

**Minutes for Public Council Meeting No. 62**

**Tuesday 16 December, 2014**

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

The Public session of the 62<sup>nd</sup> meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 commenced at 8.33am on Tuesday 16 December at PSI House, Fenian Street, Dublin 2.

**Present:** Ms Leonie Clarke President, Ms Ann Frankish Vice President, Mr Jim Brophy, Ms Nicola Cantwell, Mr Richard Collis, Mr John Corr, Dr Paul Gorecki, Dr Jean Holohan, Ms Deirdre Larkin, Mr Edward MacManus, Dr Chantelle Macnamara, Mr Shane McCarthy, Ms Caroline McGrath, Prof Kieran Murphy, Prof Ciaran O'Boyle, Mr Fionán Ó Cuinneagáin, Mr Pat O'Dowd, Prof Caitriona O'Driscoll, Mr Keith O'Hourihane, Ms Rita Purcell.

**PSI Staff:** Ms Marita Kinsella, Registrar, Ms Ciara McGoldrick, Ms Damhnait Gaughan, Mr Tony Reilly, Mr John Bryan, Dr Lorraine Horgan, Mr Tom McGuinn, Ms Róisín Cunliffe, Ms Louise Canavan, Mr Conor O'Leary, Ms Liz Kielty, Ms Ruth McDonnell, Ms Irene Patterson, and Ms Muireann McKeown.

**Public Gallery:** Ms Mary Burke, Mr David Jordan, Ms Pauline Kavanagh, Ms Deirdre Lynch, Ms Michelle McDonagh and Dr Michael O'Connor.

The President opened the Public Council Meeting Number 62 at 8.33am.

The President introduced the attendees in the public gallery and welcomed them to view the meeting proceedings.

**1 Apologies**

No apologies had been received for the meeting. It was noted that two Council members had advised in advance of the meeting that they would not be able to be present for the entire day.

**2 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."*

### **3 Draft Minutes of Public Council meeting No. 60**

The President noted that the draft minutes of Public Council Meeting Number 60 had been circulated previously to Council members and that only one comment on a minor font issue had been received.

Council members present made no further comments on, or corrections to, the draft minutes.

**Decision: The minutes of Council meeting Number 60 were approved by Council on the proposal of Dr A Frankish and seconded by Mr F Ó Cuinneagáin.**

Prof C O'Driscoll joined the meeting at 8.34am.

### **4 Report from the Registrar and Committees of the Council.**

The President addressed Council. Council had been circulated with the Report of the Registrar and Committees which contained updates to the Council from the Advisory Committees and Units of the PSI. Council noted that the Quarter 4 Report to the Council of the PSI on the Implementation of the Service Plan 2014 and a report by Mr Bob Semple of the outcome of the Governance Session from the Council Away Day in November had also been circulated to Council. It was noted that work was ongoing on reviewing matters for delegation by Council to Advisory Committees and/or the Executive.

Due to the very busy agenda, the President, with Council's agreement, took this item as read.

Prof C O'Boyle and Mr P O'Dowd joined the meeting at 8.37am.

### **5 Draft Guidance for Pharmacists on Extemporaneous Dispensing**

Mr K O'Hourihane, Chair of Professional Practice Development (PPD) Committee, addressed Council. Council had been circulated with a covering memo and the draft Guidance for Pharmacists on Extemporaneous Dispensing. The draft Guidance had been considered by the PPD Committee at its meeting on 27 November 2014. The Chair, on behalf of the PPD Committee recommended to Council that the draft Guidance be released for public consultation in order to obtain input from the profession, the public and other stakeholders. The Council was informed that the draft Guidance will be brought back to Council for final decision following completion of the consultation process.

**Decision: Council approved that the draft Guidance for Pharmacists on Extemporaneous Dispensing be released for public consultation on the proposal of Mr Shane McCarthy and seconded by Ms N Cantwell.**

### **6 Future Pharmacy Practice Policy – Council Options Paper**

The President addressed Council. Council had been circulated with an Options paper entitled Future Pharmacy Practice Policy. This Options paper had been prepared by the PPD Unit based on the outcomes of the Council's discussions at the Council Away Day in November 2014.

Mr R Collis and Dr P Gorecki joined the meeting at 8.39am.

