

**Minutes for Public Council Meeting No. 66**

**Thursday 25 June 2015**

**PSI House, Fenian Street, Dublin 2**

The Public session of the 66th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 commenced at 8.38am on Thursday, 25 June 2015 at PSI House, Fenian Street, Dublin 2.

**Present:** Dr Ann Frankish, Mr Richard Collis (for part), Mr Fintan Foy, Dr Paul Gorecki, Ms Joanne Kissane, Mr Graham Knowles, Ms Deirdre Larkin, Mr Edward MacManus (for part), Dr Chantelle Macnamara (for part), Ms Caroline McGrath, Prof Kieran Murphy, Ms Muireann Ní Shuilleabháin, Mr Rory O'Donnell, Mr Pat O'Dowd, Ms Rita Purcell, Asst Prof Sheila Ryder and Ms Ann Sheehan.

**By Teleconference:**

Mr John Corr (for part of the meeting) who confirmed his identity to participate by teleconference in accordance with Rule 19(2) of the PSI (Council) Rules 2008 (SI No 492 of 2008).

**PSI Staff:** Ms Marita Kinsella, Registrar, Mr John Bryan, Ms Róisín Cunniffe, Ms Damhnait Gaughan, Mr Tony Reilly, Dr Cheryl Stokes, Ms Sinead O'Keefe (for part), and Ms Muireann McKeown.

**Public Gallery:**

Ms O'Keefe welcomed the attendees in the public gallery.

**Apologies**

Apologies had been received from Ms Nicola Cantwell, Mr Shane McCarthy and Mr Paul Turpin. In addition, it was noted that Mr J Corr, Mr R Collis had advised in advance of the meeting that they would not be available to attend for the entire day.

Ms Sinead O'Keefe, Presiding Officer, opened the Public Council meeting number 66 at 8.38am.

**1 Election of the President and Vice President**

Ms S O'Keefe, Presiding Officer, addressed the Council. At the meeting held on 21 May, in accordance with Rule 17(3) of the PSI (Council) Rules 2008, Council approved the appointment of Ms O'Keefe as Presiding Officer and Dr C Stokes as Alternate Presiding Officer for the election of the President and Vice-President to the Council, due to take place at the Council meeting on 25 June 2015.

Ms O’Keefe informed the Council that Rule 19(2) of the PSI (Council) Rules 2008, states that “.....a member of Council may in exceptional circumstances participate in Council meetings by way of teleconference” and “such member attending a Council meeting in these circumstances shall enjoy and be subject to all the rights and obligations of members of the Council who are physically present”.

She advised the Council that the option to vote by teleconference was incorrectly included in the instructions for voting which had been attached to the ballot papers. Council was informed that Rule 5 of the PSI (Council) (Amendment) Rules 2015 amended Ruled 17(7) from the Council Rules 2008 and removed the option to vote by teleconference with the introduction of the postal vote.

Consequently, Council’s approval was sought on this occasion only to allow Council members who participate in the meeting by teleconference to vote.

**Decision:** Council unanimously approved, in this instance, allowing those Council members who were participating in the meeting by teleconference to vote.

Ms O’Keefe advised the Council that one nomination had been received for the position of President, namely: Dr A Frankish. No nominations were received for the position of Vice-President.

Dr Frankish had submitted a personal statement which was circulated with the ballot papers. Ms O’Keefe invited questions from the Council to Dr Frankish.

Ms O’Keefe advised that 10 postal votes had been received. Ms O’Keefe proceeded to open the outer envelope and placed the inner envelope in the ballot box.

At 8.45am, Mr J Corr joined the meeting by teleconference and confirmed his identity to participate by teleconference in accordance with Rule 19(2) of the PSI (Council) Rules 2008 (SI No 392 of 2008).

Ms O’Keefe advised Mr Corr, present via teleconference, of the termination of the conference call in order that Ms O’Keefe, as Presiding Officer and Dr Stokes as Alternate Presiding Officer could telephone him to confidentially record his vote on a ballot paper. The teleconference line was terminated at 8.46am. Ms O’Keefe and Dr Stokes left the Council meeting to telephone Mr Corr.

Ms O’Keefe and Dr Stokes returned to the Council meeting and confirmed that Mr Corr’s vote had been cast.

Ms O’Keefe advised that no nominations had been received for the post of Vice-President. The Council Rules provide that nominations can be received on the day of the election in the event of no nominations being received in advance. In line with the Council Rules the election of a Vice-President must take place today.

Mr J Corr re-joined the meeting by teleconference at 8.47am. The meeting was adjourned at 8.47am to permit Council members to discuss nominations to the post of Vice President. Ms O’Keefe and Dr Stokes left the Council meeting to count the votes contained in the ballot box. The Executive and public attendees left the Council room.

