



Minutes for Public Council Meeting No. 83

Thursday 22 June 2017

PSI House, Fenian Street, Dublin 2

The public session of the 83rd meeting of the Council of the Pharmaceutical Society of Ireland, established under the Pharmacy Act, 2007 commenced at 10:00am on Thursday, 22nd June 2017 at PSI House, Fenian Street, Dublin 2.

Present: Mr. Rory O'Donnell, President, Mr. Hugo Bonar, Ms. Mary Rose Burke, Mr. Fintan Foy, Mr. Graham Knowles, Mr. Shane McCarthy, Prof. Kieran Murphy, Mr. Pat O'Dowd, Ms. Muireann Ní Shuilleabháin, Mr. Paul Turpin, Ms. Ann Sheehan, Mr. Sean Reilly, Ms. Louisa Power, Ms. Veronica Treacy, and Mr. Michael Lyons

PSI Staff: Mr. Niall Byrne, Registrar/Chief Officer, Dr. Cheryl Stokes, Mr. John Bryan, Dr. Lorraine Horgan, Ms. Damhnait Gaughan, Ms. Ruth Baily, Ms. Caroline Mellows, Mr. Éanna Ó Lochlainn, Ms. Aoife Mellett (for part), Ms. Vanessa O'Mahony (for part), Ms. Liz Kielty (for part), Ms. Louise Canavan (for part), Mr. Conor O'Leary, Ms. Siobhan Fitzgerald (for part), Ms. Sinead O'Keefe (for part) and Ms. Ruth McDonnell (for part)

Election of President and Vice President of the PSI Council

Dr. Cheryl Stokes, in her role as Presiding Officer for the election, invited both candidates for the post of PSI Council President, Ms. Mary Rose Burke and Mr. Rory O'Donnell, to address Council and following their address invited questions from Council members.

Ms. Nicola Cantwell, the sole candidate for the post of PSI Council Vice President, was not present at the meeting.

Dr. Stokes confirmed that 7 ballot papers had been received by post and Ms. Sinead O'Keefe, Deputy Presiding Officer, collected ballot papers from Council members present. Dr. Stokes and Ms. O'Keefe left the room to count the votes. Following the count, the Presiding Officer informed Council that Mr. Rory O'Donnell, was deemed to have been duly elected PSI Council President. Ms. Nicola Cantwell was duly elected PSI Council Vice President. Dr. Stokes congratulated Mr. O'Donnell and invited him to take up office.

Mr. O'Donnell thanked Council, and took the chair.

Public Gallery: The President, Mr. Rory O'Donnell, welcomed the attendees in the public gallery.

A. Apologies

Apologies had been received from Asst. Prof. Sheila Ryder, Ms. Nicola Cantwell, Dr. Paul Gorecki, Ms. Joanne Kissane, Ms. Deirdre Larkin, and Dr. Ailis Quinlan.

B. Declaration of Interests

Under item B of the Council Agenda, the President drew Council members' attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members *"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."*

C. Draft Minutes of Public Council Meeting No 79

The President noted that the draft minutes of public Council meeting number 81 had previously been circulated to Council members and that no amendments had been received.

Decision: **The Council approved the minutes of the public session of Council meeting number 81, held on the 18th May 2017 on the proposal of Mr. Fintan Foy and seconded by Mr. Shane McCarthy.**

D. Office of the Registrar

D1. Report of the Registrar

Mr. Niall Byrne, PSI Registrar and Chief Officer, welcomed the new members of Council, and offered his congratulation to the new President and Vice-President, following which he addressed Council and gave an overview, by means of a presentation, of the key updates and significant recent developments in the PSI. The Council had previously been circulated with the Registrar's Report which contains high level Departmental and Unit updates, together with key strategy and policy updates.

He informed Council that the PSI's management accounts had been completed to the end of April using the upgraded management accounts system and revised presentation. The new system had been well received, and brought greater clarity to the organisation's financial performance. He noted the internal audit on the PSI's value for money systems and procedures had now been completed. In addition, the tender for the PSI's comprehensive resourcing review had been awarded

to Mazars, and the project was now underway. The PSI was also working with the Office of Government Procurement on the upcoming Legal Services tender process.