It was noted that under Section 7 of the Pharmacy Act, the PSI has a statutory duty "to take suitable action to improve the profession of pharmacy".

The Council was informed that the Options paper had been prepared in order to facilitate Council's consideration of whether it wishes the PSI to commence a project in 2015 to explore how pharmacy can most valuably contribute to the health and wellbeing of patients in the Irish healthcare system, and if so, what possible approaches the Council may wish to consider in relation to such a project. The Council noted that the paper set out previous PSI pharmacy policy initiatives and three potential options for the progress of a project as follows:

- **Option 1** – Continue with current pharmacy practice policy
- **Option 2** – Undertake project to review and update existing pharmacy practice policy, primarily focusing on engagement, and encompassing targeted research
- **Option 3** – Undertake a comprehensive project to develop pharmacy practice policy, through research, a substantial engagement process and including cost effectiveness review.

The Options paper also contained a preliminary estimate of the costs expected in respect of each option.

Mr E MacManus joined the meeting at 8.42am.

Council discussed the three options and the following key points were made:

- In light of the Government's health reform agenda and the continued commitment to the implementation of free GP for all, it was considered that it would be appropriate and timely for the PSI to review the future of pharmacy practice.
- Council members considered that engagement with the HSE and Department of Health in the project would be vital and that the project should have clear goals, timelines and deliverables.
- A project to comprehensively consider pharmacy practice policy, as proposed in Option 2 or 3, will not have a finite endpoint, but will require continuous work and engagement over the longer term.

The Council agreed that the PSI should continue to raise with the Department of Health the need to fill the Chief Pharmacist vacancy in the Department.

**Decision:**            **The President put forward the following proposal:**

**The Executive will engage with the HSE and Department of Health regarding their participation in a project to review pharmacy practice policy and will prepare a project plan which will provide a detailed outline of the components and estimated costs associated with progressing with Option 2 and the additional project elements associated with Option 3. The project plan will be brought back to Council for decision.**

**This proposal was agreed unanimously by Council.**

## **7        Consideration of 'Report of the Project Expert Group on a Strategic Review of the Current Policy for Routine pharmacy Inspections'**

Ms C McGrath declared a conflict of interest and left the meeting at 9.08am.

The President addressed Council. The Council had been circulated with the following documentation:

- a) Report of the Project Expert Group on a strategic review of the current policy for routine pharmacy inspections,
- b) Registrar's submission on the Expert Group's report,
- c) Request of the Inspection & Enforcement (I&E) Committee for clarification from the Expert Group,
- d) The Expert Group's response to the I&E Committee, and
- e) Report of the I&E Committee's consideration of the Expert Group's report and the Committee's recommendations to Council.

The Council was reminded that it had commissioned an Expert Group to complete a report on a strategic review of the current policy for routine inspections. Council had agreed that on receipt of the report from the Expert Group, it would be sent to the Registrar in order to obtain the comments of the Executive and would be submitted to the Inspection & Enforcement Committee for consideration.

In accordance with the agreed process, the Registrar had provided a written submission on the report to the I&E Committee. The I&E Committee considered the report and the Registrar's submission at its meeting on 24 October 2014 and sought further clarification from the Expert Group. On receipt of the clarifications from the Expert Group, the I&E Committee considered the report again at its meeting on 28 November 2014.

On behalf of the Expert Group, Ms R McDonnell, acting Project Manager to the Group, gave a presentation of the background to and work of the Expert Group in producing the Report. She outlined to Council the key recommendations proposed by the Expert Group in terms of a new approach to routine pharmacy inspections including a summary of how the proposed new aspects would impact on the responsibilities of supervising pharmacists, superintendent pharmacists and pharmacy owners and also on the I&E Unit.

The Chair of the I & E Committee, Mr R Collis, addressed Council to give an overview of the views of the I&E Committee. Mr. Collis informed the Council that the Committee had agreed, by a majority decision, to recommend the report to the Council. It was outlined that the Committee had agreed on the importance of self-audit as a valuable tool for pharmacies and pharmacists as a component of a new routine inspection model, in order to facilitate self-evaluation and effective governance in pharmacies.

