

## PSI Council Public Meeting Minutes

**Minutes of meeting number 125 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 09:00 am on Thursday, June 23rd 2022. The meeting was held online due to the COVID-19 Public Health Emergency and in accordance with rule 19(2) of the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008) and (S.I. 532 of 2020) Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Health) (Designation) Order 2020.**

### **Preliminary Matter – Election of the President and Vice-President of the Pharmaceutical Society of Ireland (PSI) Council 2022/2023**

In accordance with the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008) as amended, following the counting of votes received from Council members, Presiding Officer, Mr. Éanna Ó Lochlainn informed Council that Ms. Muireann Ní Shúilleabháin had been duly elected President of Council, and Mr. Rory O'Donnell had been duly elected Vice-President of Council, for the 2022/2023 term. Mr. Ó Lochlainn invited Ms. Ní Shúilleabháin to take the chair.

Ms. Ní Shúilleabháin thanked Council, and welcomed the three new Council members, Dr. Paula Barry Walsh, Mr. Peter Dennehy, and Dr. Ann McGarry, who were attending their first Council meeting following their recent appointment by the Minister for Health, as well as Ms. Dorothy Donovan who had been reappointed to Council for a second term.

The President informed the meeting that as Mr. Dennehy, Dr. McGarry, and Dr. Walsh had only recently been appointed to Council, they were attending in an observer capacity only and were not being counted for quorum purposes, nor would they be participating in the deliberative processes of Council.

### **Agenda Item A - Attendees & Apologies**

Name	Role	Present (Yes/No)
Ms. Muireann Ní Shúilleabháin	President	Yes
Mr. Rory O'Donnell	Vice President	Yes
Mr. John Given	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Katherine Morrow	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	No

Prof. Brian Kirby	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Joanne Kissane	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes (From 10:30am)
Mr. Roy Hogan	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
<b>Members of PSI staff in attendance online for all or part of the meeting included:</b>		
Dr. Lorraine Horgan	Interim Registrar	
Mr. Éanna Ó Lochlainn	Head of Governance and Programme Delivery (Acting)	
Dr. Cheryl Stokes	Head of Corporate Services (Acting)	
Ms. Ruth Baily	Business Planning & Information Governance Executive	
Ms. Caroline Murphy	Legal Affairs & Fitness to Practise Manager (Acting)	
Ms. Aoife Mellett	Head of Practitioner Assurance	
Mr. John Bryan	Head of Community Pharmacy Assurance	
Ms. Éilis Crimmins	Quality and Safety Manager (Community Pharmacy)	
Ms. Louise Canavan	Communication and Engagement Officer	
Ms. Úna Ní Chárthaigh	Communication and Engagement Executive	

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

### **Agenda Item B – Declaration of Interest by Members of Council**

<b>Issue</b>
Declaration of interests by members of Council.

<b>Information</b>
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.

<b>Decision Approved and/or Action Requested by Council</b>
Ms. Katherine Morrow declared a conflict of interest for item G.5 on the public meeting agenda.

### Agenda Item C – Draft Minutes of Public Council Meeting No. 124

#### Issue

The Draft Minutes of Public Council Meeting No.124 were tabled for approval by Council

#### Information

None.

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the draft Minutes of the public session of Council meeting number 124 held on April 28th 2022, on the proposal of Ms. Dorothy Donovan and seconded by Ms. Joanne Kissane.

### Agenda Item D – Agreement on the Meeting Agenda

#### Issue

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

#### Information

None.

#### Decision Approved and/or Action Requested by Council

An item was tabled for discussion under item K, Any Other Business.

### Agenda Item E.1 Presentation of the Interim Registrar's Report

#### Issue

The Interim Registrar presented her Report to Council.

