



Information Booklet

About PSI Council

**Considering becoming a Council
member of the pharmacy regulator?
What you should know...**

February 2019

About PSI

The Pharmaceutical Society of Ireland (PSI) is a statutory body empowered under the Pharmacy Act 2007 to regulate pharmacists and retail pharmacy businesses in the public interest.

As the pharmacy regulator, the PSI sets the standards for pharmacists' education and training in Ireland, and creates standards and supports to promote good professional practice in pharmacy. The PSI registers pharmacists, pharmaceutical assistants and pharmacies, and carries out regulatory activities that include inspections of pharmacies. The PSI is also responsible for taking action when there is a concern about a pharmacist or a pharmacy, including when we receive a complaint from a member of the public.

As a public body, the PSI is committed to carrying out its work independently, ethically and transparently, assuring trust in pharmacy through effective regulation. The PSI performs its functions and duties in the public interest and is accountable to the public. For public accountability purposes, the PSI operates under the aegis of the Department of Health. The PSI is also accountable to the Oireachtas in the exercise of its regulatory functions.

About PSI Council

Governance and oversight of the PSI, as well as a statutory judicial role, is provided by the 21-member Council, the PSI's board. All Council members are appointed by the Minister for Health to act in the best interest of patients and public in the promotion of safe, appropriate pharmacy care and services.

In accordance with section 10 of the Pharmacy Act 2007, the PSI Council is made up of:

- 11 people who are not pharmacists. Of these, one must be nominated by the Health Service Executive, one must be nominated by the Health Products Regulatory Authority, and one must have expertise in the provision of continuing professional development relevant to pharmacy.
- 10 registered pharmacists. Nine are elected from, and by those on, the PSI Register of Pharmacists, and one registered pharmacist is nominated by the Schools of Pharmacy.

Council members serve a four-year term of office, commencing from their date of appointment by the Minister.

View current [Council members](#) and related information.

Obligations and Responsibilities of Council Members

The PSI's role is to ensure that pharmacy services are delivered in a competent, professional and ethical manner, in an appropriate environment, to the highest standards of quality, care, and best practice, ensuring the well-being of patients and the public.

Council members will need to;

- provide leadership and strategic direction, ensuring the PSI carries out its statutory functions to effectively regulate in line with its remit under the Pharmacy Act 2007, as well as its other statutory obligations,
- meet their own statutory and fiduciary duties in discharging their PSI role,
- be collectively responsible for all Council decisions, as the powers and responsibilities of Council, are exercised jointly by all Council members,
- be accountable to the Minister for Health, and to the Oireachtas in ensuring that the PSI's statutory functions are carried out.

Further information

Full details of PSI responsibilities, procedures and Council accountabilities are set out in the PSI's [Corporate Governance Framework](#) and the [Code of Conduct for Council and Advisory Committee members](#). This reflects the roles and responsibilities of board members in the [Code of Practice for the Governance of State Bodies](#) (Department of Public Expenditure and Reform, revised 2016)

The [PSI \(Council\) Rules 2008](#) and [2015](#) provide the rules relating to appointments to Council, the election of a President and Vice-President, and the rules on how Council governs itself.

The Council is currently overseeing a programme of work under its current [Corporate Strategy 2018-2020](#).

In accordance with the terms of the [Ethics in Public Office Acts](#), all members of the PSI Council are required to declare any material interests they have, which could influence their work on the Council. Council members' declarations of interest are published on the PSI website.

Further information on the PSI, can be found on its website www.psi.ie.

Council Members' Workload

By law, the Council must meet at least four times a year. In practice, the Council meets more often than this in order to fulfil its governance responsibilities, as well as quasi-judicial

role in the PSI's statutory disciplinary process. Nine meetings and /or development days have been scheduled for [2019](#).

In addition to scheduled meetings, Council members require flexibility to meet at short notice, to deliberate on matters involving an immediate safety risk to the public. For example, in 2018 the Council convened three meetings to consider the immediate interim suspension of a pharmacist or pharmacy from the PSI Register owed to public health and safety concerns.

Council members are also expected to contribute to PSI committees or other working groups, and this is outlined below.

Meetings

Council meetings are held at the PSI offices on Fenian Street, Dublin 2. Typically, a Council meeting commences at 8.30am, and lasts for a full working day. Council members are expected to attend meetings in person, and for the duration of each meeting.

Meetings have two parts.

- The public session deals with a range of matters relating to the PSI's governance, strategy, ongoing activities and engagement with its stakeholders. It is open to the public to attend.
- The private session deals with disciplinary and fitness to practise matters, and other items reserved as sensitive and confidential. This part is not open to the public.

Meeting Papers

Papers are provided in advance of meetings, and Council members are provided with a mobile tablet device to access documentation securely. Council members should expect to spend on average two days in preparation for each meeting, as the documentation can be extensive, and legalistic, such as for sanction hearings.

PSI Committees

Each Council member can expect to become a member of at least one PSI committee, whether a statutory or advisory committee.

The Council delegates some of its functions to its [Advisory Committees](#), to report and advise it on key areas, such as policy, resources, and performance. The Council reviewed its committee structures in 2018, and the advisory committees now consist of the Performance and Resources Committee, the Regulatory and Professional Policy Committee, and the Audit and Risk Committee. The Advisory Committees meet on average four times a year.

The Pharmacy Act provides that the PSI must establish committees to independently consider complaints made about PSI registrants, and adjudicate on those cases. These are the Preliminary Proceedings Committee, Professional Conduct Committee and the Health Committee. Information about the roles of those committees is available on the PSI [website](#).

Remuneration

Council members are entitled to accept payment for their role; €7,695 per annum in accordance with the rates approved by [the Department of Public Expenditure and Reform for board membership of a category 3 non-commercial state body](#). This does not apply to any Council member who is already engaged in continuous full-time employment in the public sector. Accommodation required, and expenses incurred by Council members whilst undertaking Council business may be reimbursed per the PSI's travel and subsistence policy.