The teleconference line was terminated. The Executive and public attendees returned to the Council meeting at 8.56am and the meeting was reconvened.

Ms O’Keefe declared Dr A Frankish to be elected as President of the PSI Council. Dr A Frankish, President, addressed the Council.

The Council unanimously decided that election to the post of Vice-President would be postponed until the next meeting due to take place on 17 September.

On behalf of the Executive and the Council, Ms O’Keefe congratulated Dr Frankish on her election to President of the PSI Council and invited her to take up office.

**The Public meeting adjourned at 9.00am.**

**The Public meeting reconvened at 3.15pm.**

**Present:** Dr Ann Frankish, President, Mr Fintan Foy, Dr Paul Gorecki, Ms Joanne Kissane, Mr Graham Knowles, Ms Deirdre Larkin, Dr Chantelle Macnamara (for part), Ms Caroline McGrath, Prof Kieran Murphy, Ms Muireann Ní Shuilleabhain, Mr Rory O’Donnell, Mr Pat O’Dowd, Ms Rita Purcell, Asst Prof Sheila Ryder, Ms Ann Sheehan.

**PSI Staff:** Ms Marita Kinsella, Registrar, Mr John Bryan, Ms Róisín Cunniffe, Ms Damhnait Gaughan, Dr Lorraine Horgan, Mr Tony Reilly, Dr Cheryl Stokes, Mr Tim Hanrahan (for part), Ms Irene Patterson (for part), Mr Kielan Wilson (for part) and Ms Muireann McKeown.

#### **Public Gallery:**

The President welcomed the attendees in the public gallery.

In reconvening the Public Council meeting at 3.15pm, the President thanked the Council for her election as President and outlined her qualifications and experience relevant to the post. For the benefit of the newly appointed Council members, she invited all members of the Council and Executive to introduce themselves.

## **2 Apologies**

As noted above, apologies had been received from Ms Nicola Cantwell, Mr Shane McCarthy and Mr Paul Turpin. Mr J Corr had left the Council meeting after the election of the President. Mr E MacManus had left the Council meeting shortly after the start of the Private meeting. Mr R Collis had left the Council meeting during the Private meeting when it adjourned for lunch.

## **3 Declaration of Interests**

Under item 2 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.”*

#### **4 Draft Minutes of Public Council meeting No. 65**

The President noted that the draft minutes of Public Council Meeting Number 65 had been circulated previously to Council members and that no comments or corrections had been received.

**Decision: The minutes of Council meeting Number 65 were approved by Council on the proposal of Prof K Murphy and seconded by Ms C McGrath.**

#### **5 Report from the Advisory Committees of Council and of the Registrar**

Ms M Kinsella, Registrar, addressed Council. The Council had been circulated with the Report of the Advisory Committees of Council and of the Registrar which contained an update for the Council on the work of the Advisory Committees and Units of the PSI since the last Council meeting.

Under this agenda item, the Council had been circulated with the following documents:

- the Quarter 2 Update report on the implementation of the Service Plan 2015, and
- an updated Indicative Schedule of Council Business for 2015.

On behalf of the Council and Executive, Ms Kinsella welcomed the following newly appointed and reappointed Council members to the Council:

1. Mr John Corr,
2. Mr Fintan Foy,
3. Ms Joanne Kissane,
4. Mr Graham Knowles,
5. Ms Muireann Ní Shuilleabháin,
6. Mr Rory O'Donnell,
7. Mr Pat O'Dowd,
8. Asst Prof Sheila Ryder,
9. Ms Ann Sheehan,
10. Mr Paul Turpin.

The Registrar gave an overview, by means of a presentation, of the key updates and significant points of note for Council from the Report.

Prof K Murphy, Chair of the Professional Development and Learning (PD&L) Committee, addressed the Council in relation to reporting structures and the location of information to assist the Council in contextualising information. In summary, Prof Murphy suggested that each Advisory Committee's report to Council, which is currently part of the Report of the Advisory Committees of Council and of the Registrar, would be placed as the first agenda item for noting in the relevant section of the agenda.

With the guidance of the Chairs Committee, the Executive will consider the incorporation of this approach into the agenda for the next Council meeting.

#### **6 Report on the Evaluation of the Seasonal Influenza Vaccination Service in Pharmacy 2014/2015**

Ms C McGrath, Chair of the Pharmacy Practice Development (PPD) Committee addressed the Council. Council had been circulated with a cover note, enclosing a report on the Evaluation of the Seasonal Influenza Vaccination Service in Pharmacy 2014/2015 and the PSI Guidance on the Provision of Seasonal Influenza Vaccination Service by Pharmacists in Retail Pharmacy Businesses.