#### Information

Copies of the Report had been circulated to Council in advance of the meeting. Following her presentation, the Interim Registrar, Dr. Lorraine Horgan, invited questions from Council. Council asked for further information on the recommendation received from the National Immunisation Advisory Committee (NIAC) that epinephrine (adrenaline) ampoules and not auto-injectors should be used in the management of anaphylaxis, with regard to how this would impact pharmacy practice. The Interim Registrar informed Council that pharmacists should use the safest option available to them when treating anaphylaxis and that plans for implementing the NIAC guidance should be activated. Council noted that ampoules were in short supply. Council queried if the PSI had engaged with NIAC prior to the recommendation being issued. The Interim Registrar confirmed that NIAC had not engaged with PSI prior to the notice being issued, but PSI had been in contact with NIAC after the new guidance was

released. Council asked for more detail regarding matters discussed at a meeting with the Department of Health on June 10<sup>th</sup> 2022, in relation to potential changes to the Medicinal Products and Misuse of Drugs regulations. The Executive provided some additional information and indicated that this was an ongoing matter. Council expressed the view with regard to the unwinding of the COVID-19-related emergency legislation that the rules which had worked well, and brought positive benefits to pharmacists and patients alike, should be retained on the statute book.

#### **Decision Approved and/or Action Requested by Council**

None

### **Agenda Item E.2 Update on Q2 implementation of the Service Plan 2022.**

#### **Issue**

Update on Q2 implementation of the Service Plan 2022.

#### **Information**

The Interim Registrar provided Council with an update on the Service Plan 2022, noting that the 11 strategic objectives, organised across 14 projects, currently have 2 with a 'Green' RAG status and 12 have an 'Amber' RAG status. She provided an overview to Council of the outcome of the review that the Executive Leadership Team had undertaken (ELT) on the 2022 Service Plan commitments, having regard to the changed assumptions underpinning delivery now relative to the end of 2021. She highlighted the 'Return-to-Green' strategy for 4 of the 12 'Amber' projects. She also highlighted that 7 projects would be progressed in 2022 but with a deliverable in early 2023 rather than the end of 2022 and that one project was paused until Summer 2023. She invited questions from Council. Council queried the rationale for undertaking two separate Continuing Professional Development (CPD) reviews, one for pharmacists and one for pharmaceutical assistants, in terms of efficiency. The Interim Registrar explained that the rationale involved a number of factors, including the different evolutionary stage for each CPD system and the different benchmarks to be evaluated. Council queried if the current number of vacancies in PSI had been factored into the ELT's review of the Service Plan commitments, and this was confirmed as being the case. The Council was informed that high-level business cases for the 11 new posts in the organisation structure had been submitted to the Department for consideration and next steps towards receipt of the Department's approval for the establishment of these posts. Council queried why vacancies had not been filled on a temporary agency basis and were informed by the Executive that some vacancies had been filled on this basis; however, this was not always possible depending on the role.

#### **Decision Approved and/or Action Requested by Council**

The Report on the status of the Service Plan 2022 deliverables and the changes to the timing of certain deliverables were noted by Council.

**Agenda Item F - Report to Council from the Business Transformation Project Programme Board.**

**Issue**

Report to Council from the Business Transformation Project Programme Board.

**Information**

Mr Fintan Foy, Chair of the Business Transformation Project Programme Board, presented the BTP Programme Board's Report, a copy of which had been circulated to Council in advance of the meeting. He informed Council that the Board had met with representatives from Codec's senior management team to ensure issues which had arisen in phase 1 of the project did not reoccur in phase 1.1. He confirmed that the project remained on budget and thanked PSI staff for their commitment to the project. Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

None.

**Agenda Item G.1 – Report to Council from the Regulatory and Professional Policy Committee.**

**Issue**

Report to Council from the Regulatory and Professional Policy Committee.

**Information**

Ms Joanne Kissane, Chair of the Regulatory and Professional Policy Committee, presented the Committee's Report, a copy of which had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

None.

**Agenda Item G.2 – Request for Approval from Council of draft Core Competency Framework for Pharmacists for public consultation.**

**Issue**

Request for Approval from Council of draft Core Competency Framework for Pharmacists for Public Consultation.

