

Minutes for Public Council Meeting No. 52
Thursday 12th December, 2013.
PSI House, Fenian Street, Dublin 2

The Public session of the 52nd meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 was held at 9.35am on 12 December at PSI House, Fenian Street, Dublin 2.

Present: Mr Eoghan Hanly, President, Mr Noel Stenson, Vice-President, Mr Jim Brophy, Mr John Corr, Ms Leonie Clarke, Mr Richard Collis, Ms Nicola Cantwell, Dr Chantelle Macnamara, Prof Kieran Murphy, Mr Fionán O’Cuinneagáin, Mr Pat O’Dowd, Mr Keith O’Hourihane, Prof Caitriona O’Driscoll, Prof Ciaran O’Boyle and Mr Conor Phelan.

PSI Staff: Ms Marita Kinsella, Registrar, Ms Ciara McGoldrick, Mr John Bryan, Mr Tony Reilly, Dr Lorraine Horgan, Dr Cheryl Stokes, Dr Cora Nestor, Mr Seirse O hAodha, Ms Eileen Troy, Ms Aisling Reast and Ms Muireann McKeown.

Also in attendance: Ms Jacqui Dougan, President, the Pharmaceutical Society of Northern Ireland.
Ms Marian Shanley, Chair of the National Forum for Pharmacy Education and Accreditation.

The President opened the Public Council Meeting Number 52 at 9.35am.

The President welcomed new Council member Prof Kieran Murphy and Ms Jacqui Dougan, President, the Pharmaceutical Society of Northern Ireland to the meeting.

1. Apologies

Dr Ann Frankish, Ms Rita Purcell, Dr Jean Holohan.

2. Declaration of Interests

Under item 2 of the Council Agenda, the Presidency 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 and by members of the PSI’s committees. 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.”*

3. Draft Minutes of Public Council Meeting no 51 held on Thursday 17 October 2013

The President noted that the draft minutes of Public Council Meeting Number 51 had been circulated previously to Council members.

Regarding *Item 13 - Inspection and Enforcement Policy Document* on page 5, Mr R Collis requested that an amendment be made to the minutes clarifying that the Inspection and Enforcement Committee meeting will prepare a report for Council at its first meeting of the New Year, in February 2014.

Regarding *Item 18 - Financial Report to 30 June 2013* on page 8, Mr R Collis requested that an amendment be made to the minutes regarding the publication and circulation of the PSI's accounts.

The President sought approval on the minutes subject to the above amendments being made.

The minutes of Council meeting number 51 were approved on the proposal of Mr K O'Hourihane and seconded by Mr J Corr.

4. Registrar's Report (Ms M Kinsella)

The Registrar's report had been circulated to Council. Ms M Kinsella verbally updated Council on its contents and highlighted the key activities of the organisation and of each Unit since the last Council meeting.

5. Service Plan 2014 (Ms M Kinsella)

The Draft Service Plan and budget for 2014 had been circulated to Council.

Council discussed some of the key elements of the Service Plan. Following a brief update regarding engagement with the Department of Health on amendments to the Pharmacy Act, Ms C McGoldrick advised that she would make a presentation to Council at its next private meeting regarding key amendments that have been identified to the Pharmacy Act 2007.

The President thanked PSI staff for the volume and quality of the work on the Service Plan and for producing it so early this year.

The Draft Service Plan and budget for 2014 was approved on the proposal of Ms L Clarke and seconded by Mr K O'Hourihane.

6. Issue of Certification under Rule 18 of the PSI (Registration) Rules 2008 – Recognition of Third Country qualifications as qualifications appropriate for practice in Ireland (Ms M Kinsella)

A Memo from Ms D Gaughan to Council regarding Agenda Item 6 had been circulated to Council. It was proposed that each of these applicants (listed below) be issued with a certificate confirming that the individuals shall be regarded as having a qualification appropriate for practice in Ireland and will therefore be eligible to apply for registration as a pharmacist.

Name
Ai Li Lay
Ngozi ChinyereMadu
Samah Bashir Gasmelseed Mohammed

Council approved the issuing of the Certificates under Rule 18 of the PSI (Registration) Rules 2008 to the three named individuals. In addition, in accordance with the Memo, Council approved that these individuals may be registered in the Register of Pharmacists if they submit an application for registration which is valid, complete and complies with the criteria for registration set down in Schedule 1 of the PSI (Registration) Rules 2008, and no issues are identified by the Registrar in the processing of those applications.

Mr F O'Cuinneagáin proposed and Prof C O'Boyle seconded these approvals by Council.

