

## Minutes

The Public session of the 27<sup>th</sup> meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act 2007 was held at 10.00am on Tuesday 10th May 2011 at An Bord Altranais, Blackrock, Co. Dublin.

Present: Ms. N. Harvey (President), Mr. P. Fahey (Vice President), Mr. J. Collins, Ms. L. Clarke, Ms. M. Doherty, Mr. E. Hanly, Dr. J. Hillery, Mr. A. Horan, Ms. I. Kelliher, Dr. B. Leddy, Prof. P. Gallagher.

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms. J. Aylward, Ms. D. Gaughan, Ms L. Horgan, Mr. T. McGuinn, Mr. S. O hAodha, Ms. K. O'Flaherty, Mr. T. Reilly, Dr. C. Stokes.

### 1. Apologies

Mr. S. Boyle, Dr. A. Frankish, Ms. C. Hallahan, Ms. D. Larkin, Mr. S. Hurley, Ms. K. Mulvenna, Ms. M. Ní Longaín, Prof. J. Nunn, Deputy Comm. N. O'Sullivan, Ms. R. Purcell

### 2. Declaration of Interests (Appendix A)

The President referred to item 2 in the Council documentation.

Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they "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."

A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included as Item 2 and all members of the Committee are strongly advised to familiarise themselves with its contents.

### 3.0 Draft Minutes of Public Council meeting No. 26, 24th March 2011: (Sent 3<sup>rd</sup> May 2011)

The Minutes of the 26<sup>th</sup> meeting of Council held on 24<sup>th</sup> March 2011 at An Bord Altranais were approved. Proposed and seconded by:

1. Dr. B. Leddy
2. Mr. E. Hanly

Action<sup>1</sup> : Registrar's Office

### 3.1 President's Time

The President indicated she would defer this item to later in the meeting.

### 3.2 Registrar and Committee Report (Sent 3<sup>rd</sup> May 2011)

The Registrar confirmed that the Minister will address the next Council meeting on 24<sup>th</sup> May 2011 when it was anticipated that the new members of Council would be present. It was also explained that an induction programme is intended to be held before the next meeting of Council and that this will be hosted by the President and Vice President.

The Registrar also referred to the concerns raised regarding the pharmaceutical care and treatment of patients resident in nursing homes and in response to which he had issued a letter dated 20<sup>th</sup> April 2011 to all superintendent pharmacists reminding them of their responsibilities when making supplies to nursing homes and nursing units. He also explained that a joint workshop on the subject was being arranged in cooperation with the ICCPE to be held in June and the PSI is also working with HIQA and the HSE on the matter. The suggestion was made that a seminar later in the year with other regulatory bodies may be useful.

In relation to the development of a core competency framework for pharmacists in Ireland, the Registrar explained that the recent expert workshop held by the PPD Unit with pharmacists from a variety of areas of practice was most successful and was highly praised.

He also explained that the PPD Unit is participating through the Medication Safety Forum in a review on the safe use of methotrexate, and on the issue of its labeling and packaging in an attempt to bring about a greater differentiation between the various strengths of the product. Updates on the work of the Forum will be provided to Council periodically.

### **3.3 Application Fee for the National Pharmacy Internship Programme (Sent 3<sup>rd</sup> May 2011)**

#### **3.3.1 Motion to Council in relation to application fee for National Pharmacy Internship Programme (NPIP)**

#### **3.3.2 Schedule of payment of application fee for National Pharmacy Internship Programme (NPIP) 2011-2012 (Sent 3<sup>rd</sup> May 2011)**

Prof. P. Gallagher was invited to address the meeting. Prof. Gallagher confirmed that the Motion before Council today was to increase the application fee to undertake the in-service practical training programme provided for under Rule 16(3) of the Pharmaceutical Society of Ireland (Education and Training) Rules 2008 (S.I. No. 493 of 2008) from €1500.00 to €2000.00. This increase was in line with the student contribution fee that was set by the Government and that will be levied on all third level students for the 2011-12 academic year and was also indicated in the PSI's Service Plan for 2011. Prof. Gallagher confirmed that the students had been informed of the proposal and that no opposition to this proposal had been made known to him or to the PSI. Prof. Gallagher pointed out that the increase was reasonable and the fee was lower than that of many other Masters programmes in the State.

