



The Nova Scotia College of Nursing (NSCN) is the regulatory body for licensed practical nurses (LPNs), registered nurses (RNs) and nurse practitioners (NPs) in Nova Scotia. Our mandate is to protect the public by promoting the provision of safe, competent, ethical and compassionate nursing services by our registrants. The term nurse in this document refers to LPNs, RNs and NPs unless otherwise stated.

This tool is a resource for RN Prescribers to help them understand the process to obtain an authorization to prescribe. The process for obtain an authorization to prescribe requires coordination between 6 partners. The process is linear and relies on each partner to complete its step before the next step can be completed.

<p>STEP 1</p> <p>Partner: RN</p> <p>Accountability</p> <ul style="list-style-type: none"> • 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 DIS/SHARE Clinical Portal (see instructions). • Register with Medavie Blue Cross {MBC} (see instructions). 	<p>STEP 2</p> <p>Partner: Employer</p> <p>Accountability</p> <ul style="list-style-type: none"> • Complete SECTION 2. • Return the completed application to the RN for submission to NSCN.
<p>STEP 3</p> <p>Partner: Dalhousie University</p> <p>Accountability</p> <ul style="list-style-type: none"> • Provide NSCN with confirmation when the RN successfully completes the RN Prescriber education program. 	<p>STEP 4</p> <p>Partner: NSCN</p> <p>Accountability</p> <ul style="list-style-type: none"> • Provide DIS/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 of the 7-day period for DIS/MBC to activate.
<p>STEP 5</p> <p>Partner: Department of Health and Wellness - Drug information System (DIS)</p> <p>Accountability</p> <ul style="list-style-type: none"> • Activate RN prescriber. 	<p>STEP 6</p> <p>Partner: BlueCross Medavie</p> <p>Accountability</p> <ul style="list-style-type: none"> • Register RN Prescriber.



The RN prescriber **cannot** prescribe in the clinical setting until NSCN, DIS and Medavie Blue Cross have completed their portions of the authorizing process.

- Start the process with DIS and Medavie Blue Cross 6-weeks before the education program is complete, **however** DIS and Medavie Blue Cross cannot do the **final** work on their end until NSCN approves the initial Application for the Authorization to Prescribe.
- RN prescribers and employers should expect it to take up to 7 days from the day the Application for Authorization to Prescribe is processed by NSCN for DIS and Medavie BlueCross to complete their portion of the process.
- NSCN will notify the RN prescriber and manager by email when their application for Authorization to Prescribe is processed and the date they can begin to prescribe.

Activate in DIS/SHARE Clinical Portal

DRUG INFORMATION SYSTEMS (DIS)

- If DIS Portal or SHARE Clinical Portal is required in your role (employer to determine) you must submit a request for access and the ability to e-prescribe. Some NSH/IWK staff have DIS/SHARE access now, but the access will need to be upgraded to enable you to e-prescribe.
- NSH/IWK Staff: Submit request 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.

Registering with Medavie Blue Cross (MBC)

MEDAVIE BLUECROSS

- You must notify Medavie BlueCross (katie.cleveland@medavie.bluecross.ca) that you are nearing the end of the RN prescribing program and are seeking to register as an RN prescriber.
- Include the following information in your email: full name; home address; phone number; [registration number](#); and expected date of completion of the RN prescribing education program

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