

Minutes for Public Council Meeting No. 48
Wednesday 17 July 2013
PSI House, Fenian Street, Dublin 2

The Public session of the 48th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 was held at 5pm on 17 July at PSI House, Fenian Street, Dublin 2.

Present: Mr Eoghan Hanly, Mr Noel Stenson, Ms Nicola Cantwell, Ms Leonie Clarke, Mr Richard Collis, Dr Ann Frankish, Dr Chantelle Macnamara, Mr Fionán O'Cuinneagáin, Prof Caitriona O'Driscoll, Mr Pat O'Dowd, Mr Keith O'Hourihane

PSI Staff: Ms Ciara McGoldrick, Acting Registrar, Mr John Bryan, Ms Damhnait Gaughan, Dr Lorraine Horgan, Mr Tony Reilly, Ms Kate O'Flaherty, Mr Seoirse O hAodha, Dr Cheryl Stokes, Ms Sinead O'Keeffe, Dr Cora Nestor, Ms Marian Shanley, Ms Siobhan Shanahan, Ms Muireann McKeown

By teleconference: Mr Jim Brophy

Ms McGoldrick opened the Public Council Meeting Number 48 at 5.00pm.

1. Election of President and Vice-President:

Ms S O'Keeffe, Alternate Presiding Officer addressed Council and advised them that Mr T McGuinn, Presiding Officer, had given his apologies as he was unable to attend the Council meeting. Ms S O'Keeffe advised Council that in line with the Council Rules an election of a President and Vice-President of the Council shall occur as soon as practicable after the 22nd of May each year. A separate election must also take place for the post of President and Vice-President and be conducted by secret ballot. On the 15th of July all Council members were informed that one nomination had been received for the post of President, Mr. Eoghan Hanly and one nomination had been received for the post of Vice President, Mr. Noel Stenson. Ms S O'Keeffe invited both candidates to give a brief overview of their biographical details

Mr E Hanly and Mr N Stenson addressed Council and outlined their qualifications and experience to date.

Council were then asked to complete the ballot papers. Ms S O'Keeffe left the meeting to conduct the count of ballot papers, with the assistance of Dr C Stokes. At 5:13pm Ms S O'Keeffe returned to the meeting and confirmed that Mr E Hanly was elected as President and Mr N Stenson as Vice-President.

The President, Mr E Hanly thanked Council for their votes and welcomed the new members to Council. He also explained the necessity to have the Council meeting over a day and half due to the current work load and thanked everyone for their availability. The President thanked Mr P Fahey, former President, who mentored him for two years as Vice-President and said how delighted he was that Mr N Stenson has been elected as Vice-President.

Mr N Stenson thanked Council for their votes and thanked the various committees for their support over the years.

2. Apologies:

Dr Jean Holohan, Prof Ciaran O'Boyle, Mr John Corr, Mr Conor Phelan, Ms Rita Purcell.

3. Declaration of Interests:

The President referred to item 3 in the Council Agenda and reminded the Council members present of their obligations under that part of the Act.

Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they "be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter."

A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included and all members of the Council are strongly advised to familiarise themselves with its contents.

Prof C O'Driscoll advised Council that she was conflicted on agenda item 6 and has been advised that she is conflicted on items 7 and 9 also.

4. Draft Minutes of Public Council Meeting no 47 held on 16 May 2013:

Mr J Brophy drew Council's attention to a typographical error on page 4 of 6 of the draft minutes. The President sought approval on the draft minutes subject to the amendment outlined.

The Minutes were unanimously approved on the proposal of Ms L Clarke, seconded by Mr K O'Hourihane.

5. Registrar's Report:

Ms C McGoldrick addressed Council. Ms C McGoldrick advised Council that Ms K O'Flaherty has been seconded to Department of Health as Director of The Health and Wellbeing Programme. Ms C McGoldrick thanked Ms K O'Flaherty for all her hard work over the years and wished her every success for the future.

Ms C McGoldrick presented the report from the Registrar and Committees and updated Council verbally on the activity of the PSI since the last Council Meeting.

The President invited questions or comments on the Registrar's Report. Council inquired if the Department of Health had given any indication about whether they are going to backfill Ms K O'Flaherty's position. Ms C McGoldrick advised Council of the recent correspondence to and from the Department of Health.

The President advised Council that we would address items 6, 7 and 9 together, then item 8.

6. Report of the Accreditation Panel ('the Visitors) on the Bachelor of Pharmacy degree programme delivered by the School of Pharmacy in university College Cork:

Prof C O'Driscoll declared a conflict of interest and left the meeting at 6pm.

Mr N Stenson addressed Council. Council had been circulated with the summary and full reports from the Accreditation Panel. The accreditation visit took place in February 2013. The accreditation team recommend to the Council that the BPharm degree be accredited for a period of 5 years subject to one condition, that the University inform the PSI of the implementation of its Fitness to Practise Policy for pharmacy students within the

next twelve month period. The President sought approval that the BPharm degree be accredited for a period of 5 years subject to the above condition.

