

**DRUG USE REVIEW BOARD
OF THE
CONNECTICUT MEDICAL ASSISTANCE
DRUG USE REVIEW PROGRAM**

BYLAWS

Original Date: January 1993

(Revised December 2009)

LEGAL MANDATE

The Drug Use Review Board for the Connecticut Medical Assistance Drug Use Review Program is established under the authority of Section 1903 (3) A of the Omnibus Budget Reconciliation Act of 1990.

TERMS AND DEFINITIONS

OBRA' 90 WILL MEAN Omnibus Budget Reconciliation Act of 1990.

DUR will mean Drug Use Review or Drug Utilization Review.

The DUR contractor will mean the vendor performing the drug use review program services for the Connecticut Medical Assistance Program.

CMS will mean the Centers for Medicare and Medicaid Services of Health and Human Services, formerly known as HCFA prior to June 2001.

HCFA will mean the Health Care Financing Administration of Health & Human Services.

PURPOSE AND ROLE

The purpose of the Drug Use Review Board is 1) to review, make recommendations and evaluate medical criteria and standards, educational intervention methods to be used in the Drug Use Review (DUR) Program, and 2) prepare an annual report to the State Medical Assistance Agency. The annual report will describe the activities of the DUR Review Board, including the nature and scope of the prospective and retrospective drug use review programs, a summary of the educational intervention strategies used, an assessment of the effectiveness of the interventions on the quality of care, and an estimate of the cost savings generated as a result of the DUR Program.

COMPOSITION AND MEMBERSHIP

Candidates for membership will be recommended by the State Medical Assistance Agency who will select candidates from the medical and pharmacy communities within the State. There will be nine members. There will be at least one-third but not more than 51% physicians and at least one-third pharmacists on the board. All of whom must be actively practicing and licensed by the State of Connecticut, who also have recognized knowledge and expertise in the appropriate prescribing, dispensing, and/ or monitoring of outpatient prescription drugs.

Representatives of the Department and the contractor or vendor are considered exofficio non-voting members.

TERMS OF MEMBERSHIP

Terms of membership will be two years. Terms may be renewable under anonymous, majority vote of the Board. Expiration of terms should be staggered. Expiration of terms occur at the third meeting of each federal fiscal year with one third of the members' terms expiring each year. If more than one member wishes to resign, the member with the most years of service on the Board may resign first.

REPLACEMENT DUE TO RESIGNATION OR DEATH

In the case of vacancy created by the death or resignation of a member, the State Medical Assistance Agency will appoint an individual, representing the same profession, to serve the unexpired portion of that particular term. Such individual shall be eligible to serve an additional two-year term.

REPLACEMENT DUE TO LACK OF ATTENDANCE

Absence from two consecutive meetings shall result in a formal notice from the chairperson of the Board that further participation on the DUR Board is in jeopardy.

Absence from a third consecutive meeting will result in removal from the Board and immediate replacement with an individual representing the same membership profession.

RESPONSIBILITY OF MEMBERS

- ❖ Attend all DUR Board meetings.
- ❖ Apply knowledge of current medical and pharmaceutical practice to the development and review of the medical therapeutic criteria used in the Drug Use Review Program.
- ❖ Establish procedures for educational interventions for providers identified through the DUR criteria application.
- ❖ Resolve disputes on individual cases referred from the DUR contractors' review groups.
- ❖ Assist in the preparation of the annual report to the State Medical Assistance Agency as required by OBRA' 90.
- ❖ Maintain confidentiality of medical records and information relating to cases reviewed.
- ❖ Members will be responsible for declaring any new potential conflicts of interest prior to the next meeting and members must do so in writing.

The Board will evaluate disclosures to determine if any Board member needs to excuse themselves from the Board.

There will be an annual update and evaluation of confidentiality and disclosure statements.