Prof. Gallagher also explained that, as in previous years, it was proposed that the fee of €315 payable under Rule 20 of the Education and Training Rules 2008 in connection with an application to undertake the Professional Registration Examination be waived for the aforementioned pharmacy graduates for the Professional Registration Examination that will take place in October 2012/May 2013.

It was also reported that a sitting of Professional Registration Examination was held on 5<sup>th</sup> May 2011 at which 10 candidates presented.

The Motion to Council to increase the application fee to undertake the in-service practical training programme from €1500.00 to €2000.00 was unanimously adopted.

Proposed and seconded by:

1. Dr. B. Leddy
2. Mr. P. Fahey

Action<sup>2</sup> : Professional Development and Learning/  
Administration and Finance Units

#### **3.4 Certification of English language competence in respect of applicants who are not nationals of a relevant state (Sent: 3<sup>rd</sup> May 2011)**

The President invited Dr. J. Hillery to introduce this item. Dr. Hillery explained that it is requested that Council approve the certification as described in the supporting documentation, including the competence standards and criteria specified for the purposes of satisfying, in the case of an applicant who is not a national of a relevant state,

that the holder has attained a standard of competence in the English, or Irish language, sufficient to enable him or her to safely communicate with, and to treat, patients and to generally discharge his or her professional obligations as a pharmacist in the State.

Council unanimously approved the Certification of English language competence in respect of applicants who are not nationals of a relevant state as set out in the Memo dated 10<sup>th</sup> May 2011.

Action<sup>3</sup> : Registration and Qualification Recognition Unit

### **3.5 Code of Practice Compliance Review of the Pharmaceutical Society of Ireland (Sent 3<sup>rd</sup> May 2011)**

Mr. A. Horan stated that he had no part in the review of compliance with the 2009 Code of Practice for the Governance of State Bodies conducted by his colleagues in the Institute of Public Affairs.

The Registrar confirmed that this exercise would be repeated over time to ensure full compliance by the PSI with the Code of Practice for the Governance of State Bodies.

The Registrar confirmed that those items that had been identified in the Review where the PSI was currently either 'partially compliant' or 'non compliant' were in the process of being addressed. The Registrar also confirmed that the Corporate Governance Framework would be updated in the Autumn/Winter and that he had consulted with, and would continue to brief, officials in the Department of Health to assure them of the PSI's efforts to ensure full compliance in all areas.

The document was welcomed and noted by the Council members.

The Registrar also invited Council Members to an event organized by the RAMI Section of Healthcare Management on 2<sup>nd</sup> June from 3.00-5.00pm in the RCPI at which Mr. A. Horan will present a paper. Ms J. Aylward was asked to circulate details to the Council Members by email.

Action<sup>4</sup> : Registrar's Office

### **3.6 Update on Procurement process for the Institute of Pharmacy Managing Body (Sent 3<sup>rd</sup> May and 9<sup>th</sup> May 2011)**

Prof. P. Gallagher absented himself from the meeting for this item, which was then presented for information purposes by Ms L. Horgan.

Ms. Horgan explained that the closing date for receipt of completed tenders was 5<sup>th</sup> April. She also explained that the document circulated on 9<sup>th</sup> May under this heading served as an update to Council and was compiled by PA Consulting in their capacity as the project managers of the procurement process on behalf of the PSI. The timeline was now at the clarification stage. Following this stage, PA Consulting will then convene a meeting of the Evaluation Panel which will then make a recommendation to Council. Ms. Horgan confirmed there would be a comprehensive briefing by PA Consulting at the meeting at which a decision is to be made.

Council members welcomed the update. The extent of the undertaking to be handled by the proposed Managing Body was noted and it was agreed that clear and careful, long-term planning would be required to ensure the sustainability and success of the endeavour. The Registrar confirmed to Council that representatives from the PSI's specialist Legal Advisers, Byrne Wallace, would also attend the meeting at which a decision is required.

Ms Horgan confirmed that documentation would be comprehensive and that a podcast would also be organised.