In October 2011, legislation was introduced which enabled pharmacists to participate in the annual seasonal influenza vaccination campaign. An evaluation of the vaccination service in 2014/2015 was undertaken to provide ongoing assurances regarding the provision of this service and provide an opportunity for key stakeholders to provide feedback to the PSI. The report on the results of the evaluation had been considered at the PPD Committee meeting held on 11 June 2015. The PPD Committee agreed the evaluation report, subject to the inclusion of the Committee's comments.

In light of the evaluation report, the PSI Guidance on the Provision of Seasonal Influenza Vaccination Service by Pharmacists in Retail Pharmacy Businesses was also reviewed by the PPD Committee at its meeting on 11 June 2015 to ensure that it is still fit for purpose. No changes were proposed by the PPD Committee to the PSI Guidance. On this basis, Council was asked to approve the Report and the existing Guidance.

**Decision: Council approved the Report on the Evaluation of the Seasonal Influenza Vaccination Service in Pharmacy 2014/2015 and approved its publication on the PSI website, on the proposal of Dr P Gorecki and seconded by Ms R Purcell.**

**Council approved the existing PSI Guidance on the Provision of Seasonal Influenza Vaccination Service by Pharmacists in Retail Pharmacy Businesses with no changes for the next influenza vaccination season on the proposal of Ms J Kissane and seconded by Asst Prof S Ryder.**

## **7 Future Pharmacy Practice Project – Recommendations for appointment of Steering Group and Practice Sub-Group members**

Ms C McGrath addressed the Council. The Council had previously approved the terms of reference of the Future Pharmacy Practice Project Steering Group and proposed composition of the steering group and sub-group membership at the meeting held on 26 March. Following the previous meeting a letter of invitation to participate in the Steering Group and practice Sub-Groups was sent to the stakeholder organisations approved by Council. Also, a request for Expressions of Interest was issued to relevant stakeholders, including all registrants seeking interested individuals meeting the requirements agreed by Council for the composition of the Steering and Sub-Groups.

Council documentation included:

- a cover note,
- the list of appointments made by Council to the Steering Group and practice Sub-Groups for the project as approved at the meeting held on 21 May,
- a list of names of individuals recommended by the Selection Committee to Council for appointment to the remaining places on Project Steering Group and practice Sub-Groups, and

- two expressions of interest received for the symbol group representative for the Community Pharmacy Practice Sub-Group. Biographies of each of the candidates had also been circulated to Council.

The President addressed the Council. On the recommendation of the Selection Committee Council's approval was sought for the appointment of the following individuals to the Future Pharmacy Practice Project Steering Group and two practice Sub-Groups, as follows:

Steering Group	
Organisation/Category	Recommendation
DoH (Office of Chief Medical Officer)	Ms Kate O'Flaherty
Other Healthcare Professional	Dr Ruairi Hanley

Community Pharmacy Practice Sub-Group	
Organisation/Category	Recommendation
Nurse Prescriber	Linda Latham

Hospital Pharmacy Practice Sub-Group	
Organisation/Category	Recommendation
Hospital Consultant	Prof David Williams
HIQA - Medicines Management	Ms Aoife Fleming

**Decision:** Council approved the following appointments:

- Ms Kate O'Flaherty and Dr Ruairi Hanley to the Future Pharmacy Practice Project Steering Group,
- Ms Linda Latham to the Future Pharmacy Practice Project – Community Pharmacy Practice Sub-Group, and
- Professor David Williams and Ms Aoife Fleming to the Future Pharmacy Practice Project– Hospital Pharmacy Practice Sub-Group

**on the proposal of Ms M Ní Shuilleabháin and seconded by Mr P O'Dowd.**

The President addressed the Council. Approval was also sought from the Council to reform the Selection Committee consisting of the President, the Registrar and the Chair of the PPD Committee, with the intention that this Committee would review the following positions:

- Industry/regulator pharmacist representative
- Symbol group representative (2 applications)
- Patient representatives for both the hospital and community sub-groups

and that the Selection Committee would then return to Council with recommendations for appointment to these posts. Council was informed that its approval would be sought by means of email in order that the individuals would be in a position to participate in meetings due to take place at the end of July.

**Decision:** Council unanimously approved the reformation of the Selection

Committee and that the Selection Committee would recommend and seek Council's approval for the remaining appointees by means of email ahead of the first meetings of the Steering Group and Sub-Groups.