Mr. Byrne informed Council that Dr. Cora Nestor had been appointed Head of Policy on a half-time basis to year end, and that following an internal recruitment competition, Mr. Conor O'Leary had been appointed Acting Head of the Pharmacy Practice Development (PPD) Department to year- end. Mr. Byrne said he hoped these appointments would see the PSI generating more policy initiatives in the future.

Mr. Byrne noted that upgrades had been installed as part of the PSI's cyber threat prevention programme and an upgraded firewall was also in train and that an updated ICT usage policy was being rolled out across the organisation.

Mr. Byrne told Council that he had made a presentation to senior officials of the Department of Health on the key recommendations of the *Future Pharmacy Practice in Ireland - Meeting Patients' Needs*, report. A similar meeting is scheduled with the HSE leadership team in July. A meeting has also been scheduled with the Head of the National Patient Safety Office, and a meeting with the Department of Health Management Board is likely to take place in September. Mr Byrne stated that the PSI alone did not have the remit to implement the recommendations of the report but would continue to seek to inform the Department in this area, and pursue developments in collaboration with others.

In other matters, Mr. Byrne noted that 400 responses had been received on the draft PSI/Medical Council's guidance on safe prescribing and dispensing of controlled drugs. He also noted that the review of the PSI's Code of Conduct for pharmacists was ongoing, with a market research survey of the general public due to commence shortly, as part of the review.

Information for the profession arising from an inquiry, concerning the incorrect supply of the high-tech medicine Revlimid®, was circulated through the PSI newsletter in May.

The PSI had hosted a useful meeting with a delegation from East Tennessee State University attended by representatives from CORU, the Medical Council and the NMBI, on inter-professional learning on 24 May.

Mr. Byrne informed Council that five EU/Third Country Qualification Recognition (TCQR) Registration meetings have been held to date, in 2017. Eight European Professional Card (EPC) applications for establishment of service had been processed to date in 2017 (the new European route of entry to recognition and registration), with five granted, one refused, and two in process. One application for temporary and occasional provision of service had been received to date in 2017, and was currently in process.

Mr. Byrne noted that the Preliminary Proceedings Committee (PPC) had considered eight complaints on 6 April – one had been referred to the Professional Conduct Committee (PCC), one to the Health Committee. PCC heard an inquiry on 21st June. Currently, nine Inquiries have yet to be heard by the PCC in 2017. An update in relation to each case was provided at the call-over meeting on 21st June.

Currently, six Inquiries have yet to be heard by the Health Committee. One complaint was resolved by mediation on 23rd May.

He highlighted that 1,606 pharmacies had been visited up to the 12th June to check the Pharmacy Assessment System was being completed. A full report would be provided to Council at its September meeting. Thirty-five registration inspections had been carried out to date in 2017, sixty-seven routine inspections and six investigations commenced, with twenty-one concerns being reviewed with a view to further action.

The Registrar informed the Council of a number of meetings he had, since they had convened in May, including a conference on June 7th, with Prof. Deirdre Madden regarding the implementation of the Assisted Decision Making (Capacity) Act 2015. Mr. Byrne noted the Act was an important and socially desirable piece of legislation, with which health care professionals should be encouraged to engage.

D2. Corporate Strategy

In his address to Council, the Registrar stated there had been thirty-nine responses to the consultation on the PSI's draft Corporate Strategy 2018-2020, all of which had been generally supportive. As a result of the feedback received through internal and external engagement, the strategic intent outlined in the strategy had developed significantly. The PSI's corporate values had also been updated. The Registrar stated he believed the new Corporate Strategy would be both stretching and achievable for the organisation, and would ensure trust in pharmacy would continue to be maintained through effective regulation, as well as setting objectives for the organisation, which were measurable, actionable, and focused. The strategy was now 90% complete, and Mr. Byrne reminded Council of the timelines and milestones involved in the Strategy's development. The PSI's objective was to renew its regulatory processes, ensure the organisation had the right levels of skills, optimally positioning the PSI for the future. The intention was to send a draft version of the Corporate Strategy to the Department of Health no later than the end of August, and in the meantime to work with the Council Strategy Subgroup to refine the document further.

