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# Steering Group of the Irish Institute of Pharmacy

## Terms of Reference

*(Approved by Council on 17<sup>th</sup> September 2015)*

### 1. Background

In January 2009, the Pharmaceutical Society of Ireland (PSI) commissioned a review of international continuing professional development (CPD) models to determine an appropriate system of CPD for pharmacists in Ireland. The recommendations of this review, undertaken by PA Consulting and involving a comprehensive research and consultation process were endorsed by Council on 1 June 2010. The review proposed a vision and principles for a new CPD system and set out a recommended approach to standards, accreditation and assessment; the CPD delivery model; and the approach to governance, management and provision. A core finding of the report was the need to establish an Institute at 'arm's length' from the PSI to:

***'oversee the management and delivery of CPD, funding and supporting appropriate provision and ensuring outcomes are generated by providers and assessing the practice standards of pharmacists'.***

A procurement exercise identified the RCSI as the appropriate Managing Body to deliver the services of the Irish Institute of Pharmacy ('the Institute'). Under the Institute's governance arrangements set out in the contract with the RCSI, the PSI must establish a Steering Group to oversee the activities of the Institute.

### 2. Purpose of the Steering Group of the Institute of Pharmacy

The overall aim of the Steering Group of the Institute is to ensure that the development, establishment and ongoing operation of the Institute is in line with the agreement entered into between the PSI and the RCSI and is managed in an effective manner, taking account of the needs of the profession and the national healthcare system and with patient safety as its overriding objective. The Steering Group will work collaboratively with all key stakeholders through their direct and active participation on the Steering Group.

The members of the Steering Group of the Institute will be committed to assuring the competence of pharmacists as frontline health professionals serving all members of the public and to the need to promote collaboration across the various healthcare professions and to facilitate inter-professional learning in the interests of service improvements. They should share a vision for the development of the profession that will facilitate more accessible, cost-effective and integrated delivery of healthcare and will ensure that patient needs are met in the local environment in a timelier manner. As specialised and advanced services will become increasingly available through the local pharmacy, the members of the Steering Group of the Institute must commit to helping to ensure the quality of that provision through development and training that responds to the emerging needs of the health system and the wider public.

### 3. Specific Activities of the Steering Group of the Institute of Pharmacy

- Work with the Executive Director and the Institute at the RCSI to ensure progress towards implementation of the milestones in establishing a CPD system as set out in the agreement entered into between the PSI and the RCSI. These milestones will include but are not limited to the following:<sup>1</sup>

<sup>1</sup> These milestones may be revised during the course of implementation if full agreement is secured with the PSI and the RCSI as part of the contractual operational planning requirements.

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- Development of the CPD portfolio infrastructure
  - Launch of the initial CPD programme of activities
  - Establishment of the accreditation system for CPD providers and provision
  - Development of the CPD portfolio review process
  - Development and piloting of the CPD practice review process
  - Full establishment and roll-out of the CPD system
  - In line with these milestones, work with the Institute to develop and sign off:
    - the strategic plan for the initial 4 year period to set out the objectives of the Institute's services (as provided by the RCSI) and key targets/milestones for delivery;
    - the Annual Report of the Irish Institute of Pharmacy.
  - Monitor the delivery of the strategic, business, action plans and annual reports by the Institute and identify and advise on any issues arising in the course of delivery.
  - Advise on the services provided and the training interventions commissioned so that they are appropriate and in line with government health service delivery requirements.
  - Oversee the development of a practitioner development framework that recognises and rewards achievement within the profession.
  - Provide advice on communication and support to interest groups in implementation of the CPD system.
  - Provide advice to the Registrar and to Council of the PSI on the needs of the pharmacy profession in order to shape the design and development of the CPD system and the programme of development activities as required or as deemed necessary by the Registrar and/or Council of the PSI.
  - Agree reports/updates to the Council of the PSI on a regular basis (quarterly in the establishment year and thereafter on a 6-monthly basis or as directed by Council of the PSI).

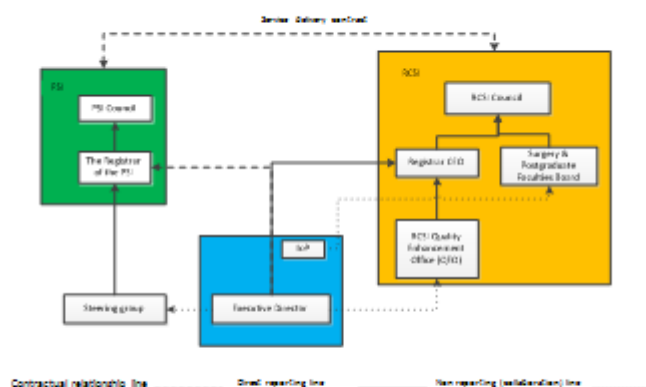
#### **4. Membership of Steering Group and Governance Arrangements**

- The Institute Executive Director will attend Steering Group meetings and report on activities but will not serve as a formal member of the Steering Group.
- The membership of the Steering Group of the Institute will be set at 16 members comprised as follows:
  - Pharmacist nominated by the Department for Health (1)
  - Nominees of the PSI Council (3)<sup>2</sup>
  - Pharmacist nominated by the CEO of the Health Service Executive (HSE) (1)

<sup>2</sup>Proposed as Chair of the Professional Development & Learning Committee, Chair of the Pharmacy Practice Development Committee and a public interest nominee member of Council who is appointed by the Minister as representative of the provision of continuing professional development in relation to pharmacy.

- Pharmacists appointed from the main pharmacy practice settings [i.e. 3 community, 2 hospital, 2 industry/regulatory affairs/research (to include a pharmacist in a QP role or a pharmacist with QP experience) (7)
- Nomination from the CEOs of the higher education institutions where schools of pharmacy are located (3)
- Nomination from the Pharmaceutical Society of Northern Ireland (PSNI) to ensure coordination with system in Northern Ireland (1)
- The Chair of the Steering Group will be appointed by the PSI in conjunction with the HSE and will be one of the 16 members of the Steering Group.
- Governance arrangements for policy-making and decision-making as set out below in Figure 1:

Figure 1 Proposed outline governance structure for the IloP



## 5. Steering Group Operations

- A governance framework for the Steering Group must be developed as contractually agreed between the PSI and the RCSI for the establishment of the Institute and will be subject to the approval of the PSI.
- Decision-making by the Steering Group must be majority-based. The Chair will have a casting vote in the event of there being a tie in the voting of the members present.
- The quorum for a meeting to validly deliberate will be set at 50% + 1 of all Steering Group members (present either in person or, with the agreement of the Chair, by teleconference).
- Strategic agenda-setting for the Institute and monitoring progress against that agenda must be the Steering Group's core focus. Operational decision-making is a matter for the Executive Director and the responsibility of the RCSI in line with the agreement with the PSI and associated key performance indicators (KPIs).

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- Steering Group meetings should take place a minimum of four (4) times per year. Additional meetings will be held at the discretion of the Executive Director in consultation with the Chair.
  - Appointments to the Steering Group will be made for an initial period of 2 years (representing half of the time period covered by the contract awarded to the RCSI).
  - Option for continuation of appointment for entire term of 4 year contract on the recommendation of the Chair and with the agreement of the PSI and the Steering Group.