

Fee Committee Terms of Reference

Committee Name: Fee Committee (FC)

Co-Chairs: Medical consultant DHW and DNS member appointed by the DNS Board.

Reporting to: DHW medical consultant to the Minister, Department Health and Wellness (DHW)
DNS member to the Doctors Nova Scotia Board

Principles:

FC will be guided by the following principles:

- Flexibility - able to adjust as the system evolves
- Evidence informed – decisions will be made on the best available information at the time
- Fairness and equity – every effort will be made to ensure incremental funding is available to support the health system in a fair and equitable manner.
- Fiscally Responsible – decisions will be made within the funding envelope allocated in the MA and using best available information to project costs

Mandate:

FC will be responsible for reviewing requests for:

- new fee codes
- amendments to current fee codes,
- additions, revisions or clarifications of the Preamble to the MSI Physician’s Manual, including any changes to the wording of the MSI Physician’s Manual that may be needed as a result of new or amended fees.

FC has decision-making authority, within the funding envelope outlined in the MA, to approve and implement:

- new fee codes
- amendments to current fee codes
- Preamble changes as required

FC will ensure the following:

- internal processes are in place for the formal review of applications for new fee codes, fee code adjustments and Preamble changes
- internal processes are in place for the formal review of any items specified in the Master Agreement as the responsibility of FC
- decisions regarding applications are communicated to the applicants in a timely manner
- decisions regarding fee codes and preamble changes are communicated in the MSI Bulletin

FC will meet on an as required basis to fulfill its mandate but no less than 4 times per year.

4.2

Decisions and Authority:

All FC decisions will be by consensus.

If consensus is cannot be reached, the matter will be referred to MAMG.

Quorum will be 2 DHW representatives and 2 DNS representatives

Composition:

- Four (4) representatives from DHW and the NSHA/IWK.
- Four (4) representatives from DNS
- DHW and DNS may each appoint one (1) alternate

FC Support (non-voting):

- Up to three (3) DHW support staff responsible for maintaining the meeting calendar, compiling and circulating the agendas, recording the decisions, maintaining a shared document inventory from receipt of completed application through to implementation.
- Up to three (3) DNS support staff responsible for ensuring physician applicants understand the application process, receive assistance with completing the application form and ensuring all necessary documentation is complete before forwarding the completed application to the FC. After FC has completed their evaluation DNS staff will ensure the physician applicant is notified of the result.
- One medical research support person (who is funded through the Targeted Project Funding in the MA)

Termination of a Committee Member:

A member's term on the committee can be terminated should the following occur:

- Failure to act according to the committee's Terms of Reference
- Failure to attend a minimum of 50% of meetings, or absent from 3 consecutive meetings
- Failure to represent the member's respective organization (Department of Health and Wellness, Nova Scotia Health Authority, or physician membership) by acting in self-interest

The co-chairs shall advise the member in writing, stating the reason for the termination and the effective date.

Other:

DHW and DNS will be responsible for its members' and staff support expenses.