Prof. Kieran Murphy acknowledged the extent of work involved in the Strategy's development to date, and referring to pages two and four of the draft Corporate Strategy, suggested he thought it more appropriate to list the PSI Vision before the Mission statement to clearly denote the PSI's intentions for the future, and that the Vision statement would benefit from refining as it is too long. Mr Hugo Bonar agreed with Prof. Murphy. Mr. Graham Knowles suggested that the Vision statement could be considered by the Council Strategy Review Group. Ms. Mary Rose Burke agreed that there was still some wordsmithing to be done, but that the tone, content and strategic direction was engaging, that it reflected on the discussions of the Council Strategy Review Group, and she felt that would be well received by our stakeholders

The Registrar agreed to consider Council members' comments.

Decision: **The Council agreed that the Council's Corporate Strategy Review Group would consider the comments of Council with the intention that an amended version of**

the draft Corporate Strategy 2018-2020 would be submitted for review to the Minister for Health in August on the proposal of Ms. Ann Sheehan and seconded by Ms. Muireann Ní Shuilleabháin,

D3. Status update on the Comprehensive Resourcing Review

Dr. Lorraine Horgan, Head of Operations, presented an update to the Council on the Comprehensive Resourcing Review that had commenced on 21 May 2017. Its purpose was to analyse the PSI's core enabling functions, and their cost drivers, including pay and non-pay costs, fees, cash flow, and core funding requirements over the life-span of the PSI's next Corporate Strategy, in order that the PSI could continue to meet its statutory remit and to the required standard. This would include looking at future funding models for the organisation, benchmarking them against comparable organisations, and identifying funding gaps and ways in which they could be addressed. It would also incorporate a human resources review of current workforce requirements to produce a strategic workforce plan as part of the Review. The Review's findings would form a key component of the PSI's Corporate Strategy for 2018-2020. Dr. Horgan anticipated that the Review would be ready for presentation to Council at its next meeting on 21 September 2017. Dr. Horgan informed Council that the Review consultants, Mazars, had met with the Administration and Finance (A&F) Committee on Monday, 19th of June 2017. They would present the review findings in due course to the A&F Committee and also to the Chairpersons' Forum. Ms. Veronica Treacy queried whether the Review would incorporate the PSI's requirement to monitor pharmacy internet sites. Dr. Horgan stated that it would.

E. Corporate Governance and Public Affairs

E1. Communications Strategy

Dr. Cheryl Stokes, Head of Corporate Governance and Public Affairs, addressed Council and outlined the findings of the research underpinning the PSI's new Communication Strategy which sought to address changes in the pharmacy sector, the wider health policy arena, the communications and media landscape, and the next Corporate Strategy.

She informed Council that in developing the Strategy, the PSI had engaged with members of the public, pharmacist registrants, members of staff and Council and relevant media to gain feedback on communications engagements and understanding of the role of the PSI to date. The social media landscape and the presence of other regulators was also examined. Dr. Stokes pointed to the feedback indicating confusion amongst the public regarding the role and function of the PSI, very possibly because of the body's name 'the Pharmaceutical Society of Ireland'. The Communications Strategy proposes that the PSI should change its name as a means of creating greater clarity about the PSI's function, as a public body, and that this would continue to be discussed as part of a wider review of the Pharmacy Act 2007. Dr. Stokes also pointed to some of the differing feedback on the same questions by Council members, pharmacists and staff, but added that over two thirds of pharmacists had indicated that they believed that the PSI was effective in its role. Summarising the research findings, Dr. Stokes stated that it was clear that there needed to be a greater level of

engagement with the public, and that this was already reflected in the draft Corporate Strategy. There also needed to be a heightened focus on strategic communications engagement, identifying events and campaigns through which the PSI's key messages could be disseminated with greatest strategic impact.