Ms M Kinsella addressed Council and gave an overview of the Executive's submission to the Expert Group's Report. Council was informed that the Executive welcomed the Expert Group's recommendations, in particular because of the incorporation of two new inspection techniques identified in the report, namely: observation of the practices of the pharmacy; and review of pharmacy self-audits, which would improve the ability of the inspection process to evaluate quality and safety in the delivery of pharmacy services. In addition, Ms Kinsella noted that a new inspection process would need to be underpinned by:

- Legislative change to support a new inspection model,
- A minimum specification for pharmacy software so that pharmacy records, which must at present by law be kept in hardcopy, could be retained in electronic format, and
- A process of engagement with the pharmacy profession and key stakeholders.

Council discussed the recommendations made by the Expert Group in their report and the following key points were made:

- The recommendations of the Expert Group in relation to a new approach to inspections apply only to regular routine system inspections. The Expert Group's recommendations do not and cannot limit in any way the PSI's statutory powers and duties to carry out other types of unannounced inspections or investigations, where appropriate.
- The Expert Group's recommendations in relation to a new approach to routine inspections have pharmacy self-audit as a core component. It was recognised that self-audit of the systems and operation of a pharmacy, as proposed by the Expert Group, has the potential to be a valuable tool in promoting a culture of self-evaluation and continuous improvement in the pharmacy sector, to empower the supervising pharmacist in respect of the inspection process and to encourage effective ownership of risk management in pharmacies.
- Some Council members expressed reservations regarding the Expert Group's recommendation to give seven days' notice in respect of routine pharmacy inspections for the following reasons:
  - incorporation of self-audit does not preclude unannounced inspections;
  - no basis was elucidated by the Expert Group in the report for the seven-day notice period;
  - in the survey conducted by the Expert Group some international pharmacy regulators, and patient organisations supported unannounced inspections; and

- unannounced random inspections better reflect patient experience.
- In support of announcing routine inspections, other Council members commented on:
  - the improvement in pharmacy standards in recent years as evidenced through the first cycle of pharmacy inspections under the Pharmacy Act 2007, which are due to be completed by the end of 2014;
  - the importance of inculcating a culture of healthcare quality, patient safety and self-governance in pharmacy practice;
  - the necessity of ensuring the presence of key pharmacy personnel, in particular the supervising pharmacist, during the course of the inspection; and
  - the fact that the notice period proposed by the Expert Group is sufficiently short that inspectors will be continue to be able to identify poor standards and practice during inspection.
- As identified by the Expert Group in its recommendations, a comprehensive communication strategy with key stakeholders will be necessary to underpin the roll out of a new inspection model.

The President noted that that on the basis of the outcomes of first cycle of inspections under the Pharmacy Act, a certain number of re-inspections would be carried out in 2015.

**Decision:           The President put forward the following proposal:**

**The Executive will draw up a project plan on the basis the Expert Group's report subject to the policy regarding announcing routine inspections being considered further by the Council.**

**This proposal was agreed unanimously by Council.**

## **8       Appointment of Authorised Officers under the Pharmacy Act 2007, Irish Medicines Board Acts 1995-2006 and Misuse of Drugs Act 1977 (as amended).**

Ms C McGrath returned to the meeting at 10.09am.

Council was informed that in light of the recent commencement of provisions of the Misuse of Drugs Act 1977 (as amended by the Irish Medicines Board (Miscellaneous Provisions) Act 2006), the PSI had reviewed the warrants issued to authorised officers.

Council was asked to approve the revocation of appointments and warrants listed in Motion Number 1 as follows:

1. Council Resolution dated 26.06.2014 (Motion 1)
2. Council Resolution dated 26.06.2014 (Motion 2)
3. Council Resolution dated 07.10.2008
4. Inspection and Enforcement Committee Resolution dated 28.11.2014
5. Inspection and Enforcement Committee Resolution dated 24.10.2014
6. Inspection and Enforcement Committee Resolution dated 28.01.2014
7. Inspection and Enforcement Committee Resolution dated 03.02.2011
8. Inspection and Enforcement Committee Resolution dated 05.05.2011
9. Inspection and Enforcement Committee Resolution dated 14.09.2011
10. Inspection and Enforcement Committee Resolution dated 19.01.2010
11. Inspection and Enforcement Committee Resolution dated 16.02.2009 (Motion 1)
12. Inspection and Enforcement Committee Resolution dated 16.02.2009 (Motion 2)

