



PSI Council Public Meeting Minutes

Minutes of meeting number 97 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30am on Thursday 20 June 2019 at PSI House, Fenian Street, Dublin.

Agenda Item A – Election of the President and Vice-President of the Pharmaceutical Society of Ireland (PSI)

Following opening comments from the Registrar, Ms. Sinéad O’Keeffe, Presiding Officer for the election, reminded Council that there were two candidates each for the positions of President and Vice-President. She invited the candidates for President, Ms. Nicola Cantwell, and Ms. Joanne Kissane, and for Vice-President, Mr. Sean Reilly, and Mr. Michael Lyons, to address the Council, and answer any questions they might have. Following which Council members were invited to cast their votes.

The Presiding Officer and Deputy Presiding Officer, Ms. Louise Canavan, left the room to count the votes. Following the count, the Presiding Officer informed Council that Ms. Joanne Kissane was deemed to have been duly elected President, and Mr. Michael Lyons was deemed to have been duly elected Vice-President.

Ms. Kissane took the chair, thanked Council, and welcomed the four new Council members, who were attending their first meeting, following the appointments and reappointments made that week by the Minister for Health.

Agenda Item B - Attendees & Apologies

| Name | Role | Present (Yes/No) |
|---------------------|----------------|------------------|
| Ms. Joanne Kissane | President | Yes |
| Mr. Michael Lyons | Vice President | Yes |
| Mr. Hugo Bonar | Council Member | Yes |
| Mr. Graham Knowles | Council Member | Yes |
| Ms. Veronica Treacy | Council Member | Yes |
| Mr. Shane McCarthy | Council Member | Yes |
| Mr. Paul Turpin | Council Member | Yes |
| Ms. Ann Sheehan | Council Member | Yes |

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| Prof. Brian Kirby | Council Member | Yes |
| Ms. Fiona Walsh | Council Member | Yes |
| Mr. Mark Jordan | Council Member | Yes |
| Ms. Muireann Ní Shuilleabháin | Council Member | Yes |
| Ms. Dorothy Donovan | Council Member | Yes |
| Dr. Ailis Quinlan | Council Member | Yes |
| Ms. Geraldine Crowley | Council Member | No |
| Mr. Seán Reilly | Council Member | Yes |
| Dr. Paul Gorecki | Council Member | No |
| Ms. Marie Louisa Power | Council Member | No |
| Mr. Roy Hogan | Council Member | Yes |
| Ms. Nicola Cantwell | Council Member | Yes |
| Mr. Fintan Foy | Council Member | Yes |
| Members of PSI staff in attendance included: | | |
| Mr. Niall Byrne | Registrar | |
| Ms. Louise Canavan | Acting Head of Corporate Governance and Public Affairs | |
| Mr. Conor O’Leary | Head of Pharmacy Practice Development Department | |
| Mr. John Bryan | Head of Regulation | |
| Ms. Damhnait Gaughan | Head of Education and Registration | |
| Dr. Lorraine Horgan | Head of Operations | |
| Mr. Éanna O Lochlainn | Governance & Planning Officer | |

Colour code: *Red—for decision; Green—for discussion; Blue—for information*

Agenda Item C – Declaration of Interest by Members of Council

Issue

Declaration of interests by members of Council

Information

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.

Decision Approved, and/or Action Requested by Council

Decision Approved: No conflicts of interest were declared by any member of Council

Agenda Item D – Draft Minutes of Public Council Meeting No. 96.

Issue

Draft Minutes of Public Council Meeting No. 96

Information

The President noted that the draft minutes of public Council meeting, number 96 had been circulated to Council members and that one amendment had been received.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the minutes of the public session of Council meeting number 96, as amended, held on Wednesday, 17th April 2019, on the proposal of Mr. Hugo Bonar and seconded by Mr. Fintan Foy.

Agenda Item E – Agreement on the Meeting Agenda

Issue

The President invited members of Council to give notice of any items they wished to submit under item M, Any Other Business.

Information

No additional items were tabled to the agenda as published.

Decision Approved, and/or Action Requested by Council

Council was content to proceed with the agenda as published.

Agenda Item F1. Registrar's Report

Issue

The Registrar provided Council with an overview of the Registrar's Report, a copy of which had been circulated to Council in advance of the meeting, and took questions on matters arising.