Ms. Ann Sheehan queried if the PSI's newsletter could be used to reach a wider audience and whether the use of smartphone applications had been considered by the PSI. Ms. Mary Rose Burke stated that the PSI needed to be clear as to what end it was seeking to raise its profile, and that there was a need to be measured in taking on board feedback to all surveys. Public awareness of other regulators in the health sector was higher than the PSI's, but she believed this is largely driven by their involvement in 'bad' news stories. Ms. Louisa Power said that the PSI's move into social media should also be accompanied with a caution to registrants on the appropriate use of social media in a professional capacity. Ms. Veronica Treacy queried if there was any learning to be had from the HPRA, following its re-brand from the Irish Medicines Board. Dr. Stokes acknowledged the comments and suggestions, and advised that they would all be considered as part of the implementation of the strategy. She stated that public and other survey feedback provided a useful benchmark against which the PSI can consider its progress and the outcomes of its work.

Decision: The Council approved the Communications Strategy on the proposal of Prof. Kieran Murphy and seconded by Mr. Hugo Bonar.

E2. Appointments to PSI Committees.

Mr. Shane McCarthy, Chair of the PSI's Nominations Sub-Group recommended the following appointments and re-appointments to Council, following deliberation by members of the Nominations Sub-Group.

Appointments

1. Preliminary Proceedings Committee (PPC)

The Chair of Nominations Sub-Group advised Council that to ensure that the PPC remains quorate, two new sole traders were required to be appointed to the PPC. To ensure that the PPC remains quorate, Council were advised of the necessity to appoint two new sole traders to the PPC.

The Nominations Sub-Group recommended that Council appoint Garvan Lynch, MPSI and Séadn Hillery, MPSI, for a term of three years. They also recommended the re-appointment of Mr. Andrew Barber for a term of three years following the expiry of his term of office on 17/09/2017.

2. Health Committee

To ensure that the Health Committee remains quorate, Council were advised of the necessity to appoint one new sole traders to the Health Committee.

The Nominations Sub-Group recommended to Council the appointment of Ms. Anne Harty, MPSI, for a term of three years. They also recommended the re-appointment of Críofan Shannon for a term of three years following the expiry of his term of office on the 17th of September 2017

3. Professional Conduct Committee (PCC)

The Nominations Sub-Group recommended the re-appointment of Dr. Martin J Duffy and Mr. Maurice O'Connell for a term of three years following the expiry of their term of office on the 17th of September. They also recommended the re-appointment of Ms. Nuala Doyle for a term of two years following the expiry of her term of office on the 8th of July.

4. Nominations Sub-Group

The term of office of Mr. Richard Collis on the Nominations Sub-Group has expired. Further to the expression of interest, which was issued to all pharmacist members of Council, the Nominations Sub-Group, in consultation with the outgoing President, recommended the appointment of Ms. Joanne Kissane to the Nominations Sub-Group until the 15th of December 2018.

Mr. McCarthy informed Council that the number of Sole Traders practising in the jurisdiction continued to diminish, and that an urgent amendment was required to the Pharmacy Act 2007, if the PSI was to continue to meet its statutory remit. Ms. Aoife Mellett, Head of Legal Affairs, confirmed the number of Sole Traders currently practising, stood at forty.

Decision: The Council approved the nominated appointments and re-appointments on the proposal of Ms. Muireann Ní Shuilleabháin and seconded by Ms. Mary Rose Burke.

E3. Report from the Chairpersons' Forum

The President, addressed Council stating that Council members had been circulated with a report from the Chairpersons' Forum.

The President invited Mr. Shane McCarthy, Chair of the Nominations Sub-Group, to outline the discussion which had taken place at the Chairpersons' Forum regarding the appointments process to PSI Committees. Mr. McCarthy informed Council that the current practice, whereby once Council members term of office on Council expired their term, their term on Advisory Committees also expired. He highlighted the potential loss of experience to the PSI, which had been expensive to create. He also highlighted that as the expression of interest process had already concluded for both Advisory and Disciplinary Committee that there was now no opportunity for outgoing Council members to become members of PSI Committees. He noted differing views had been expressed on the merits or otherwise of permitting former Council members to apply for positions on, or continue as members of PSI Committees, and that co-option of members to Committees was only carried out where competency deficits existed on Committees, which could not be met by current Council members. Mr. Graham Knowles stated that every effort should be made to ensure there were enough current Council members to sit on Advisory Committees, as this was optimal from a governance perspective.