**Decision:           Council approved the revocation of appointments and warrants in place as listed above, on the proposal of Ms R Purcell and seconded by Mr Shane McCarthy.**

**Motion No. 1 was signed by the proposer and seconder, Ms R Purcell and Mr Shane McCarthy. Subsequent to the meeting, the motion was signed by the President and Registrar and the seal of the PSI was affixed to the document.**

Council was then asked to approve the appointment of the authorised officers listed in Motion Number 2 as follows:

1. Mr John Bryan
2. Ms Damhnait Gaughan
3. Ms Sinead O’Keeffe
4. Ms Lucia Crimin
5. Ms Caroline Hogg
6. Ms Cora O’Connell
7. Ms Ruth McDonnell
8. Ms Amanda Nevin
9. Ms Joanne O’Brien
10. Ms Orla Carroll
11. Ms Ennis Shields
12. Ms Anita Nolan
13. Ms Niamh Earley
14. Ms Liz Kielty

**Decision: Council approved the appointment of the authorised officers listed above on the proposal of Mr K O’Hourihane and seconded by Dr J Holohan.**

**Motion No. 2 was signed by the proposer and seconder, Mr K O’Hourihane and Dr J Holohan. Subsequent to the meeting, the motion and 14 warrants were signed by the President and Registrar and the seal of the PSI was affixed to the documents.**

**9 Decision regarding the approval of:**

**a) 2015 Council Objectives**

**b) 2015 Annual Service Plan and Budget**

**a) 2015 Council Objectives**

Council had been circulated with a document entitled “Council Delivery on the Corporate Strategy – Annual Objectives and Priorities 2015”. It was noted that the Council Objectives document is a new initiative intended to support the Council in ensuring delivery of the PSI 5-year Corporate Strategy.

**Decision: The document: Council Delivery on the Corporate Strategy – Annual Objectives and Priorities 2015 was approved by Council on the proposal of Prof C O’Boyle and seconded by Dr J Holohan.**

**b) 2015 Annual Service Plan and Budget**

Council had been circulated with the 2015 Draft Annual Service Plan and Budget. Ms M Kinsella gave an overview, by means of a presentation, of the key highlights of the PSI Service Plan for 2015. Council was informed that the draft 2015 Annual Service Plan was prepared in the context of the Corporate Strategy 2013-2017. It was noted that the “Balanced Scorecard” is the business planning approach used by the PSI in its annual service planning process. Ms Kinsella gave an overview to the Council of the proposed key objectives of each of the Units for 2015. Council noted that, if approved, the Service Plan would then be submitted to the Minister for Health, as required by the Pharmacy Act.

Council discussed the Annual Service Plan and Budget and the following key points were discussed:

- PSI staffing approval by DoH/DPER will be a key priority for 2015 as staffing shortages are the biggest risk facing the PSI in terms of its ability to deliver the Annual Service Plan.
- With regard to the work of the Health and Social Care Regulator's Forum sub-group on the review of the health regulator's disciplinary procedures, Council noted that this project has significantly progressed with a view to it being submitted to the Department of Health in the near future.

The Chair of the Administration and Finance (A & F) Committee, Ms R Purcell, addressed Council regarding the overall Draft Budget 2015. Ms Purcell stated that the A & F Committee had gone through the budget line by line. Council was informed that the Executive had examined each budget item in an effort to bring down costs.

**Decision:**            **The Draft 2015 Annual Service Plan and Budget were approved by Council on the proposal of Ms D Larkin and seconded by Mr J Brophy.**

#### **10        Decision regarding the procedure for voting in the election of President/Vice President of the PSI Council.**

The President addressed Council. Council had been circulated with a memo and draft Rules amending the PSI (Council) Rules. Council had requested that the Executive devise and propose a new procedure for election of President and Vice President to allow for postal ballots from Council members that cannot attend the meeting at which the election is due to take place. The Executive had accordingly prepared draft Rules amending the PSI (Council) Rules 2008 (SI No. 492 of 2008).

It was noted that the draft Rules also propose to set out arrangements regarding the establishment of the Casual Vacancy Panel after each election, providing clarification that any person declared to have obtained votes amounting to 20% or greater of the quota when the counting of votes has concluded are deemed to be "selected by the profession" for the purposes of the Act and therefore eligible for inclusion on the Casual Vacancy Panel and for appointment to Council by the Minister in the event of a vacancy arising on Council.