Information

The Registrar congratulated the new President and Vice-President on their appointment and welcomed the new members of Council.

He highlighted an item in the Registrar's Report in relation to the submission made that week for the PSI's recognition under the EFQM Excellence Model – an objective in the 2019 Service Plan. The Registrar took the opportunity to note the work done by all staff, and particularly the project team members Ms. Ciara Dooley, Ms. Damhnait Gaughan and Ms. Ruth Baily.

Council requested further information from the Registrar regarding the PSI's meeting with officials in the Department of Health, relating to the provision of vaccination services by pharmacists. The Registrar was asked whether any regulatory issues were discussed at the meeting. The Registrar informed Council that the meeting was exploratory in nature in relation to vaccination policy, and the PSI had attended because of pharmacists' important role in the provision of vaccinations. Council would be informed of any updates on this matter.

Decision Approved, and/or Action Requested by Council

The presentation of the Registrar's Report was noted by Council

Agenda Item F.2 - Service Plan Update

Issue

The Registrar provided Council with an update by means of a presentation on the PSI's progress against its current Service Plan.

Information

There were 15 strategic projects in the 2019 Service Plan. Of these, eleven projects were flagged as green and two projects, relating to the PSI website and the implementation of new organisation and management structures, were flagged as amber.

The Registrar provided information on the two projects with a red status, which had been reviewed. One related to the establishment of a leadership or professional body for pharmacy, and the other to the implementation of a programme of themed reviews of key areas of safety and quality within retail pharmacy services. It was proposed that the project focussed on a strategic review of the IOP, and the existing IOP Working Group, be reconsidered and that in its place, the relevant Advisory Committees should examine the matter of what a project to examine the strategic review of the IOP should now entail, with a view to making recommendations to Council. The themed reviews project had progressed well but was placed on hold for the remainder of 2019 as completion of the ongoing process to develop Standards for Governance & Accountability in Retail Pharmacy Businesses would inform its next steps in 2020.

The Registrar also provided a brief update in relation to general progress against the 2018-2020 Corporate Strategy.

Decision Approved, and/or Action Requested by Council

With regard to the project to review and implement new organisation and management structures, the Registrar advised a proposal would be brought to the Council in September, to include indicative costings, as this was a new budget item. The Service Plan update by the Registrar was noted by Council.

Agenda Item F.3 – Update on PSI Brexit Preparedness

Issue

Ms. Damhnait Gaughan updated Council on the PSI's level of preparedness for Brexit

Information

Ms. Gaughan informed Council that the contingency statutory instrument relating to qualification recognition, had been submitted to the Department of Health, in readiness for the UK being re-classified as a third country, following its exit from the European Union. She informed Council that the Registrar was in regular contact with the Chief Executives of the General Pharmaceutical Council and the Pharmaceutical Society of Northern Ireland, to share intelligence on evolving Brexit related issues.

Decision Approved, and/or Action Requested by Council

The update was noted by Council

Agenda Item F.4 - Approval of reports of the On-Site Compliance Visits to the Five-Year Integrated Master's Degree Programme in Pharmacy provided by University College Cork (UCC); Trinity College Dublin (TCD); and Royal College of Surgeons in Ireland (RCSI)

Issue

Council was asked to approve the reports of the On-Site Compliance Visit to the Five-Year Integrated Master's Degree Programme in Pharmacy provided by University College Cork (UCC); Trinity College Dublin (TCD); and Royal College of Surgeons in Ireland (RCSI).

Information

A memorandum regarding the on-site compliance visits had been circulated to Council in advance of the meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved reports of the On-Site Compliance Visit to the Five-Year Integrated Master's Degree Programme in Pharmacy provided by University College Cork (UCC); Trinity College Dublin (TCD); and Royal College of Surgeons in Ireland (RCSI) on the proposal of Ms. Muireann Ní Shuilleabháin and seconded by Mr. Hugo Bonar.

Agenda Item F.5 – Approval of SI 449/2015 Programme Specifications

Issue

Council was asked to approve SI 449/2015 Programme Specifications tabled as five separate motions, namely:

- F.5 (a). Responding to an Emergency Situation, including Management of Anaphylaxis (RESMA) training course.
- F.5 (b). The Administration of Pneumococcal Vaccination training course.
- F.5 (c). The Administration of Herpes Zoster Vaccination training course.
- F.5 (d). The administration of Influenza Vaccination training course:
 - (i) for the training programme to be delivered from 2020/2021 to include the vaccination of children from 6 months of age.
 - (ii) amending the current programme specification for the training programme to be delivered in 2019/2020 to include vaccination of children aged 10 years and older.