Decision: Council unanimously agreed with the recommendation from the Chairpersons' Forum that expressions of interest from exiting Council members to sit on Committees would be invited, but this would not guarantee appointment. Consultation would need to be held with the Chairs of relevant Committees to determine whether the outgoing Council member's skills and competencies were required on the Committee and whether incoming Council members could fill any competency deficits arising from the outgoing Council members finishing on Committees.

E4. Report from the Audit and Risk Committee

Mr. Pat O'Dowd, Chair of the Audit and Risk Committee, advised Council members that they had been circulated with the Report of the Audit and Risk Committee and that one Committee meeting had been held since the last Council meeting. Mr O'Dowd highlighted some key items to Council arising from the last Audit and Risk Committee's last meeting, and invited questions from Council. Council was satisfied with the report and had no questions.

F. Professional Development and Learning

F.1. Report from the Professional Development and Learning Committee

Prof. Kieran Murphy, Chair of the Professional Development and Learning Committee, advised Council members that they had been circulated with the Report of Professional Development and Learning Committee, and that one Committee meeting had been held since the last Council meeting. Prof. Murphy addressed Council stating that he wished to amend the running order on the agenda and deal first with those items which required a decision from Council.

F2. Accreditation Reports for the Ongoing Recognition and Approval of the Five Year Fully Integrated Master's Degree in Pharmacy in respect of the three Schools of Pharmacy.

Prof. Murphy addressed Council and outlined the background to the current cycle of accreditation that the MPharm programmes were subject to. He apologised for the delay in uploading some of the documentation and noted that all documents had been subject to robust examination at the Professional Development and Learning Committee discussion stage. He invited queries from the floor in respect of all of the documents, and accreditation process and recommended to the Council the decisions as outlined in the Memo for decision. Prof Murphy also declared at the outset a conflict of interest in respect of the RCSI evaluation and Mr. Fintan Foy presided over consideration of this matter.

Decision: Council approved the accreditation by formal motion of the five-year integrated MPharm degree programme delivered by the School of Pharmacy in University

College Cork, for a for a period of three years, subject to the requirement that a report be provided with specific updates by 28 February 2018, and the PSI undertakes a focused on-site visit during the first quarter of 2019 following the completion of the 4-month statutory placement and in advance of the 8-month statutory placement, on the proposal of Mr. Shane McCarthy and seconded by Ms. Mary Rose Burke.

Decision: Council approved the accreditation by formal motion of the five-year integrated MPharm degree programme delivered by the School of Pharmacy in Trinity College Dublin, for a period of three years, subject to the requirement that a report be provided with specific updates by 28 February 2018, and the PSI undertakes a focused on-site visit during the first quarter of 2019 following the completion of the 4-month statutory placement and in advance of the 8-month statutory placement, on the proposal of Ms. Muireann Ní Shuilleabháin and seconded by Mr. Graham Knowles.

Due to a conflict of interest, Prof. Murphy absented himself from the room whilst this motion was being discussed.)

Decision: Council approved the accreditation by formal motion of the five-year integrated MPharm degree programme delivered by the School of Pharmacy in the Royal College of Surgeons in Ireland, for a period of three years, subject to the requirement that a report be provided with specific updates by 28 February 2018, and the PSI undertakes a focused on-site visit during the first quarter of 2019 following the completion of the 4-month statutory placement and in advance of the 8-month statutory placement, on the proposal of Ms. Mary Rose Burke and seconded by Mr. Pat O'Dowd.

Prof. Murphy returned to the Council meeting.

F6. Training Requirements for the Supply and Administration of Emergency Medicines and Vaccinations for 2017/2018

Prof. Murphy informed Council that a memorandum had been previously circulated to members on this matter. Prof Murphy summarised the documentary material provided in the context of two proposed models; (a) self-certification, evidenced in New Zealand and Canada; and (b) re-training every two years, as per the model in the United Kingdom.