The following points were made by Council members:

- Paragraph 14(3) on page 2 of the Draft SI to be reworded for clarification.
- Paragraph 17(6)(d)(ii)(a) on page 3 of the Draft SI to be reworded to show that it refers to all Council members.

Council was asked to approve in principle the draft Rules so that they can be released for public consultation.

**Decision:**            **Council approved in principle the draft Rules, subject to the above amendments, and they will now be the subject of a public consultation as required by section 11(6) of the Act on the proposal of Mr S McCarthy and seconded by Mr K O'Hourihane.**

#### **11        Decision regarding the appointment of Returning Officer and Alternate Returning Officer for PSI 2015 Council elections**

The President addressed Council. Council had been circulated with a briefing note regarding the PSI Council Elections 2015. In accordance with Section 6(1) of the PSI (Council) Rules 2008, Council is required to appoint a Returning Officer, a substitute Returning Officer, two persons to act as Scrutineers, and a substitute Scrutineer.

**The following persons were proposed to Council to fulfil these roles:**

|                              |  |
|------------------------------|--|
| Returning Officer            | Marita Kinsella, Registrar                     |
| Substitute Returning Officer | John Bryan, Head of Inspection and Enforcement |
| Scrutineer 1                 | Claire Kerr                                    |
| Scrutineer 2                 | John Lynch                                     |

**Decision:** Council approved the appointments of the Returning Officer, Substitute Returning Officer, two persons to act as Scrutineers and the substitute Scrutineer as named above on the proposal of Ms R Purcell and seconded by Dr C Macnamara.

**Action:** The Executive is to prepare a note for publication on the PSI website to provide information on the role and responsibilities of members of Council and the time commitment involved.

## **12 Decision regarding appointments to PSI Committees**

### **(a) Appointment to PSI Advisory Committees**

The President addressed Council. Council had been circulated with a memo regarding the appointments to PSI Advisory Committees.

In accordance with the procedure for Appointment to Advisory Committees approved by Council in October 2014, the President, Registrar and Chair of the I & E Committee recommended to Council the appointments of the two Council members listed below to the I & E Committee for a two year period from the date of appointment. Brief biographies of the two members had been circulated to Council.

**Council was asked to approve the following two appointments to the I & E Committee:**

- 1. Ms N Cantwell**
- 2. Ms C McGrath**

**Decision:** Council approved the appointments to the I & E Committee of the two Council members named above for a term of two years from the date of appointment on the proposal of Ms D Larkin and seconded by Mr F Ó Cuinneagáin.

**Action:** The Executive is to prepare a succession plan for Committee members whose terms are due to expire in 2015.

*The President proposed a 10 minute break at 10.56am.*

*The Meeting reopened at 11.06am.*

## **13 PSI Financial Report**

The President addressed Council and advised that Council have been circulated with the Financial and Management accounts for Quarter 3 of 2014 for noting.

The Chair of the Administration and Finance Committee, Ms R Purcell, addressed Council and explained that the PSI is on target to breakeven in 2014.

Some Council members enquired regarding legal services costs in general and in relation to specific activities. Ms Purcell advised that management of legal costs is high on the agenda of the PSI. Each individual component is subject to rigorous review prior to invoices being paid. It was noted that going forward the Executive will present legal costs on a "per Unit" basis in the management account reports to Council.

## **14 Report of the Audit Committee**

The President addressed Council. Council had been circulated with the Audit Committee Report for noting which contained updates on internal audit, risk management and financial reporting activities of the Audit Committee. The Council noted the report.

## **15 Master's in Pharmacy at the Royal College of Surgeons in Ireland awarded on successful completion of the National Pharmacy Internship Programme: Consideration and approval**



**of the Reports (Full and Summary) and Recommendations of the Accreditation Team on the Master's in Pharmacy degree programme delivered by RCSI**

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with documentation regarding the above in connection with the paper-based review of the RCSI's MPharm degree programme awarded on the successful completion of the National Pharmacy Internship Programme (NPIP) which had been carried out over the summer. The Full and Summary Reports of the accreditation team together with its recommendations were submitted for approval to the Council by the Professional Development & Learning (PD&L) Committee. Council also had regard to the RCSI's comments and observations on the accreditation team's Full and Summary Reports, and the response of the Chair and Rapporteur of the accreditation team to those comments.