7. Appointment of External Auditors to PSI (Mr S O hAodha)

Council had been circulated with a Memo regarding Agenda Item 7. Mr S O hAodha addressed Council. He

advised that the Administration and Finance Committee endorsed the recommendation of the evaluation panel that OSK Audit Ltd be appointed as the External Auditors of the PSI for a three year period.

The appointment of OSK Audit Ltd as the External Auditors for the PSI for a three year period was approved by Council on the proposal of Mr. J Corr and seconded by Mr J Brophy.

8. Motion No 1: Signatories for the bank accounts (Mr S O hAodha)

Council had been circulated with Motion No: 1. Mr S O hAodha addressed Council. Council was requested to approve the authorised signatories listed below for the purpose of giving any order, direction, request or instruction to the PSI's banks, subject to the proviso that any instruction must be signed by any two of the authorised signatories:

Marita Kinsella, Ciara McGoldrick, Cheryl Stokes, John Bryan, Seirse o hAodha, Lorraine Horgan, Damhnait Gaughan.

The signatories for the bank accounts were approved on the proposal of Mr P O'Dowd and seconded by Mr J Corr. Motion No: 1 was signed by Mr P O'Dowd and Mr J Corr.

9. Request from the Administration and Finance Committee that Council give consideration to the Designated Legal Reserve (Ms L Clarke)

Ms L Clarke addressed Council and outlined the considerations of the Administration and Finance Committee on this matter. It was outlined that the Audit Committee had also sought further information regarding the legal reserve. Ms L Clarke advised that the Committee are considering a report on fees prepared by PriceWaterhouseCoopers and will meet again in January to make a recommendation.

Action: Following a discussion, it was agreed that the Executive is to prepare further information for the Administration and Finance Committee which will report to Council in February 2014.

Mr P O'Dowd left the Council meeting at 11.00am.

**10. Irish Institute of Pharmacy (IIOp):
- Annual Work Programme for 2014- PSI Funding Stream (Dr L Horgan).**

Dr L Horgan addressed Council. Council had been circulated with the IIOp Service Plan 2014 and it was presented to Council for final consideration and approval.

The Irish Institute of Pharmacy Annual Work Programme for 2014 was approved on the proposal of Ms L Clarke and seconded by Mr N Stenson.

11. Accreditation Standards for the Five-Year Fully Integrated Pharmacy Degree Programme (Mr F O'Cuinneagáin):

- 1. Submissions and draft response to public consultation and public consultation statistics.**
- 2. Draft Standards for approval by Council.**

Mr F O'Cuinneagáin addressed Council. Council had been circulated with documentation regarding the public consultation submissions and responses, consultation statistical information, the draft Accreditation Standards for the Five-Year Integrated Masters Degree Programmes in Pharmacy and a Briefing Note outlining the background to the Accreditation Standards for the five-year fully integrated pharmacy degree programme.

- 1. Submission and draft response to public consultation and public consultation statistics.**

The submissions and draft response to the public consultation and public consultation statistics were noted and approved by Council on the proposal of Mr N Stenson and seconded by Ms N Cantwell.

2. Draft standards for approval by Council.

The draft standards were approved in principle by Council on the proposal of Prof C O'Boyle and seconded by Mr K O'Hourihane. Council noted that the commencement date for the new standards would be contingent on the commencement date for the new statutory instrument governing the five-year integrated pharmacy degree as the qualification appropriate for practice as a registered pharmacist.

12. Council Meeting Dates for 2014 (Mr E Hanly)

Mr E Hanly addressed Council. Council had been circulated with the proposed dates for Council meetings in 2014.

The Council meeting dates for 2014 were approved by Council on the proposal of Mr K O'Hourihane and seconded by Mr J Brophy.

Action 1: Council to be emailed a soft copy of the Memo to Council outlining the dates together with Outlook Calendar requests for each meeting.

Action 2: At its February meeting Council is to discuss scheduling of Council meetings.

13. Appointment to the Audit Committee (Mr E Hanly).

Mr E Hanly addressed Council. Council had been circulated with a document recommending the appointment of Ms Deirdre Larkin to the Audit Committee for a term of three years.

The President thanked Mr Ray Dolan, the outgoing Chair, for his contribution over the last 6 years.

Council approved the appointment of Ms Deirdre Larkin to the Audit Committee for a term of three years on the proposal of Mr J Corr and seconded by Mr K O'Hourihane.