## **8 Seasonal Influenza vaccination training programmes 2015-2016**

Prof K Murphy, Chair of the Professional Development and Learning Committee, addressed the Council. The Council had been circulated with a memorandum and documentation for agenda items 8a, 8b, 8c and 8d.

### **a) Consideration of the accreditation reports from the Irish Institute of Pharmacy accreditation process for approval of the following courses of training for purposes of regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended):**

- **Ab-Initio**
- **Refresher Level 1**
- **Anaphylaxis Management including CPR training for pharmacists**

The accreditation reports from the accreditation team established by the Irish Institute of Pharmacy to evaluate the following training courses for the purpose of accreditation:

- the Hibernian Healthcare Ltd Seasonal Influenza Vaccination *Ab Initio* Training Programme for Pharmacists, for the vaccination of adults aged 18 years and over;
- the Hibernian Healthcare Ltd Seasonal Influenza Vaccination Refresher Level 1 Training Programme for Pharmacists, for the vaccination of adults aged 18 years and over;
- the Hibernian Healthcare Ltd Seasonal Influenza Vaccination Anaphylaxis Management with CPR Training Programme for Pharmacists, for the vaccination of adults aged 18 years and over,

were considered and endorsed by the Council. Prof Murphy indicated that these accreditation reports had not been available in time to allow for their consideration by the PD&L Committee at its 10 June 2015 meeting and sought Council's agreement on this occasion to approve the Reports in the absence of their consideration by the Committee.

**Decision:** For the purposes of the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2011 (SI No 525 of 2011), the Council approved the following three seasonal influenza vaccination training programmes for a period of two years subject to the requirement that annual reports be submitted to the satisfaction of the Irish Institute of Pharmacy and of the Council at the end of year one for the ongoing accreditation of the programme for the second year.

1. Hibernian Healthcare Ltd Seasonal Influenza vaccination *ab initio* Training Programme for Pharmacists, for the vaccination of adults aged 18 years and over,
2. Hibernian Healthcare Ltd Seasonal Influenza vaccination refresher level 1 Training Programme for Pharmacists, for the vaccination of adults aged 18 years and over, and
3. Hibernian Healthcare Ltd Seasonal Influenza vaccination anaphylaxis management with CPR training Programme for Pharmacists, for the vaccination of adults aged 18 years and over

on the proposal of Mr R O'Donnell and seconded by Ms D Larkin.

**b) Consideration of the annual report for the approval of the PSI Council of the Hibernian Healthcare Ltd Refresher Level 2 course of training for the purposes of the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2011.**

The Council had been circulated with the annual report on the Seasonal Influenza Vaccination Refresher Level 2 Training Programme for Pharmacists and a review of this report, along with a letter signed by the Executive Director of the IloP, Dr C Bradley. The Council was reminded that it had approved the Refresher Level 2 programme for a period of 3 years at the Council meeting held on 28 August 2014 subject to submission by Hibernian Healthcare Ltd of annual reports on the progress and effectiveness of the programme.

The accreditation team reviewed the annual report and agreed that Hibernian Healthcare Ltd has met the condition attached to accreditation and therefore were in a position to recommend to Council the continued accreditation of the Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination Refresher Level 2 Training Programme for the vaccination of adults aged 18 years and over.

Prof Murphy indicated that the annual report and the IloP review thereof had not been available in time to allow for their consideration by the PD&L Committee at its 10 June 2015 meeting and sought Council's agreement on this occasion to accept the Reports in the absence of the its consideration by the Committee.

**Decision:** The Council approved the continued accreditation of the Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination Refresher Level 2 Training Programme for the vaccination of adults aged 18 years and over. annual report provided by the IloP of Hibernian Healthcare's Seasonal Influenza Vaccination on the proposal of Ms R Purcell and seconded by Ms J Kissane.

**c) Recognition of those bodies who may issue certificates for purposes of regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended)**

Prof Murphy advised the Council that it is also required to recognise those bodies who may issue certificates for the purposes of Regulation 4B(a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended) (the Regulations). Council had been circulated with copies of the letters dated 5 June 2015 and 9 June 2015 from Hibernian Healthcare Limited requesting recognition by the Council for the purposes of the Regulations as a body that may issue a certificate prescribed in those Regulations to all registered pharmacists who satisfactorily complete the Seasonal Influenza Vaccination Training Programmes referred to in agenda item 8(a) and (b) above respectively.

Council was asked to recognise Hibernian Healthcare Ltd for the purposes of issuing the certificate prescribed in the Regulations in connection with the following training courses:

- 1 Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination **Ab-Initio** Training Programme for the vaccination of adults aged 18 years and over.
- 2 Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination **Refresher Level 1** Training Programme for the vaccination of adults aged 18 years and over.