Professor C O'Boyle declared a conflict of interest and left the meeting at 11.16am.

The Full and Summary Reports and recommendations were submitted to Council for approval and for Council to formally recognise and approve the one-year Master's in Pharmacy degree programme delivered by the RCSI for the purpose of accreditation.

**Decision:** Council approved the Full and Summary Reports and recommendations of the accreditation team for the Master's in Pharmacy degree programme delivered by the School of Pharmacy at the Royal College of Surgeons in Ireland to be accredited for one year on the proposal of Dr P Gorecki and seconded by Dr C Macnamara.

**16 Implementation of CPD Model/Irish Institute of Pharmacy: Consideration of briefing paper to underpin the drafting of the new statutory instrument for mandatory CPD for pharmacists.**

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with a memo regarding the PSI Policy Position to inform the drafting of the statutory instrument to give effect to the CPD model for submission to the Minister for Health, together with an overview of the CPD model outlining the background to the development of the PSI's CPD model and the establishment of the Irish Institute of Pharmacy for Council.

Professor C O'Boyle returned to the meeting at 11.18am.

Council was informed that the policy has been considered by both the PD&L and RQR Committees at their recent meetings. Council was requested to confirm the areas of the policy set out in the briefing memo that will form part of the drafting of the SI for the new CPD model. Council noted that the policy areas are, in the main, existing policy positions of Council regarding the CPD model. It was noted that following Council's consideration and approval, this document will be submitted to the Department of Health for its consideration and approval and to allow the drafting of the SI to progress. Council was also informed that the draft SI will be brought back to Council for approval prior to the public consultation. A revised draft of the SI following the public consultation will also be brought to Council for final approval.

**Decision:** Council approved the PSI's Policy Position for submission to the Minister for Health in relation to the development of a new statutory instrument (SI) to underpin mandatory CPD for pharmacists on the proposal of Mr K O'Hourihane and seconded by Mr P O'Dowd.

**17 Implementation of 5-year integrated pharmacy degree programme:**  
**a) Higher education institution (HEI) structures for practice placement provision**  
**b) Quarterly update on implementation**

**a) HEI structures for practice placement provision**

The President informed Council of the successful launch by Minister Varadkar of the 5-year integrated pharmacy degree programme which had taken place on Monday 15 December.

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with a memo and revised costings for the practice placement provision proposed by the three schools of pharmacy. Council was reminded that it had decided at its meeting on 4 November 2014 that the PSI would facilitate a process to assist the Heads of the three schools of pharmacy in their development of a solution to the funding matter that had been raised by them. President, Ms M Kinsella and Dr Horgan attended individual meetings with Dr M Murphy, President of UCC, Dr P Prendergast, Provost TCD and Prof C Kelly, CEO/Registrar of the RCSI during December. Mr Ó Cuinneagáin, Dr L Horgan and Ms C Mellows attended a meeting with Professor Healy, Head of TCD's School of Pharmacy and Pharmaceutical Sciences (on behalf of the three schools) on 1 December. The total costs over the first 10 years of the new five-year programme roll-out have been revised by the schools of pharmacy since the Council's 4 November meeting and were submitted to Council for its information and noting.

Based on the documentation presented to Council, the Chair of the PD&L Committee requested Council approval, in principle, to assist the academic institutions with ring-fenced seed-funding to establish the shared service facility for practice placement provision. The proposal in question concerned: (i) funding of the completion of the IT system and database underpinning the placement provision shared service facility for use by the three schools of pharmacy; and (ii) the funding of a tutor training and development programme to include elements of online delivery for the first five years of the integrated programme with a view to a review and evaluation of the programme at the end of the five-year period and an assessment with regard to what further funding allocation might be required thereafter. Both funding proposals would be subject to a rigorous overview by the PSI from a value-for-money perspective with the amounts for each element remaining to be determined and agreed by the PSI.