Prof. Murphy informed Council that the Professional Development and Learning Committee had looked at both options, including the proposal from the Irish Institute of Pharmacy (IIOP) and the expert opinion provided by Dr. Nicola Tyers, and was recommending to Council that the proposal, as provided by the IloP be adopted. This would ensure that as many pharmacists as possible would engage with the scheme, while ensuring sufficient safeguards were in place to provide for the best interest of patients and the public.

Decision: Council accepted the proposal of the Professional Development and Learning Committee and approved this as appropriate to the draft training requirements for the 2017/2018 season in line with the requirements of S.I. 449/2015, on the proposal of Mr. Hugo Bonar and seconded by Mr. Shane McCarthy

F5. Draft ePortfolio Review Policy

Prof. Murphy noted a memorandum had previously been circulated to Council members outlining what were largely administrative changes to the ePortfolio Review Policy. Council had no questions.

Decision: Council accepted the changes to the draft ePortfolio Review Policy on the proposal of Ms. Mary Rose Burke and seconded by Mr. Graham Knowles.

F7. Extension of the terms of appointment to the IloP Steering Group to end of contract extension period

Prof. Murphy noted a memorandum had previously been circulated to Council members in which the background to the requested extension to the terms of office for the IloP Steering Group was outlined. Council was being asked to approve the extension of the terms of office until December 31st, 2017, subject to the agreement of the Steering Group members and in line with the extension of the IloP contract.

Decision: Council accepted the extension of the terms of office for the IloP Steering Group until December 31st 2017, on the proposal of Mr. Paul Turpin and seconded by Ms. Muireann Ní Shuilleabháin.

F3. Update on the Results of the National Training Survey in relation to the National Pharmacy Internship Programme

Prof. Murphy noted a memorandum had previously been circulated to Council members, which indicated that overall most interns and tutors shared a positive experience of the National Pharmacy Internship Programme (NPIP). Council was satisfied and had no further questions.

F.4. Quarterly update on the implementation of the Continuing Professional Development (CPD) model and delivery of the Irish Institute of Pharmacy services.

Prof. Murphy noted a memorandum had previously been circulated to Council members updating them on the implementation of the continuing professional development (CPD) model, and delivery of the services of the Irish Institute of Pharmacy (IloP) services. Council was satisfied and had no further questions.

Prof. Murphy took the opportunity to thank Ms. Caroline Mellows for her work at the PSI, as she would shortly be leaving to take on a new role in the civil service.

The President also thanked Ms. Mellows, and took the opportunity to thank Prof. Murphy for the wisdom he had brought to his role on Council, as his tenure was due to finish in July, before the next Council meeting which will be held in September.

G. Inspection and Enforcement

G1. Update regarding routine inspection policy implementation.

The Head of Regulation, Mr. John Bryan, provided Council with a verbal update on the Pharmacy Assessment System, noting that there were 200 pharmacies in the jurisdiction which were still to be visited. In total 88% of all community pharmacists in the jurisdiction had been visited, and 80% of those had stated that they had identified improvements which could be made to their pharmacy practice as a result of using the system. Mr Bryan stated he expected to be able to bring a comprehensive report to Council, at its next meeting, which would be on September 21st 2017. In the coming months, the Inspection and Enforcement Unit would be developing a new inspection process, with an emphasis on risk methodology, using the self-assessment system as its guiding principle. Focus group meetings with pharmacists, possibly with some via Webinar, would be conducted with regard to the new inspection model. Ms. Muireann Ní Shuilleabháin commended the Pharmacy Assessment System, which she said had been well received by members of the profession. Ms. Veronica Treacy queried if there were plans to roll out the Pharmacy Assessment System to hospital pharmacies. Mr Bryan advised Council that there were no plans at present to roll it out further at this stage and that further clarity was required in relation to the PSI's remit with regard to hospital pharmacies.

H. Council Business

H1. Council Members' Time

No requests from Council members to discuss any items of business, were tabled.

The meeting ended at 12:15pm.

President

Date