



Application Form for Disciplinary Committees Panel March 2021

The PSI would like to invite expressions of interest from registered pharmacists who are either sole traders, or directors of, or shareholders in, a corporate body which carries on a registered retail pharmacy business who are interested in being appointed to the PSI's Disciplinary Committees Panel.

Instructions

1. Before you complete this form please read the accompanying Information Booklet available on the PSI website.
2. This form contains five sections. Please ensure you complete each section in full and provide all requested information.
3. We ask that you adhere to the word count requested.
4. Make sure that the contact details you provide are up to date and accurate.
5. The completed application form must be submitted by email only to eanna.olochlainn@psi.ie before **5pm on Friday, 23 April 2021.**
6. Please note the PSI will only accept applications submitted on this form.

Section 1: Personal Details

Please fill in all fields		
Title:	Forename:	Surname:
Phone:	Email:	
Correspondence Address:		
Country of Residence:		
PSI Pharmacist Registration Number:		
Name of the Retail Pharmacy Business (Pharmacy) as it appears on the PSI register:		
PSI Pharmacy Registration Number:		
Please tick:		
a. I am a director of the Pharmacy		Y / N
b. I am a shareholder of the Pharmacy		Y / N
c. I am a sole trader of the Pharmacy		Y / N
Note: You may wish to tick one or more boxes when answering this question.		
If the Pharmacy is operated by a corporate body, please provide the name of the Corporate Body/Company which owns the Pharmacy:		
CRO Number (if applicable):		
Company Registered Address:		

Section 2: Competencies

The following section asks you to provide an outline of how you meet the necessary competencies and experience to carry out the duties of the Disciplinary Committees. Please fill in each field below for competencies 1 to 6 and refer to the Information Booklet for examples of what to consider when completing this section.

1. Please give an example which shows you have a clear understanding of, and commitment to, public protection. Please use no more than 250 words.

2. Please give an example of a time that shows you have a proven ability to work collaboratively and constructively with others. Please use no more than 250 words.

3. Please provide an example that best demonstrates your understanding of, or interest in, regulatory/legislative environments or frameworks. Please use no more than 250 words.

4. Please give an example of your ability to analyse information and use effective judgment to make fair and reasoned decisions Please use no more than 250 words.

5. Panel members are required to have excellent written and oral communication skills and interpersonal skills. Please provide some examples which illustrates your communication skills. Please use no more than 250 words.

6. Please give an example of how you understand and value diversity and fair treatment. Please use no more than 250 words.

Section 3: Experience

Please give details of any other recent relevant experience that will assist us assess your suitability to be a Disciplinary Committee member. This experience can be obtained, for example, either through your employment, voluntary or charity work. Please use no more than 400 words.

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Section 4: Declarations of Interest

To ensure compliance, PSI Council members, Committee members, and PSI employees are required to provide the PSI with details of employment they are engaged in, in addition to their work for the PSI, and/or other business interests, including shareholdings, if they believe they could lead to a conflict of interest, or could materially influence the functions carried out on behalf of the PSI.

Please give details of any other positions you hold on boards, committees or tribunals, or any other public appointments you hold.

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Section 5: Declaration

I hereby certify and declare that:

- (i) All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.
- (ii) I am committed to the 7 principles of public life as outlined in Appendix 1.
- (iii) I do not know of, nor am not aware of, any conflict or potential conflict of interest, which would prevent my appointment as a member of the Preliminary Proceedings Committee or a Committee of Inquiry.
- (iv) I have read the information set out in the Information Booklet provided for this process and have familiarised myself with the responsibilities, time and other commitments required of the role, if I am appointed.
- (v) I am computer literate, and have sufficient information technology (IT) skills, to conduct committee business digitally, or by electronic means, when required to do so, and to work in a paperless environment.

Name: _____

Date: _____

Please ensure that you have provided all of the information requested. Any person found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to removal.

Information collected in this form will be retained on the PSI's Register of Interests of Council, Disciplinary and Advisory Committee members and retained in accordance with the terms of the PSI's Data Retention Policy. Office holders are responsible for updating their disclosures of interests to the PSI, as and when required.

Confidentiality

The PSI takes its data protection obligations seriously. The PSI will process any personal data in relation to your application in accordance with Data Protection legislation. The data will be kept for no longer than is necessary for its purpose, and it shall be kept in a manner that ensures appropriate security of the data, including protection against the unauthorised or unlawful processing of data. In signing this form, you consent to the PSI processing your data for the purposes of this application. More information is available in our [Data Protection Statement](#).

Appendix 1

The seven principles of public life:

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.