- 3 Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination **Anaphylaxis Management with CPR** Training Programme for the vaccination of adults aged 18 years and over.
- 4 Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination Refresher Level 2 Training Programme for the vaccination of adults aged 18 years and over.

**Decision:** Pursuant to Regulation 4B(a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended), Hibernian Healthcare Ltd was recognised by Council for the purposes of issuing the certificate prescribed in that Regulation in connection with the above training courses on the proposal of Mr P O'Dowd and second by Ms R Purcell.

**d) PSI training requirements for pharmacists for the 2015/2016 'flu season**

Prof Murphy advised the Council that under the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2011 (SI No 525 of 2011), the Council of the PSI is required to approve those courses of training that relate to the administration of the influenza vaccine and to the management of any adverse reaction that may follow from such administration. Council was advised that the approval of the training requirement for pharmacists who intend to vaccinate in the 2015/2016 influenza season is necessary to assist pharmacists in determining which course they should undertake.

Prof Murphy informed the Council that the PD&L Committee had considered the training requirements at its meeting on 10 June and recommended to Council the approval of the training requirements for pharmacists for the 2015/2016 influenza season. The Council was asked to approve the training requirements as per the previous season and with the addition of face-to-face bridging training for the 2015/2016 season. It was clarified that the face-to-face bridging training was necessary to ensure that the national standardised injection technique is used by all pharmacists delivering the influenza vaccination.

The Council had also been circulated with a cover note and a flowchart. On behalf of the Council, Prof K Murphy conveyed its compliments to Mr O'Leary, Senior Pharmacist Advisor in the Pharmacy Practice Development Unit, on the excellent work carried out in the production of the training requirement identification flowchart.

**Decision:** The Council approved the training requirements for pharmacists for the 2015/2016 influenza season on the proposal of Ms M Ní Shuilleabháin and seconded by Dr P Gorecki.

**9 Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015**

**a) Submission and response to the public consultation**

**b) Draft Statutory Instrument for approval for submission to the Department of Health**

**a) Submission and response to the public consultation**

Prof K Murphy addressed the Council. The Council had been circulated with the following documents:

- a memo from Mr F Ó Cuinneagáin, former Chair of the PD&L Committee, and Dr Ann Frankish, Chair of the RQR Committee;

- a copy of the submissions received from the public consultation on the draft Continuing Professional Development (CPD) Statutory Instrument (SI) which took place from 10 April to 18 May;
- a statistical overview of the submissions;
- analysis of the key themes that emerged from the public consultation;
- the proposed PSI response to the issues that were the main focus of the public consultation.

Council was advised that the drafting of individual responses to each of the public consultation submissions received was ongoing by the PD&L Unit in light of the considerable volume of submissions received, and the draft individual responses will be brought back to Council for approval at September's meeting. Council also noted that the individual responses would be based on the proposed responses to the key themes set out in the memo from Mr F Ó Cuinneagáin and Dr A Frankish that had been approved by both the RQR Committee and the PD&L Committee at their 9 and 10 June 2015 meetings respectively.

With the Council's approval, this item for noting was taken as read.

#### **b) Draft Statutory Instrument for approval for submission to the Department of Health**

Following the review by the RQR Committee and the PD&L Committee at their meetings on 9 and 10 June respectively of the draft PSI (Continuing Professional Development) Rules 2015, the Council had been circulated with a clean and tracked version of the current draft SI.

Prof Murphy addressed the Council and reiterated his view regarding the level of detail contained in the draft Rules and requested Council's approval to work with the Executive to remove those elements which could be considered to be operational in nature from the draft SI instead to include those matters in a policy or a guideline document to be agreed by Council from time to time. Prof Murphy emphasised that the purpose of the review of the SI with the Executive was to deal only with matters of a deemed operational nature and that the policy contained in the Rules would not be affected by such review.

Following a discussion by Council, Council agreed in principle with Prof Murphy's proposal to review the draft SI and to remove those elements deemed operational in nature, while noting the need for clarity and certainty regarding the new CPD model for pharmacists.

Dr C Macnamara left the meeting at 3.57pm.

**Decision:** The Council unanimously approved the editing of the draft statutory instrument to remove elements deemed operational in nature for submission to the Department of Health.

**Action:** The Executive will edit the draft statutory instrument in line with Council's decision in as timely a manner as possible in order to allow for submission of the draft Rules to the Department of Health for review without unduly impacting on the project timeframe for the development of these Rules.