Council unanimously approved the accreditation on the proposal of Ms L Clarke, seconded by Mr K O'Hourihane.

7. Procurement for the management of the National Pharmacy Internship Programme:

Mr N Stenson addressed Council. Council had been circulated with a memorandum from Dr L Horgan. Council were requested to approve the commencement of the public procurement process to source and secure a provider of the outsourced internship programme for a minimum of a 3 year period. The President sought approval on the commencement of the public procurement process to source and secure a provider of the outsourced internship programme for a minimum of a 3 year period.

Council unanimously approved the commencement of the procurement process on the proposal of Mr F O'Cuinneagáin, seconded by Mr P O'Dowd.

9. Terms of office for members of the National Forum for Pharmacy Education and Accreditation:

Dr L Horgan addressed Council. Council had been circulated with a memorandum from Dr L Horgan and a brief biography of Ms V Treacy. It is proposed to Council to extend the terms of office of the members of the National Forum to March 2014. This will afford Council the opportunity to review the functions and terms of reference of the Forum in the meantime with a view to considering its future role. Dr L Horgan advised Council that there was one change to the Forum's membership, Ms V Treacy has been proposed to replace Ms C Gowing as alternate hospital pharmacist on the National Forum during Ms Gowing's maternity leave, which was approved by Council. The President sought approval on extending the terms of office for members of the National Forum.

Council unanimously approved the extension on the proposal of Mr K O'Hourihane, seconded by Ms L Clarke.

Prof C O'Driscoll returned to the meeting at 6.28pm.

8. Application fee for the National Pharmacy Internship Programme 2013-2014:

Mr N Stenson addressed Council. Council had been circulated with a memorandum from Dr L Horgan.

It is proposed that the application fee for the National Pharmacy Internship Programme (NPIP) be increased by €250 (from €2250 to €2500) for the 2013-2014 year in line with the Government's increase in the student service charge to which the NPIP application fee is pegged and that the fee of €315 payable in connection with an application to undertake the Professional Registration Examination be waived.

Council unanimously approved both items on the proposal of Mr F O'Cuinneagáin, seconded by Ms L Clarke.

Council discussed the fee increase and transparency around same. Council considered that students should be made aware of how funding is broken down for the MPharm programme. The President requested that the transparency of student fees be added to the agenda for the next Council Meeting and the Royal College of Surgeons in Ireland's (RCSI's) report showing how the MPharm programme is funded be available to Council at this meeting.

10. Memorandum of Understanding between the Pharmaceutical Society of Ireland and the Accreditation Council for Pharmacy Education through its International Services Program:

Dr L Horgan addressed Council. Council had been circulated with a draft of the Memorandum of Understanding (MoU). By entering into this MoU the Pharmaceutical Society of Ireland and the Accreditation Council for Pharmacy Education will learn from each other through the sharing of information and expertise. There is no financial commitment on the part of either organisation.

The President sought approval on entering the MoU and it was unanimously approved by Council on the proposal of Mr K O'Hourihane, seconded by Ms N Cantwell.

11 Continued Registration Forms:

- A) Application for Continued Registration as a Pharmacist.
- B) Application for Continued Registration as a Pharmaceutical Assistant.
- C) Change of Circumstance Declaration Form.

Council were circulated with copies of the above three forms. Council approval of the forms was sought.

Council considered the proposed layout and information required to be provided, with particular focus on issues arising relating to health, conduct, competence and behaviour.

The President sought approval from Council on the forms being approved in their current state. Council required an amendment to the form proposed to be used to make application for Continued Registration as a Pharmaceutical Assistant i.e. the inclusion of a requirement that when making application for Continued Registration as a Pharmaceutical Assistant that the registrant would confirm that he/she undertakes appropriate CPD and CE.

Council unanimously approved the three forms on this basis on the proposal of Dr C Macnamara, seconded by Mr N Stenson.

12 Report on the Evaluation of the Seasonal Influenza Vaccination Service in Pharmacy 2012-2013:

Ms K O'Flaherty addressed Council. The Final Report on the Evaluation of the Seasonal Influenza Vaccination Service in Pharmacy 2012-2013 had been circulated to Council for noting. Ms K O'Flaherty advised Council that they had seen the changes made on the guidance and training requirements at the Council meeting dated 16 May. The President invited questions from Council, there being none he thanked Ms K O'Flaherty.

13 Policy Principles for revised Statutory Instrument on Education and Training:

Dr L Horgan addressed Council. Council had been circulated with a draft document which seeks to outline the background to the proposed revision of the statutory instrument and areas with changes for noting. Dr L Horgan outlined to Council the proposed amendments would be submitted to the Minister for Health for noting. The President thanked Dr L Horgan for the report.

14 Quarterly Report from the Chair of the National Forum for Pharmacy Education and Accreditation:

Ms M Shanley had circulated to Council the quarterly report and updated Council verbally on its contents.

The President invited questions from Council. Council discussed the question of funding of the new five year programme from industry and how this would be sourced. The President thanked Ms M Shanley for the report.