Information

Council requested with regard to motion F.5.(c), that for clarity, the programme specification be amended to include the word 'shingles', reflecting the nomenclature by

which the virus is commonly known, and to avoid confusion with the Varicella (chickenpox) vaccine. The amendment was accepted.

With regard to F.5(d)(i)(ii), Council expressed concern, and queried what risk analysis had been carried out on injecting infants as young as six months old with vaccinations, by pharmacists in a community pharmacy setting. Council also queried what the associated risks were for the PSI as a regulatory body. The Executive informed Council that benchmarking in relation to this activity in other jurisdictions had been looked at, and that the current training for pharmacists in responding to emergency situations already included provision for infants and children. There has been engagement with the Department of Health and HSE on this item. The Executive informed Council that it would continue to prepare for the proposed changes, and there was sufficient time for the PSI to ensure that necessary safeguards and regulatory controls were in place, given that the new measures in respect of infants would not become effective until the 2020/2021 influenza season. The specification approval was sought to prepare for procurement and accreditation of training providers.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved programme specifications for Responding to an Emergency Situation, including Management of Anaphylaxis (RESMA) training course on the proposal of Dr. Ailis Quinlan, seconded by Ms. Dorothy Donovan.

Decision Approved: Council approved programme specifications for the Administration of Pneumococcal Vaccination Training Course on the proposal of Ms. Muireann Ní Shuilleabháin, seconded by Mr. Paul Turpin.

Decision Approved: Council approved programme specifications, as amended, for the administration of Herpes Zoster Vaccination Training Course on the proposal of Ms. Ann Sheehan, seconded by Mr. Fintan Foy.

Decision Approved: Council approved both programme specifications for the administration of Influenza Vaccination Training Course, 5(d)(i) on the proposal of Ms. Muireann Ní Shuilleabháin, seconded by Mr. Shane McCarthy, and 5(d)(ii) on the proposal of Ms. Muireann Ní Shuilleabháin, seconded by Dr. Ailis Quinlan.

Agenda Item F.6 – Approval of Effective Date for Revised PSI Code of Conduct for Pharmacists.

Issue

Council was asked to approve the 21 October 2019 as the date on which the PSI's revised Code of Conduct for Pharmacists would become effective, and 20 October 2019 as the revocation date for the current Code of Conduct.

Information

Mr. Conor O'Leary, Head of the Pharmacy Practice Development Department, provided a summary of the Code's review and development and advised that the Minister for Health had consented to the approved Code in May. He provided a brief update of the planned roll-out of the Code. The President thanked Mr. Conor O'Leary and Senior Pharmacist Adviser, Ms. Róisín Cunniffe for their work on the revised Code of Conduct.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the 21 October 2019 as the date on which the PSI's revised Code of Conduct for pharmacists would become effective, and 20 October 2019 as the revocation date for the current Code of Conduct, on the proposal of Ms. Ann Sheehan, seconded by Mr. Hugo Bonar.

Agenda Item G.1 – Report to Council from the Performance and Resources Committee

Issue

Mr. Graham Knowles, Chair of the Committee, informed Council that a copy of the Performance and Resources Committee Report to Council had been circulated in advance of the meeting. He invited questions from Council.

Information

Council had no questions

Decision Approved, and/or Action Requested by Council

Council noted the Report from the Performance and Resources Committee

Agenda Item G.2 – Approval of the Management Accounts to 30th April 2019

Issue

Council was asked to approve the PSI management accounts to 30 April 2019, a copy of which had been circulated to Council in advance of the meeting.

Information

Council noted the contents of the management accounts to 30 April 2019.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the management accounts to 30 April 2019 on the proposal of Mr. Fintan Foy and seconded by Mr. Shane McCarthy.

Agenda Item G.3 – Approval of Appointments to the PSI Disciplinary Committee Panel

Issue

Council was asked to approve the appointment to the PSI Disciplinary Committee Panel of 27 applicants (18 laypersons, 9 pharmacists), who were being recommended for appointment following review and selection by an assessment panel of the 159 expressions of interest received. Those appointed to the Panel may be drawn upon as and when vacancies arise on any of the three statutory Disciplinary Committees until December 2021.