14. Guidance on the Provision of Testing Services in Pharmacies (K O'Hourihane):

14.1 Memo to Council.

14.2 Revised Draft Guidance on the Provision of Testing Services in Pharmacies.

14.3 Submissions received during the consultation on the Draft Guidance on the Provision of Testing Services in Pharmacies.

Mr K O'Hourihane addressed Council. Council had been circulated with a Memo advising of the draft guidance on the provision of testing services in pharmacies, the revised draft guidance, and submissions received during the consultation on the draft guidance. Mr. O'Hourihane advised Council that the Pharmacy Practice Development (PPD) Committee had sought some further amendments to the draft guidance at the previous Committee meeting and that the updated draft guidelines had since been circulated to the Committee. Mr K O'Hourihane acknowledged the volume of work done by the PPD Unit in the preparation of the draft guidelines.

Prof K Murphy enquired if the Irish College of General Practitioners (ICGP) had been consulted on the draft guidance. Dr. C Nestor noted that this had been an oversight.

Action 1: A review of the list of consultees would be carried out and the Draft Guidance on the Provision of Testing Services in Pharmacies would be sent for input to the ICGP and any other organisations omitted in error from the consultation. Responses by the end of January would be sought.

Action 2: The Draft Guidance on the Provision of Testing Services in Pharmacies would be placed on the agenda for Council at its meeting in February 2014.

15. Motion No 2: Amendment of Fee Number 29 payable in connection with the undertaking of In-Service Practical Training and Adoption of associated Rules (Dr L Horgan).

Dr L Horgan addressed Council. Council had been circulated with a Memo providing the background and context for the revision of the PSI Fees Rules 2008 enclosing copies of documentation previously circulated to Council at its meetings held in July and August 2013 and Motion No: 2.

The motion before Council for approval and the accompanying draft amendment of the PSI (Fees) Rules had been prepared to give effect to the matters agreed by Council at its meetings held in July and August. Council noted that the draft amendment to the PSI (Fees) Rules 2008 required the approval of the Minister for Health.

The Amendment of Fee number 29 in connection with the undertaking of In-Service Practical Training and Adoption of associated Rules was approved by Council in principle, and subject to the approval of the Minister for Health, on the proposal of Ms L Clarke and seconded by Mr F O'Cuinneagáin. Motion No: 2 was signed by Ms L Clarke and Mr F O'Cuinneagáin.

**16. Revision of the PSI (Education and Training) Rules 2008:
- Draft Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2013 – consideration prior to public consultation.**

Mr F O'Cuinneagáin addressed Council. Council had been circulated with a memo providing the background and proposed amendments to the draft Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2013 and a copy of documentation issued to Council at its July meeting (*PSI Policy Position for submission to the Minister for Health in relation to the Revision of the PSI (Education and Training) Rules 2008*). Mr O'Cuinneagáin gave an overview to Council of the proposed amendments to the Education & Training Rules and explained that the next step in the process would be for a public consultation to be undertaken on the draft Rules.

Following a discussion of the draft text of Rule 15(5), Council agreed that the text of this provision should be redrafted more generally to reflect the principle that students should have appropriate levels of access to pharmacists as part of their in-service training.

Action: Paragraph 15(5) to be amended to reflect that students should have appropriate levels of access to pharmacists during the course of their in-service training.

With Council's agreement, agenda items 17, 18, 19, 20 were taken as read.

17. Professional Registration Examination October 2013 Sitting – External Examiners' Reports.

Three reports of the External Examiners 2012-2013 were noted by Council.

18. Report of the Chair of the National Forum for Pharmacy Education and Accreditation:

18.1 Quarterly Report

18.2 Interim Report

The quarterly report of the Chair of the National Forum for Pharmacy Education and Accreditation and the Interim Report of the National Forum for Pharmacy Education and Accreditation were noted by Council.

The issue of the timing of the introduction of the five year integrated degree was raised. The importance of clarity for Leaving Cert students on the commencement of the integrated degree programme was noted. In order to continue and support the momentum of work ongoing by the Schools of Pharmacy and other stakeholders, the PSI is working towards a September 2014 commencement of the new programme. It was agreed that ongoing engagement with the Schools of Pharmacy and the other main stakeholders should continue with respect to the timeframe for introduction and that this issue will also form part of the public consultation on the draft statutory instrument.

19. Report from the Audit Committee.

The report from the Audit Committee was noted by Council.

20. Financial Report to 30 September 2013.

The Financial report and Management accounts outlining the financial position of the PSI as at 30 September 2013 were noted by Council.

20. Council Members' Time

No issues were noted.

The President thanked Council. The meeting ended at 12.00noon.

Eoghan Hanly
President

Date