



Part 6 Pharmacy Act 2007

Core Competency Framework for PSI Disciplinary Committee Members

Purpose of document

The competency framework sets out the behaviours and skills which contribute to individual member effectiveness and the effectiveness of the PSI's fitness to practise function. The framework forms the basis for the Learning and Development training plan.

Competency Framework

The framework has 9 key competencies which underpin the effective performance of the role of all members, including those members who are appointed as Chairs. Chairs must not only act as role models for the 9 competencies, but also demonstrate further competencies which are outlined below.

The 9 competencies:

1. Ability to apply all relevant laws and procedures,
2. Understanding the disciplinary functions of the PSI,
3. Ability to work in a team and in a collaborative and professional manner,
4. Communication and interpersonal skills,
5. Sound judgement and decision making,
6. Commitment and Reliability,
7. Integrity, impartiality and respect,
8. Confidentiality,
9. IT literacy.

The 9 competencies explained:

1. **Ability to apply all relevant laws and procedures**

- To work within a framework of legislation, rules, guidance and standards and to understand legal and procedural issues to achieve consistent sound determinations.

2. Understanding of the disciplinary functions of the PSI

- To have an appreciation of the PSI's obligation to protect the public and maintain public confidence in the profession of pharmacy and in the system of regulation,
- To respect the pharmacist/retail pharmacy business' right to an objective hearing and fair procedures.

3. Ability to work in a team and in a collaborative and professional manner

- To behave co-operatively and accept responsibility for decisions,
- To work effectively as part of a diverse team,
- To accept challenge from others whilst remaining focused on the task.
- To give and receive constructive feedback.

4. Communication and interpersonal skills

- To communicate clearly and concisely – orally and in writing,
- To communicate courteously with all participants in the disciplinary process,
- To actively listen to others and have regard for their views,
- To demonstrate respect for the disciplinary process through appropriate conduct and attire.

5. Sound judgement and decision making

- To reach objective, proportionate and reasoned decisions,
- To balance the need for proper and objective consideration of issues with the obligation to deal with matters in an expeditious manner,
- Ability to understand and analyse complex information,
- To maintain concentration for extended periods of time.

6. Commitment and Reliability

- To devote such time, attention and skill to the business and duties of the Committee as may reasonably be required,
- To demonstrate commitment to continuous improvement and maintenance of competence by participating fully in training and appraisal provided or arranged by the PSI,
- To respond promptly to availability checks and other administrative correspondence.

7. Integrity, impartiality and respect

- To act independently, diligently and in good faith,
- To behave in a fair, balanced and non-discriminatory fashion,

- To demonstrate respect for the roles and views of all participants in the disciplinary process,
- To declare (as soon as you become aware of it) to the Chair of the Committee or the Head of Fitness, to Practise and Legal Affairs Unit any actual or potential conflict of interest that you may have in relation to any complaint which has been referred to the Committee for inquiry.

8. Confidentiality

- Understand and respect the obligations of the committee in relation to the integrity of the disciplinary process.

9. IT literacy

- To access and communicate through email,
- To use an iPad.

Committee Chairs

In addition to the competencies above, a Chair will also be expected to demonstrate:

- Experience of sitting on a Disciplinary Committee or similar decision making body in a quasi-judicial function,
- Leadership and management skills,
- A good understanding of the principles of natural justice and an ability to conduct inquiries in accordance with these principles,
- Role model all aspects of the 9 member competencies,
- Maintain effective and appropriate management of the Committee and facilitating proper consideration of all relevant matters.