A discussion ensued with regard to the removal from the costings by the schools of pharmacy of the notional 'training establishment honorarium' that had been introduced by the schools in their earlier costings for the practice placement provision shared service facility. The Council noted the fact that if an honorarium was introduced, the cost of any such honorarium would have to be borne by students as neither the HEIs nor the PSI would be able to fund it. The President suggested that the matter be addressed again by the Council in the future, in the context of the ongoing evaluation of the new programme implementation and roll-out. In addition, the ongoing evaluation of the programme will also consider the impact of the Final Year fee for less-well off students.

**Decision:** Council, on the proposal of Ms D Larkin and seconded by Ms C McGrath, unanimously, approved in principle to seed-fund the establishment of the shared service facility for practice placement provision across the three academic institutions. This has two elements:

- a) to fund development/completion costs for a placement IT management system and database, and**
- b) to fund a tutor training and development programme for the first five years of the integrated degree programme, with costs to be agreed in advance by the PSI following a rigorous value-for-money assessment.**

**b) Quarterly update on implementation**

Mr F Ó Cuinneagáin addressed Council. Council was informed that a meeting of the Implementation Steering Group will take place in January 2015 in order to facilitate the HEIs regarding the location of the shared service facility for practice placement provision.

**18 Approval of training requirements for seasonal influenza vaccination training programme for 2015/2016.**

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with information regarding the PSI Course Content Requirements for the 2015-2016 Influenza season. The proposed training requirements for the 2015-2016 influenza season had been considered and approved by the PD&L Committee at its meeting on 12 November 2014. Council was informed that the training requirements are unchanged from the 2014-2015 season other than the requirement of the online Refresher Level 2 training programme to include an update on the theoretical and practical aspects of CPR and management of anaphylaxis in the context of seasonal influenza vaccine administration. Council noted that the addition of this extra element is in direct response to the feedback provided to the Irish Institute of Pharmacy by pharmacists who completed this year's Refresher Level 2 course.

**Decision:** Council approved the training requirements for seasonal influenza vaccination training programmes for 2015/2016 season on the proposal of Mr K O'Hourihane and seconded by Ms R Purcell.

#### **19 Approval of the IloP Governance Framework**

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with the IloP Governance Framework. Council noted that the Steering Group of the IloP, at its meeting on 26 November 2014, had approved the Governance Framework.

**Decision:** Council approved the IloP Governance Framework on the proposal of Mr J Brophy and seconded by Ms D Larkin.

#### **20 Accreditation reports from the IloP in relation to the following Department of Health - funded courses of training:**

- a) Superintendent Pharmacist Training Programme
- b) Personal Development Training Programme
- c) Diabetes Training Programme for Pharmacists
- d) Cardiovascular Disease Training Programme for Pharmacists
- e) Anticoagulation Training Programme for Pharmacists

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with a memo and the reports and recommendations from the IloP's accreditation teams in relation to the evaluation of the above-mentioned courses for the purpose of accreditation.

**Decision:** Council approved the five reports listed above and approved the recommendations of the accreditation teams that each programme be accredited as follows:

| Course name  | Training provider  | Period of accreditation   |
|--|--|---------------------------|
| Superintendent Pharmacist Training Programme for Pharmacists     | Pharmapod Ltd  | Not exceeding three years |
| Personal Development Training Programme for Pharmacists          | Institute of Leadership, RCSI  | Not exceeding three years |
| Online Diabetes Training Programme for Pharmacists               | Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) at Queen's University Belfast | Three years               |
| Online Cardiovascular Disease Training Programme for Pharmacists | Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) at Queen's                    | Three years               |

|   |  |             |
|---|--|-------------|
|   | University Belfast   |             |
| Online Anticoagulation Training Programme for Pharmacists | Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) at Queen's University Belfast | Three years |

## **21 IloP Quarterly Update report**

The President addressed Council. Council had been circulated with the Quarterly report on the Implementation of the IloP services for noting. The Council took this report as read.

## **22 Update – Development of policy on temporary absence in the context of Section 30 of the Pharmacy Act**

Ms D Gaughan addressed Council, and provided a verbal update on the current status in the development of proposed Rules to be made under Section 30 of the Pharmacy Act 2007. Since the last Council meeting, the Executive has engaged with stakeholders, including the Pharmaceutical Assistants Association and the Irish Pharmacy Union. In the course of these engagements, concepts that could be used to underpin the development of Rules were discussed. The Registration and Qualification Recognition (RQR) Committee have discussed this matter on two occasions since the last Council meeting.