**Information**

Council was informed that a review of the Core Competency Framework for Pharmacists had been carried out, and a revised Core Competency Framework had been developed and presented to Council for approval to go for public consultation. Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the draft Core Competency Framework for Pharmacists for public consultation on the proposal of Mr. Paul Turpin and seconded by Mr. Rory O'Donnell.

**Agenda Item G.3 – Request for Approval from Council of Revised PSI Inspection Policy.**

**Issue**

Request for Approval from Council of Revised PSI Inspection Policy

**Information**

Mr John Bryan, Head of Community Pharmacy Assurance, outlined the key changes in the Inspection Policy. Following a query from Council, he noted that pre-announced inspections had been trialled in 2015 and, at that time, the results of the pilot demonstrated no additional benefits to having pre-announced as opposed to announced inspections. Mr Bryan informed Council that most PSI inspections at present are risk-based.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the revised PSI Inspection Policy on the proposal of Ms. Geraldine Campbell and seconded by Mr. Fintan Foy.

**Agenda Item G.4 – Request for Approval by Council of Position Paper on Language Competence Requirements for first-time Registration Applicants.**

**Issue**

Request for Approval by Council of Position Paper on Language Competence Requirements for first-time Registration Applicants.

**Information**

Council was asked to approve the following:

1. To revoke the discretion given to the Registrar at the Council meeting in April 2020 during COVID-19 as these circumstances no longer pertain;
2. To replace the discretion of the Registrar with a lower minimum score for the 'Writing' component, replacing the minimum score of 7 with 6.5 for IELTS and its equivalent, for the other three recognised tests;
3. To monitor the use of the super-scoring option and present a review of its continued relevance to Council at the end of Qtr. 2 2023;
4. To uphold the non-acceptance of home-based internet tests to assure continued alignment with Irish and international regulators on this element; and
5. To confirm that only results from IELTS, TOEFL, CAE and OET tests will currently be considered.

Council expressed the view that there would be no reduction in the overall quality of competence in the English language arising from the changes being proposed but that it would allow for challenges relating to an applicant's writing skills, to be compensated for.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the Request for Approval by Council of the Position Paper on Language Competence Requirements for first-time Registration Applicants on the proposal of Mr. Rory O'Donnell and seconded by Mr. Graham Knowles.

**Agenda Item G.5 – Practice Review Update October 2022**

**Issue**

Practice Review Update October 2022

**Information**

Ms. Joanne Kissane updated Council on the Practice Review Update for October 2022. Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

None

**Agenda Item H.1 – Report to Council from the Special Purposes Committee.**

**Issue**

[Report to Council from the Special Purposes Committee.](#)

**Information**

Ms. Muireann Ní Shúilleabháin, Chair of the Special Purposes Committee, presented the Report from the Committee, a copy of which had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

None

**Agenda Item H.2 – Update on the Recruitment of a New Registrar.**

**Issue**

[Update on the Recruitment of a New Registrar.](#)

**Information**

Ms. Muireann Ní Shúilleabháin updated the Council on the recruitment campaign for the new Registrar. She advised Council that the expectation was that interviews for the role would now likely take place in mid-August. Some Council members expressed concern in relation to the basis on which the interview panel had been selected by the Special Purposes Committee and sought clarification as to what process had been followed. The President confirmed that the Special Purposes Committee was managing the recruitment of the Registrar, on behalf of the Council, as had been previously advised to Council and that they had made the decision. Other members of Council stated they were content with the decision taken by the Special Purposes Committee. The President informed Council that there would be two pharmacists on the panel and two non-pharmacists, including the panel chair.

**Decision Approved, and/or Action Requested by Council**

None



**Agenda Item I.1 – Report to Council from the Performance & Resources Committee.**

**Issue**

Report to Council from the Performance & Resources Committee

**Information**

Mr. Paul Turpin, Chair of the Performance & Resources Committee, presented the Report from the Committee, a copy of which had been circulated to Council in advance of the meeting. Mr. Turpin informed Council that the PSI's contract with the IOP was due to finish at the end of April 2023, and this would entail a significant procurement exercise for the PSI. Council queried what contingency measures had been put in place by the Executive following the expiry of the contract. The Executive informed Council that as the review of the CPD model would not conclude until after the expiry of the current contract, it was very difficult to determine what services to procure at this stage and that various options were being explored within the parameters of public procurement rules.

