Process to Obtain Authorization to Prescribe

RN Prescriber Fact Sheet

NOVA SCOTIA NURSING AND MIDWIFERY REGULATOR

The Nova Scotia Nursing and Midwifery Regulator (NSNMR) is the regulatory body for licensed practical nurses (LPNs), registered psychiatric nurses (RPNs), registered nurses (RNs), nurse practitioners (NPs) and registered midwives (RMs) in Nova Scotia. Our mandate is to protect the public by promoting the provision of safe, competent, ethical and compassionate services by its registrants.

This tool is a resource for RN Prescribers to help them understand the process to obtain an authorization to prescribe. The process of obtaining an authorization to prescribe requires coordination between six partners. The process is linear and relies on each partner to complete its step before the next step can be completed.

STEP 1

RN Accountability

- Initiates the application process.
- Download Application for the Authorization to Prescribe (AATP) & complete SECTION 1.
- Send application to manager to complete SECTION 2.
- Activate access to Drug Information System (DIS)/SHARE Clinical Portal when the ATTP is approved by NSNMR (see instructions).
- Register with Medavie Blue Cross (MBC) when the ATTP is approved by NSNMR (see instructions).

STEP 2

Employer Accountability

- Complete SECTION 2.
- Return the completed application to the RN for submission to NSNMR.

STEP 3

Dalhousie University Accountability

- Provide NSNMR with confirmation when the RN successfully completes the RN Prescriber

education program.

STEP 4

NSNMR Accountability

- Provide DIS and MBC with notice that RNs will be applying for authority to prescribe.
- Transfer files as needed. Processes the AATP upon receipt.
- Notify the RN prescriber when the AATP is processed and to activate DIS and Medavie Blue Cross.

STEP 5

Department of Health and Wellness - Drug Information System (DIS) Accountability

- Activate RN prescriber.

STEP 6

Medavie Blue Cross Accountability (MBC)

- Register RN Prescriber.

The RN prescriber **cannot** prescribe in the clinical setting until NSNMR, DIS and MBC have completed their portions of the authorizing process.

- NSNMR will notify the RN prescriber and manager by email when their application for Authorization to Prescribe is processed and advise them to contact DIS and MBC to initiate their activation processes

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Activate in Drug Information System (DIS) or SHARE Clinical Portal

- If DIS Portal or SHARE Clinical Portal is required in your role (employer to determine) your manager or employer must submit a request for access and the ability to e-prescribe. Some NSH/IWK staff have DIS/SHARE access now, but your manager/employer will need to request a change to your existing access to enable you to e-prescribe.
- **NSH/IWK Staff:** Submit requests through their self-serve IT website Client Self-Service - SHARE DIS Requests (nshealth.ca).
- **Non-NSH/IWK Staff:** Email their request for DIS/SHARE access to enable RN prescribing to share@novascotia.ca.

Register with Medavie Blue Cross (MBC)

- Register with MBC by selecting "New registration"
- Indicate "Authorized to Prescribe" in the additional information at the bottom of the registration form.
- Please note:
    - the registration request will also indicate that the information provided by the provider will be made public unless you note "do not make my information public".
    - Submission of a direct deposit form is not mandatory.

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