BOARD OFFICERS

ANNUAL ELECTION

The DUR Boars may elect a Chairperson and Vice-chairperson if so desired, during the first meeting of the DUR Board of each federal fiscal year.

ELECTION PROCEDURES

A member shall be nominated and elected when he/she receives a majority of the votes from the membership in attendance at a meeting in which a quorum is present. Nominations will be accepted from the floor by the serving Chairperson. Voting will be done by written ballot or show of hands from each regular member. If a member is nominated by a majority of the ballots, then the member is elected.

RESPONSIBILITY OF CHAIRPERSON

- ❖ Provide democratic leadership.
- ❖ Be sensitive to the views and opinions of members, and maintain an atmosphere in which members have the opportunity to express their views freely.
- ❖ Confer with the State Medical Assistance Liaison and Drug Utilization Review Contractors' in:
 - A. Preparation of a suitable agenda.
 - B. Planning DUR Board activities.
 - C. Establishing meeting dates and calling meetings.
 - D. Establishing subcommittees and ad hoc committees.
 - E. Appointing DUR Board members to serve on subcommittees.
- ❖ Coordinate the annual report from the DUR Board agency.
- ❖ Respond to inquiries or be spokesperson for the Board as appropriate and agreed upon by the Medical Assistance Agency.

RESPONSIBILITY OF VICE-CHAIRPERSON

- ❖ Perform the same functions as the Chairperson, in the Chairperson's absence.

DUR BOARD SUPPORT STAFF

The Contractor will provide support and coordination for all Board activities. This person shall be the same person directly responsible for the State DUR Program. Duties of this position include:

- ❖ Develop an effective working relationship with membership.
- ❖ Be sensitive to the views, opinions and needs of the membership.
- ❖ Coordinate all DUR Board, Subcommittee and ad hoc committee activities.
- ❖ Perform liaison function between DUR Board membership and Connecticut Medical Assistance Program.
- ❖ Confer with the DUR Board Chairperson and the State Medical Assistance Liaison in planning and organizing DUR Board activities.
 - A. Prepare agenda and support materials for each meeting.
 - B. Prepare and distribute information and materials for DUR Board use.
 - C. Maintain DUR Board records.
 - D. Prepare minutes and meeting sites.
 - E. Arrange meetings and meeting sites.
 - F. Maintain tracking report of actions taken and issues raised by the Board.
 - G. Provide feedback at each Board meeting on the status of recommendations made by the Board.
 - H. Provide copies of the Board Meeting minutes to CMS as well as any other requirements of CMS.

AD HOC COMMITTEES

As the need arises ad hoc committees may be utilized. Ad hoc appointments to these special activities shall be confirmed by the State Medical Assistance Liaison. These special committees shall be disbanded upon completion of their responsibilities.

Compensation

DUR Board members and subcommittee members will be reimbursed as specified in DUR contract.

FREQUENCY OF MEETINGS

Regular meeting of the DUR Board will be held at least four times per year. A meeting schedule will be prepared and presented at the first meeting of the federal fiscal year. Due to the confidential medical information relating to individual cases discussed, and the function of the DUR Board as a peer review group, certain meetings, or portions of certain meetings, will not be open to the public.

NON-MEMBERS

When non-members are in attendance they will not participate in discussions. Non-members will be given limited verbal time for verbal contributions prior to the regular meeting.

OPERATIONAL PROCEDURES

Meeting will be conducted in accordance with Robert's Rules of Order. Medical therapeutic criteria determinations and educational intervention methods will be discussed and determined by a consensus of the members. If less than a quorum of the DUR Board is present a majority of the members present may adjourn the meeting. The act of the majority of the members present at a meeting at which a quorum, five members, is present shall be the act of the DUR Board. Actions taken at such meetings must be brought up and voted on by a quorum.

AMENDMENT OF BYLAWS

Proposed amendments to the DUR Board Bylaws will be presented to all DUR board members at one meeting and voted on at the next meeting. At such a meeting at least five members must vote in favor.