**Decision Approved, and/or Action Requested by Council**

None

**Agenda Item I.2 – Request for Approval from Council of Management Accounts at March 31st 2022.**

**Issue**

Request for Approval from Council of PSI Management Accounts at March 31st 2022.

**Information**

Mr. Paul Turpin informed Council that the notable variations in the PSI management accounts for Q1 related to timing issues.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the PSI Management Accounts at March 31st 2022, on the proposal of Mr. Rory O'Donnell and seconded by Mr. Graham Knowles.

**Agenda Item I.3 – Request for Approval from Council of PSI Reserves Policy.**

**Issue**

Request for Approval from Council of PSI Reserves Policy.

### Information

Mr. Paul Turpin, Chair of the Performance & Resources Committee, informed Council that the PSI Reserves Policy was underpinned by the requirement that all reserves are maintained at a level set by Council, which will provide sufficiently for the future funding needs of the PSI, and that the reserves must be utilised in accordance with the Pharmacy Act 2007, in particular paragraph 12 of Schedule 1, and designated for specific uses based on the strategic and operational needs of the PSI. He invited questions from Council. Council had no questions.

### Decision Approved, and/or Action Requested by Council

**Decision Approved:** Council approved the PSI Reserves Policy on the proposal of Ms. Joanne Kissane and seconded by Mr. Mark Jordan.

### Agenda Item I.4 – Request for Approval of the Revised PSI Treasury Management Policy.

#### Issue

Request for Approval of the Revised PSI Treasury Management Policy

### Information

Mr. Paul Turpin informed Council that a review of the Treasury Management Policy was conducted annually. At its meeting on June 14th 2022, the Performance & Resources Committee discussed the revisions, which consisted of updates to the risk ratings of authorised financial institutions, updates to business area names and role titles to reflect the new organisation structure, and other minor changes. He invited questions from Council. Council had no questions.

### Decision Approved, and/or Action Requested by Council

**Decision Approved:** Council approved the revised PSI Treasury Management Policy on the proposal of Ms. Dorothy Donovan and seconded by Prof. Brian Kirby.

### Agenda Item J.1 – Audit & Risk Committee Report to Council.

#### Issue

Report to Council from the Audit & Risk Committee.

### Information

Mr. Geraldine Campbell, Chair of the Audit & Risk Committee, presented the Report from the Committee, a copy of which had been circulated to Council in advance of the meeting. She informed Council that the Committee had met with a representative from the Internal Auditors, Crowley's DFK, following its audit of the PSI's strategic planning and ongoing monitoring, systems and procedures and noted that the internal auditors had assigned

‘substantial assurance’ to the PSI in their audit report. She invited questions from Council. Council had no questions.

#### **Decision Approved, and/or Action Requested by Council**

The Report was noted by Council.

#### **Agenda Item K.1 – Any Other Business**

##### **Issue**

Any Other Business

##### **Information**

A member of Council raised concerns regarding the content of an email sent by the PSI to pharmacies regarding their non-compliance with the Falsified Medicines Directive (FMD). The Council member highlighted the impossibility of accurate correlation, particularly with regard to split packs. The Executive responded by noting that the majority of pharmacies were FMD compliant but that there was an escalation process, of which this email was part, to engage with pharmacies whose scanning and decommissioning activity appeared to fall short of expected levels. Council was informed that the FMD reconciliation process did allow for some discrepancies. Council was informed that the Irish Medicines Verification Organisation (IMVO) continued to provide guidance to pharmacies on FMD compliance and that the PSI continued to liaise with the IMVO on this matter.

#### **Decision Approved, and/or Action Requested by Council**

None.

**The Meeting concluded at 11:56am**

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**President**

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**Date**