The Chair of the RQR Committee, Dr A Frankish, addressed Council and informed Council that work is continuing on the development of policy and the preparation of draft Rules under Section 30(2) of the Act. Dr Frankish outlined that once a draft set of Rules have been prepared, these will be brought to Council to seek approval to undertake a public consultation on the draft Rules.

**Action: The Executive will continue its work on the development of a draft statutory instrument regarding the issue of temporary absence and will aim to present this document for consideration by Council at its meeting on 29 January 2015.**

## **23 Issue of certification under Rule 18 of the PSI (Registration) Rules 2008 – “Recognition of third country qualifications as qualifications appropriate for practice in Ireland”, and authority to register on receipt of complete and valid applications submitted in accordance with the requirements of the criteria for registration set down in Schedule 1 to the PSI (Registration) Rules 2008**

Ms D Gaughan addressed Council. Council noted a memo which confirmed that the Third Country applicants listed below had passed the Professional Registration Examination held on 4 October 2014.

| <b>Name</b>                        |
|------------------------------------|
| Danielle Abreu Castro              |
| Frances Lucanne C. Ferrera         |
| Mansural Kabir Choudhury           |
| Tasabih Mahmoud Abdelmagid Homaida |

The Council was asked to approve the issuing of certificates under Rule 18 of the PSI (Registration) Rules 2008 to each named individual confirming that s/he is regarded as having a qualification appropriate for practice under Section 16 of the Pharmacy Act 2007.

In addition, in accordance with the memo, Council was asked to approve the registration of each of these individuals in the Register of Pharmacists if they have submitted a valid application for registration, which complies with the criteria for registration set down in Schedule 1 of the PSI

(Registration) Rules 2008, and if no issues are identified by the Registrar in processing the applications.

**Decision**            **On the proposal of Ms R Purcell and seconded by Mr K O’Hourihane, Council approved:**  
**a) the issuing of Certificates under Rule 18 of the PSI (Registration) Rules 2008 to the above-named individuals, and**  
**b) on completion of the relevant registration requirements, the registration of the above-named individuals in the Register of Pharmacists.**

Council noted that the delegation of these functions to the RQR Advisory Committee is currently being reviewed.

## **24        Council Members’ Time**

The President advised that she, Ms M Kinsella and Mr S McCarthy had met with Mr A Horan of the Institute of Public Administration, regarding the development of a policy on Executive Sessions. The draft policy is being updated and will be brought back to Council for decision.

The President and Mr K O’Hourihane on behalf of the Council and the Registrar on behalf of the Executive and Council thanked Ms C McGoldrick, Deputy Registrar and Head of Fitness to Practise and Legal Affairs for the many years of service she has given the PSI and wished her well in the future.

Ms R Purcell left the meeting at 12.04pm.

The President on behalf of the Council and the Registrar on behalf of the Executive also thanked Ms S Shanahan, Solicitor in the Fitness to Practise Unit for her service to the PSI and wished her well in her future career.

Ms C McGoldrick addressed Council, and acknowledged the immense achievements of the PSI in the last number of years since the commencement of the Pharmacy Act. She thanked both the Council and the Executive for their dedication and commitment to advancing the work of the PSI.

Mr. R Collis raised a matter due for consideration on the Private Council meeting agenda. Mr. Collis was reminded that matters on the Private Council agenda could not be discussed at the Public Council meeting.

Ms N Cantwell asked that documentation for Council meeting be circulated sufficiently in advance of Council meetings. Ms Kinsella noted the comment and explained that every effort is made by staff to have Council documents ready for issue in a timely manner.

The President reminded the Council of the upcoming Regulatory Conference taking place on 16 January 2015 entitled “Effective Regulation – Is Your Statutory Body Fit for Purpose?” and strongly encouraged all Council members to attend as part of their Council training. In addition, the President noted that two Council Training Days have been scheduled in 2015, namely April 23 and October 15 2015.

Council was informed that Dr Catriona Bradley, Executive Director of the Irish Institute of Pharmacy, would be joining Council for lunch. It was noted that an opportunity for Dr Bradley to present to Council on the IloP’s activities may be useful should the Council’s schedule in 2015 permit.

The Public Council meeting ended at 12.12pm

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**President**

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**Date**