15 Update on the Irish Institute of Pharmacy:

Ms C McGoldrick addressed Council. A submission was made to Revenue on 1 July on the VAT treatment of the services to be provided by RCSI and a response is expected.

The process has started to nominate steering group members of the Irish Institute of Pharmacy (IloP). Letters will be issued this week looking for nominations and a call for Expression of Interest is being sent to all pharmacists.

Dr L Horgan advised Council that little or no amendments will be made to the Deed of Amendment with the RCSI but that the IloP's Service Plan for 2013 might be brought back to Council.

The President thanked Ms C McGoldrick and Dr L Horgan for their update.

16 Update on the accreditation of the seasonal influenza vaccination training programme for 2013-2014:

Dr C Nestor addressed Council and provided a verbal update on the accreditation of the seasonal influenza vaccination training programmes. Since the last Council meeting on 16 May, the training requirements for pharmacists were published on the PSI website and communicated to pharmacists via the Pharmacist Newsletter. The training programme requirements were also published on PSI website and calls for expression of interest from training providers was issued 21 May. Six providers expressed interest in providing vaccination training for pharmacists. Guidelines for training providers on submitting an application and meeting the PSI accreditation standards and requirements for 2013/2014 were developed and approved by the Council working group. A standardised application form was also developed to aid providers submit an application. Both of these documents were forwarded to all providers that had expressed and interest and made available on the PSI website by June 4th with a request for applications to be submitted by 21st June. Three applications were subsequently received by PSI.

PSI appointed a five member accreditation panel chaired by Prof Ian Glendenning Marshall to review and evaluate the applications received. Following a validation exercise two of the applications were deemed full and complete and were forwarded to the accreditation panel for assessment and evaluation. One application required further documentation to be submitted. Following assessment and evaluation the accreditation panel met on the 10th of July for induction, discussion on the outcomes of the assessment process and preparation for the meeting with training providers. An accreditation event was held with both providers, one on 11th July and one on 12th July. Following this accreditation event, verbal feedback was given to each of the providers by the panel Chair in which a positive recommendation on approval was communicated to the providers with a number of recommendations and conditions outlined. Details of the next stages in the approval process were also communicated to the providers.

The reports on the outcomes of the accreditation process are currently being prepared for Council outlining the recommendations of the accreditation panel for each of the training courses. These reports and recommendations will be presented to Council in August.

The President invited questions from Council. A query was raised as to timing and order of events. Dr C Nestor confirmed that the accreditation process is currently in line with the timeline requirements conveyed to Council to allow for the approval of the training courses and delivery of training to pharmacists in mid-August in time for the beginning of the seasonal influenza season and vaccination campaign. Dr C Nestor also confirmed that it was conveyed to providers that until Council approve the reports and courses of training, no training material can be available to pharmacists. The President thanked Dr C Nestor for the update.

17 a) Report from the Audit Committee

b) Extension to the current contract with the Internal Auditors.

a) Report from the Audit Committee

Dr C Stokes addressed Council. Council had been circulated with the report from the Audit Committee. Dr C Stokes advised Council that one meeting of the Audit Committee had been held since the last report. Dr C Stokes confirmed that the Audit Committee had requested that two Internal Audit Reports be prepared on Complaints and Fitness to Practise and Third Country Registrations and that the Audit Committee had reviewed the high priority risks on the Risk Register and are satisfied that appropriate controls are in place and that the risk management policy and guidelines are being adhered to.

b) Extension to the current contract with the Internal Auditors.

The President sought approval on extending the contract with the Internal Auditors, Crowleys DFK, pending the completion of a framework agreement for Internal Auditors that the PSI is currently engaged in under the Health and Social Care Regulators Forum.

Council unanimously approved the extension to the Internal Auditors Contract on the proposal by Mr K O'Hourihane, seconded by Ms L Clarke.

18 Financial Report and Management Accounts to 31 May 2013:

Mr S O hAodha presented the Financial Report and Management Accounts to 31 May 2013 which had been circulated to Council for noting. He advised that the Administration and Finance Committee had not met since March due to the term of office of four members expiring last May and the finance report was therefore brought directly to Council.

The President asked Council had they any questions, there being none, he thanked Mr S O hAodha for the report. Council noted the report.

19 Council Members' Time:

It was suggested to Council that when matters are on the agenda for information/noting, that they should be taken "as read" by the Council and that they should only be discussed at the meeting if Council members have a question on a given item. The President indicated that he is in favour of taking information items "as read" and Council agreed.

20 Matters Arising:

The President addressed Council regarding Appointments to the Advisory committees. Dr C Stokes will circulate a form after the meeting to new Council Members seeking their preferences for membership of committees. Each Council member must be prepared to sit on at least one Advisory Committee to ensure broad representation of the Council on its individual Committees.

Ms McGoldrick addressed Council to advise that additional documentation has become available for the Private Council Meeting on 18 July 2013. Dr C Stokes distributed the documents to Council members present.

The President thanked PSI Staff and Council for their availability.

The meeting ended at 8.00pm.