#### **10 Implementation of the new five-year integrated degree in pharmacy**

**a) Revised terms of reference for, and composition of, the Five-year Integrated Degree Programme Implementation Steering Group**

**b) Quarterly update on degree programme implementation**

**a) Revised terms of reference for, and composition of, the Five-year Integrated Degree Programme Implementation Steering Group**

Prof Murphy addressed the Council. The Council had been circulated with a cover memorandum from Mr F Ó Cuinneagáin, former Chair of the PD&L Committee, and revised Terms of Reference of the Five-Year Programme Implementation Steering Group.

Prof Murphy invited Dr L Horgan, Head of PD&L to address the Council. The Five-year programme Implementation Steering Group was set up by the Council of the PSI and the Terms of Reference approved at the Council meeting held on 15 May 2014. To take account of the Steering Group's activities to date, at its meeting on 11 May 2015, the Implementation Steering Group reviewed the terms of reference and the composition of the Group. Dr Horgan drew the Council's attention to those activities of the Implementation Steering Group contained in the previous terms of reference that were considered to have been adequately addressed, namely those activities concerned with the agreement by the three schools of pharmacy to establish a shared service facility across the three academic institutions for the quality assurance of the practice placement experiences for student pharmacists, communication about the revised structure of the qualification and the facilitation of the preparation of the three schools of pharmacy for the purpose of submitting the 5-year degree programmes for recognition and approval. Council was advised that the main activities in the revised terms of reference are focussed on the establishment and commencement of operations of the shared service facility and monitoring the development of practice placement opportunities in industry, hospital and community settings.

Dr Horgan also brought to Council's attention the proposed changes to the composition of the Implementation Steering Group and the proposal to invite the HSE's Acute Hospital Services Division to nominate a member to the Group.

Prof Murphy addressed the Council. On the recommendation of the PD&L Committee, the Council was requested to approve the revised terms of reference for, and composition of, the Five-Year Integrated Degree Programme Implementation Steering Group.

**Decision:**        **The Council approved the revised terms of reference for, and composition of, the Five-Year Integrated Degree Programme Implementation Steering Group for a one year period on the proposal of Ms M Ní Shuilleabháin and seconded by Ms C McGrath.**

**b) Quarterly update on degree programme implementation**

Prof K Murphy addressed the Council. The Council had been circulated with a memorandum providing an update for the Council on the implementation of the Five-Year Integrated Master's Degree Programme in Pharmacy for noting. With Council's approval, this item for noting was taken as read.

**11      Irish Institute of Pharmacy (IloP)**

**a) Approval of IloP Strategy 2015-2018**

**b) Appointment of new PSI Council nominees and reappointments to the IloP Steering Group**

**a) Approval of IloP Strategy 2015-2018**

Prof K Murphy addressed the Council. The Council had been circulated with a cover memo and the IloP Strategy for 2015-2018 for approval. Prof Murphy apologised to the Council for

the late circulation of revisions to the IloP Strategy 2015-2018 which the IloP had provided to the PSI on the morning of the Council meeting. Prof Murphy emphasised that the proposed revisions to the strategy document were not significant and drew Council's attention to the tracked change version that had been circulated to members in hard copy at the meeting.

The Council was reminded that the PSI had agreed the development of a strategic plan for the IloP with the RCSI in the Annual Work Programme for 2013, which formed part of the four-year contract (2013-2017) with the RCSI for the delivery of the IloP services that commenced in August 2013. The IloP and its Steering Group had, since Quarter 3 2014, been working on the development of a strategic plan to set out the vision and goals for the IloP for the period 2015-2018.

In the cover memo circulated to Council in advance of the meeting, Council's attention was drawn to the funding provided by the PSI and the Department of Health to the IloP to realise its strategy.

Council was advised that the IloP Strategy 2015-2018 had been considered by both the PD&L and PPD Committees at meetings held on 10 and 11 June respectively and was unanimously approved by both Committees on the recommendation of each of the Chairs who had participated in the IloP Steering Group discussions as part of its development.

**Decision:**            **The Council approved the IloP Strategy 2015-2018 on the proposal of Ms J Kissane and seconded by Mr F Foy.**

**b) Appointment of new PSI Council nominees and reappointments to the IloP Steering Group**

Prof K Murphy addressed the Council. The Council had been circulated with a cover memo and copy of a letter from Ms K Mulvenna, Chairperson of the IloP Steering Group, dated 29 May 2015.

Council was advised that the Terms of Reference of the IloP Steering Group, provide that appointments to the Steering Group were made for an initial period of 2 years. The Terms of Reference also state that there is an option for continuation of appointment for the entire term of the 4-year contract between the PSI and the RCSI (see 11a) above) further to the recommendation of the Chair of the Steering Group and also with the agreement of the PSI and the Steering Group.