Information

Council discussed whether or not security checks should be carried out as part of the recruitment process for committees of the PSI. Council noted that such checks were not carried out for Council or Advisory Committee members at present, and it would, therefore, be disproportionate to do so for the Disciplinary Committee Panel alone.

Short biographies of each proposed member of the Panel were circulated to the Council.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the appointment to the PSI Disciplinary Panel, of the following persons:

Ms. Valerie Beatty (Lay member), Ms. Jan Bilton (Lay member), Ms. Teresa Blake (Lay member), Mr. Hugo Bonar (Lay member), Ms. Valerie Bowens (Lay member), Mr. Steven Dixon (Lay member), Mr. Tom Finn (Lay member), Ms. Lorraine Gannon (Lay member), Mr. John Horan (Lay member), Mr. John Lombard (Lay member), Ms. Deepa Mann-Kler (Lay member), Mr. John Naughton (Lay member), Ms. Celine Newman (Lay member), Ms. Karen Ruddy (Lay member) Mrs. Terry Shipperley (Lay member), Ms. Dervla Tierney (Lay member), Ms. Jillian Van Turnhout (Lay member), Mr. Colin Wrafter (Lay member), Mr. James Begg (Pharmacist member), Ms. Linda Fitzharris (Pharmacist member), Mr. Achal Gupta (Pharmacist member), Mr. Peter Harrowing (Pharmacist member), Mr. Matthew Lynch (Pharmacist member), Ms. Sinead Magner (Pharmacist member), Ms. Claire Murphy (Pharmacist member), Ms. Claire O'Dwyer (Pharmacist member), Ms. Kara Tedford (Pharmacist member);

on the proposal of Ms. Dorothy Donovan, seconded by Ms. Veronica Treacy.

Agenda Item H.1 Regulatory and Professional Policy Committee Report to Council

Issue

Ms. Joanne Kissane, Chair of the Committee, informed Council that a copy of the Regulatory and Professional Policy Committee Report to Council had been circulated in advance of the meeting. She invited questions from Council.

Information

Council noted that the PSI's audit of retail pharmacies in hospital settings was ongoing. The Registrar informed Council that meetings with the Department of Health and HIQA with regard to this matter, would be held at a future date. Council also noted that the Programme of Themed Reviews of key areas of safety and quality within Retail Pharmacy Businesses project would now be postponed until 2020. Council was informed that meetings with the Department of Health regarding reform of the Pharmacy Act were ongoing.

Decision Approved, or Action Requested by Council

Council noted the contents of the Report

Agenda Item H.2 Approval for public consultation of the Draft Accreditation Standards for the 5 Year MPharm Programme.

Issue

Council was asked to review, and approve for public consultation, the draft Accreditation Standards which underpin the five-year fully integrated MPharm Programme.

Information

Council discussed the importance of experiential learning in a range of different pharmacy settings and the availability of sufficient placements including in the hospital setting.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved for public consultation, the draft Accreditation Standards which underpin the five-year fully integrated MPharm Programme, on the proposal of Ms. Muireann Ní Shuilleabháin, seconded by Mr. Hugo Bonar.

Agenda Item H.3 Vaccination & Emergency Medicines Training Requirements Review Project: Outcomes and Approval of training requirements for 2019/2020 vaccination season

Issue

The Council was asked to approve the Report of the Review Group and its findings and to approve the training requirements for the 2019/2020 vaccination season.

Information

Council was informed that the training structure comprised of a series of modules namely: CPR for Adults & Children; Medicines Administration (Parenteral); Responding to an Emergency Situation & Management of Anaphylaxis; Delivery of a Vaccination Service; Medicine/Vaccine Specific Modules. The modular structure was designed to avoid duplication of training which would be relevant in a number of vaccine or emergency medicine scenarios. Two changes were recommended to the current training requirements, on foot of the Report of the Review Group.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved the Report of the Review Group and its findings and the training requirements for the 2019/2020 vaccination season, on the proposal of Mr. Graham Knowles, seconded by Mr. Shane McCarthy.

