugs that are to be monitored by the Program
3. To provide a forum for the requirements of the respective participating organizations to be reflected within the Program, and for those organizations to provide feedback on the progress of the Program.
4. To advise on program risk management and potential data quality issues.
5. To provide advice and recommendations on policies to ensure proper operation and management of the Program.

Membership:

The Committee members shall be comprised of:

- Deputy Minister, or delegate , Department of Health and Community Services (Chairperson);
- Representative(s) from the Prescription Monitoring Program (administered by Newfoundland and Labrador Centre for Health Information);
- Representative(s) from Pharmaceutical Services Division, Department of Health and Community Services;
- Royal Newfoundland Constabulary;
- Royal Canadian Mounted Police;
- Newfoundland and Labrador College of Physicians and Surgeons;
- Newfoundland and Labrador Dental Licensing Board;
- Association of Registered Nurses of Newfoundland and Labrador;
- Newfoundland and Labrador Pharmacy Board;
- Department of Justice and Public Safety;
- Two prescriber representatives 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;
- Two dispenser representatives 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;
- Member of the general public/patient appointed through the Public Service Commission

Other stakeholders may be invited to advisory committee meetings as needed:

- School of Pharmacy;
- Representative(s) from Mental Health and Addictions Division, Department of Health and Community Services;
- Representative(s) from Physician Services Division, Department of Health and Community Services;
- The Newfoundland and Labrador Medical Association;
- The Pharmacy Association of Newfoundland and Labrador; and
- The Newfoundland and Labrador Dental Association.

The Deputy Minister of HCS shall appoint the members from the Department. The external stakeholder organizations shall appoint their members.

The Committee will be chaired by the Deputy Minister, or delegate, Department of Health and Community Services.

The Chairperson, with recommendation of the membership, may invite additional person(s) to attend meetings in order to provide specific subject matter advice as required.

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

Conduct, Conflict of Interest, Confidentiality:

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 Committee, the individual involved must declare its existence and disqualify himself/herself from participation in the discussion and/or from further membership on the 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 Committee. Members must not discuss this information with persons outside of their respective organizations, or divulge information obtained from work on the Committee, including presentations made to it outside 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 Committee.

Operation:

The Pharmaceutical Services Division of the Department of Health and Community Services will provide administrative support.

Meetings:

Meetings shall be held quarterly or at the call of the Chairperson for urgent issues that may arise between regular meetings.

Quorum:

One member from the Department of Health and Community Services, one member from the Prescription Monitoring Program (Newfoundland and Labrador Centre for Health Information) and representatives from at least five external stakeholder organizations constitute a quorum.

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:

As the role of this committee is to provide recommendations to the Minister it will be a non-voting body. While best efforts will be made to reach a consensus, recommendations can still be advanced to the Minister without consensus.

Record of Discussions:

A Record of Discussions and action items shall be kept for all meetings.