Under the Membership of Steering Group and Governance Arrangements section of the Terms of Reference, three members of the Steering Group are nominated by the PSI Council: the Chair of the PD&L Committee; the Chair of the PPD Committee and a public interest nominee. The Council term of the 3 members previously appointed by Council ended on 14 June 2015 and therefore their successors in these roles on PSI Council are proposed for appointment to the Steering Group. The Council, at its meeting on 21 May 2015, appointed Prof K Murphy and Ms C McGrath as Chairs of the PD&L and PPD Committees respectively. The public interest nominee had previously been the appointment to the Council by the Minister of the person appearing to the Minister to be representative of the provision of continuing professional development in relation to pharmacy.

Ms K Mulvenna, Chair of the IloP Steering Group, in a letter to the Registrar, proposed that the current members' terms of office (with the exception of the nominees of the PSI Council) be extended until August 2017 to allow for continuity while the IloP continues to be established.

This proposal was considered by the PD&L Committee at its meeting on 10 June and the Committee agreed to recommend the proposal to Council for approval.

The Council was asked to consider the recommendation of the PD&L Committee and to approve the extension of the terms of office until August 2017 for the following IloP Steering Group members:

- Kate Mulvenna (HSE)
- Jack Daly (PIER)
- Professor Paul Gallagher (RCSI)
- Dr Martin Henman (TCD)
- Helena Buchanan (PSNI)
- Dr JJ Keating (UCC)
- Mary O'Connell (HPAI)
- Margaret Doherty (Community Pharmacy)
- Maria Creed (Hospital Pharmacist)
- Dr John Michael Morris (Industry/Regulatory/Research Pharmacy)
- Eugene Renahan (Community )
- Kate O'Flaherty (Minister for Health/DoH)
- Liz Hctor (IPU)

In addition, in line with the IloP Steering Group's Terms of Reference, the appointment of Prof K Murphy, Chair of the PD&L Committee and Ms C McGrath, Chair of the PPD Committee to the IloP Steering Group, for the duration of the period ending also in August 2017, was also recommended to Council for approval.

**Decision:**        **The Council approved:**  
a) the extension of the terms of office for the appointment of the above named individuals until August 2017, and  
b) the appointments of Prof K Murphy, Chair of the PD&L Committee and Ms C McGrath, Chair of the PPD Committee to the IloP Steering Group, on the proposal of Mr P O'Dowd and seconded by Dr P Gorecki.

**12        Quarterly update on the implementation of the PSI's CPD model and delivery of IloP services**

Prof K Murphy addressed the Council. The Council had been circulated with the Quarterly report on implementation of the PSI's CPD model and delivery of the IloP services for noting. With Council's approval, this item for noting was taken as read.

**13        Consideration of education-related delegations under the Pharmacy Act 2007 and the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014**

Prof K Murphy addressed the Council. The Council had been circulated with a cover memo, an overview of the new proposed delegations, and a copy of Motion number 1: Delegation of Council in relation to its functions under the Pharmacy Act 2007.

Council was advised that the Pharmacy Act 2007 sets out the functions, duties and powers of the PSI and its overall purpose to regulate the profession and practice of pharmacy having regard to the need to protect, maintain and promote the health and safety of the public. In order to facilitate the performance by the PSI of its statutory functions, the Council has delegated certain specific functions to, *inter alia*, certain Advisory Committees and to the Registrar. These delegations have dealt with certain specific matters in various areas, including education and training.

At its meeting on 26 March 2015, the Council approved a comprehensive range of delegations in order to facilitate the Council in the effective performance of its statutory functions. A review of the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014 (SI No 377 of 2014) (the Rules), which came into operation on 1 June 2015, had not been undertaken in advance of the 26 March Council meeting.

This review, having since been carried out by the PD&L Unit, was presented for Council's consideration following a review by the PD&L Committee at its meeting on 10 June. The Council was informed that the PD&L Committee recommended the adoption of the matters contained in Motion Number 1 – Delegation of Council in relation to its functions under the Pharmacy Act 2007.

**Decision:** Council approved the delegation by Council of functions under the Pharmacy Act 2007 as listed on Motion Number 1, on the proposal of Ms M Ní Shuilleabháin and seconded by Asst Prof S Ryder.

**Motion Number 1 was signed by the proposer and seconder, Ms M Ní Shuilleabháin and Asst Prof S Ryder.**

**Subsequent to the meeting, the motion was signed by the President and Registrar and the seal of the PSI was affixed to the document.**

#### **14 Report on April Accounts**

Mr John Bryan, Head of Inspection and Enforcement (I&E) and Acting Head of Administration and Finance (A&F) addressed the Council.