### **3.7 National Forum for Pharmacy Education and Accreditation (Sent 3<sup>rd</sup> May and 9<sup>th</sup> May 2011)**

Ms. L. Horgan had earlier circulated revised Terms of Reference with tracked changes following the meeting on 5<sup>th</sup> May 2011 of the CPD/PEARs Implementation Project Steering Group. Ms Horgan also circulated a Governance of National Forum Decision-Making Chart for information. Ms. Horgan outlined to Council that the main

changes in the Terms of Reference involved the setting out of a clearer background, along with more defined formal decision making aspects. She highlighted the item on the establishment of thematic Sub-Fora on page two of the document and indicated that the assessment strategy may become a discreet piece of work for which a sub-forum was required. Ms. Horgan also confirmed that quarterly reports will be provided to Council, not half-yearly as indicated in the document.

Ms Horgan also circulated a document on the Appointment Process to the National Forum which served as a status update to Council. She confirmed that the Vice President of Council would be the nominee of the PSI Council as agreed at the Council meeting on 24<sup>th</sup> March 2011. Ms. Horgan confirmed that a good response had been received to the call for expressions of interest from the pharmacy profession. A pharmacist from each of the three main settings – community, hospital and industry – was required. She reported that a meeting of the evaluation panel had taken place and a full report on the proposed candidates will be available for the next Council meeting on 24<sup>th</sup> May 2011. The terms of office will be for two years, renewable once. There will also be a 3<sup>rd</sup> year student nominee, selected from the three schools of pharmacy. In addition, IDA Ireland is to be invited to nominate a person for appointment to the Forum. Finally, an international expert – Prof. Robert D. Sindelar, Professor and Dean, Faculty of Pharmaceutical Sciences, University of British Columbia, Canada – will also be proposed for appointment at the next Council meeting.

PSI staff were congratulated by the Council on the work done to date. Council again expressed concern regarding the very tight timeframe for the work of the National Forum and the introduction of the 5-year MPharm programme, especially as the Forum was not yet fully constituted. Following Council's appointment of the Chairperson in March 2011, Council was informed that work was already underway in various workstreams and it was believed that the proposed timeframe remained realistic. Ms Horgan indicated that it was hoped to have the first meeting of the National Forum in June following the end May meeting of Council at which point decisions in two main areas with early milestones could be set in train.

It was confirmed that the majority of candidates for appointment to the National Forum had now been identified and that details were currently being finalised with the remainder.

### **3.7.1 Revised Terms of Reference for approval**

Council unanimously approved the revised Terms of Reference for the National Forum for Pharmacy Education and Accreditation, with the modification that the progress reports would be made on a quarterly basis instead of 6 monthly as previously proposed and that references to curriculum development should be extended to include development of assessment strategies.

### **3.7.2 Proposed membership of National Forum (circulated at meeting)**

Council noted the document entitled "Status Update for Council Meeting of 10 May 2011. This document also provided an outline of the proposed membership of the National Forum for Pharmacy Education and Accreditation and the proposed terms of office for individual members which were noted by Council. Council was informed that progress on the nomination process to the National Forum was proceeding according to plan.

## **4.0 Report to Council from Audit Committee Report (Ms. M. Ní Longaín)**

The President invited the Registrar to take this item in the absence of Ms. Ní Longaín. The Registrar drew attention to the main items in the report and confirmed that the next meeting of the Audit Committee would be held on 31st May 2011. The Corporate Risk Register will be on the Agenda for a future meeting.

## **President's Time**

The President confirmed that this was the last meeting she would Chair a Council meeting and that therefore she wished to say a few words. She thanked her predecessors in the office, Mr. Brendan Hayes and Dr. Bernard Leddy. She also thanked all the current and outgoing Council members for their time and work on the developments which had been set in motion and which would be beneficial to both patients and the profession in the future. She also thanked the PSI staff and in particular the Heads of Units. She thanked, in particular, Dr. C. Stokes, for her work on Corporate Governance. She thanked the various Advisory Committee members and in particular the PPD Committee for moving forward some key issues in pharmacy practice. She indicated that she

looked forward to the FIP 2013 Congress in Dublin. The President also thanked in particular the Registrar for his leadership in ensuring that the objectives of the Act and of the Council were met.

The Vice President in response congratulated the President for her time and said she had served the profession and the public well and pointed to the fact that she had always stood by her principles. She had displayed great leadership and patience and was to be applauded for her work.

The Registrar concluded the meeting by thanking the President for her leadership and advice. He said she had made a unique contribution both as President and as a Committee member both while she was in the office as President and previously. The Registrar also thanked the outgoing Council members and wished everyone success in the future.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_