Agenda Item 1.I - Report to Council from the Audit and Risk Committee

Issue

Mr. Paul Turpin, Chair of the Committee, informed Council that a copy of the Audit and Risk Committee Report to Council had been circulated in advance of the meeting. He invited questions from Council.

Information

Council noted that, in line with the situation faced by a number other public bodies in relation to the pre-existing superannuation pension scheme fund, details of which are published in the PSI's financial statements in its Annual Report 2018, the PSI was still awaiting the transfer of its liability to the Department of Health, pending approval by the Department of Public Expenditure and Reform (DPER). Despite ongoing efforts by the PSI, including writing to the Secretary General of DPER, no progress had been made on the matter over a period of several years.

Decision Approved, or Action Requested by Council

Council noted the contents of the Report.

Agenda Item J.1 – Report to Council from the Business Transformation Programme Board

Issue

Mr. Fintan Foy, Chair of the Programme Board, informed Council that a copy of the Business Transformation Programme Board Report to Council had been circulated in advance of the meeting. He invited questions from Council.

Information

Mr. Foy informed Council that the Board had met twice since the last Council meeting, and that the appointment of a service provider was on track, with a recommendation likely to be made in August. He informed Council that an additional external member was being sourced for appointment to the PSI's tender evaluation team.

Decision Approved, or Action Requested by Council

Council noted the contents of the Report.

Agenda Item K.1 – Presentation of the 2018 Annual Report from the Preliminary Proceedings Committee (PPC).

Issue

Mr. Shane McCarthy, Chair of the Committee, provided Council with a summary of the report which had been circulated in advance of the meeting. He expressed his thanks to the former Chair and Acting Chairs of the PPC, and those other members who retired in 2018, for their commitment to the PPC during their tenure on the Committee. He invited questions from Council.

Information

Council congratulated the PPC on their work throughout 2018.

A discussion took place regarding the use of mediation in the complaints process. It was noted that the number of cases referred for mediation continued to be low. The Legal Affairs Manager informed Council that depending on the nature of the matter; mediation was appropriate in certain circumstances; however, this was not always the case. The PPC is guided by the Mediation Guidelines which Council issued in 2016. Council was informed that one case was concluded by mediation in 2018 and one case had concluded by mediation so far in 2019.

The Chair noted as positive the process and timelines for handling complaints and thanked the high level of support provided by the Executive staff in this area.

It was noted that the report would be published on the PSI website.

Decision Approved, or Action Requested by Council

Council noted the contents of the Report.

Agenda Item L.1 - Report to Council from the Special Purposes Committee

Issue

Ms. Joanne Kissane, Chair of the Committee, informed Council that a copy of the Special Purposes Committee Report to Council had been circulated in advance of the meeting. She invited questions from Council.

Information

Council noted the Committee's recommendation in the Report, that the IOP Working Group be stood down. It was agreed at the meeting that the recommendation should be put to a vote.

Decision Approved, or Action Requested by Council

Council voted by a majority that the that IOP Working Group be stood down.

Agenda Item L.2 - Filling of Advisory Committee Vacancies

Issue

Ms. Joanne Kissane, Chair of the Committee, informed Council that the Special Purposes Committee would convene to consider the filling of vacancies arising on Advisory Committees. They would also review the responses following the expression of interest exercise to recruit an external member to the Audit and Risk Committee. She invited questions from Council.

Information

Council had no questions.

Decision Approved, or Action Requested by Council

Council noted the update.

Agenda Item L.3 - Approval of Reappointments to the PSI Disciplinary Committees

Issue

Further to Council's decision to increase the term of office of Disciplinary Committee members from three to four years, subject to a maximum term of eight years, Council was asked to approve a number of reappointments to ensure the Committees remained quorate in accordance with the Pharmacy Act 2007.

Information

Biographies of the candidates for reappointment were circulated to Council in advance of the meeting.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved the reappointment of Ms. Fionnuala Cook, Ms. Nuala Doyle, Mr. Robert Grier, Mr. Eamon Naughton and Mr. Sean O'Meara to the Professional Conduct Committee for a further term of two years; and the reappointment of Mr. Pat O'Byrne and Ms. Mary Fennessy to the Health Committee for a further term of four years; on the proposal of Mr. Hugo Bonar, and seconded by Ms. Ann Sheehan.

Agenda Item J.1 Any Other Business

Issue

No items were tabled for discussion.

The meeting concluded at 11:30am.

President

Date