Mr Bryan advised Council that the A&F Committee had met on 9 June 2015 and considered a number of items and in particular the Registration Fee Review Process. Mr Bryan referred the Council to the Report from the A&F Committee contained within agenda item 5. Council was informed that following the review conducted by an external party, a reduction in PSI registration fees was implemented in 2014, the A&F Committee and the Council agreed in 2014 that the fee level would be re-examined regularly and on an ongoing basis. The A&F Committee, at its meeting on 9 June, agreed that a registration fee review process should be developed in order to formalise such a process in the PSI. In order to progress the development of this policy, the A&F Committee recommended that Council adopt the following proposals:

- In January/February each year, the A&F Committee will consider if a registration fee review should be initiated and if so bring a proposal to Council at its next meeting.

- That preparatory work commence on the process for consideration of the 2017 registration fees in January/February 2016 in order to determine if a fee review should be initiated.

Ms R Purcell, Chair of the A&F Committee addressed the Council. She advised that she had been unable to attend the A&F Committee which took place on 9 June but supported the development of this policy and added that it is within the capacity of the Executive to conduct this exercise.

**Decision:**        **The Council unanimously approved the following proposals:**

**In January/February each year, the Administration and Finance Committee will consider if a registration fee review should be initiated and if so bring a proposal to Council at its next meeting.**

**That preparatory work commences on the process for consideration of the 2017 registration fees in January/February 2016 in order to determine if a fee review should be initiated.**

Mr Bryan addressed the Council. The Council had been circulated with a copy of the Management accounts for the period ended 30 April 2015.

Mr Bryan gave an overview, by means of a presentation, of the key points to note within the accounts.

As advised at the Council meeting held on 21 May, Mr Bryan informed the Council that the PSI is over budget in legal fees. A summary of legal fees by Department had been provided in Council's documentation. Following a query from the Council regarding reductions in the legal spending of the PSI, Mr Bryan advised that the PSI is currently reviewing the legal fee expenditure and informed the Council of the following points:

- The PSI spend less as a percentage of income in comparison with the other health professional regulatory bodies.
- The PSI is reviewing the most economic use of various levels of staff within the legal firms and Counsel.
- The increased legal fees to date in 2015 correlates with an increase in the number of inquiries held or in preparation. In 2014, the PSI conducted 10 inquiries in total. To date in 2015, 5 inquiries have taken place and it is anticipated that approximately 9 more inquiries will take place before the end of the year.

The President addressed the Council and thanked Mr Bryan and Ms Purcell.

## **15      Report of the Audit Committee**

The President addressed the Council. The Council had been circulated with a report from the Audit Committee. With the Council's agreement, the President proposed that this agenda item for noting was taken as read.

## **16      Update on the implementation of the new "Internet Supply List"**

Mr J Bryan addressed the Council. As noted in the documentation for agenda item number 5, the Regulations which govern the internet supply of non-prescription medicines from pharmacies and non-pharmacy outlets came into operation on 24 June 2015 and a

communications campaign to all relevant stakeholders has commenced. Council was reminded that any person or entity that now wishes to sell non-prescription medicines over the internet in Ireland must be listed with the PSI and have their name entered onto the approved Internet Supply List. The organisations must also display a new EU-wide common logo on every page of their website which offers medicines for sale. The Internet Supply List is live on the PSI's website and 2 applications have been received as of the date of the Council meeting.

#### **17 Update on the Inspection Policy Project**

Mr J Bryan addressed the Council. At the Council meeting held on 21 May 2015, the Council agreed to update the policy approach for routine pharmacy inspections. Following this meeting, an internal PSI Steering Group was established to oversee the management of the implementation project by the Project Team. A detailed project plan has been finalised. A call for expressions of interest was sent to pharmacists and pharmacy owners to participate in focus group meetings to assist in the design and development of the self-audit tool. The self-audit tool will be developed over the next few months and rolled out to pharmacists and pharmacies taking part in the pilot phase of the project. A risk assessment methodology is currently being developed which will be used to determine the inspection notification given by the PSI to pharmacies. The PSI will be engaging with pharmacists and pharmacy owners nationwide to participate in the focus group meetings and the pilot phase of the project. A further update will be provided at the next Council meeting.

The President addressed the Council. This process was undertaken to improve compliance with Regulations and it is expected that the PSI will receive a much higher compliance with the regulations with the introduction of the new systems.

#### **18 Council members' time**

The President addressed Council and advised that no Council member had notified their intention to speak during this agenda item.

The meeting ended at 4.25pm.

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**President**

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**Date**