

Minutes

The Public session of the 23rd meeting of the Council of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held at 11.30am on Thursday February 10th 2011 at The Gresham Hotel, O'Connell St, Dublin 1.

In attendance: Ms. N. Harvey (President), Mr. P. Fahey (Vice President), Mr. S. Boyle, Ms L. Clarke, Ms. M. Doherty, Dr. A. Frankish, Prof. P. Gallagher, Mr. E. Hanly, Ms. I. Kelleher, Ms. D. Larkin, Dr. B. Leddy, Ms. K. Mulvenna, Prof. J. Nunn, Ms. R. Purcell

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms. J. Aylward, Mr. J. Bryan, Mr. B. Curran, Ms. C. Ebrill, Ms. C. Hogg, Ms. L. Horgan, Mr. T. McGuinn, Dr. C. Nestor, Ms. K. O'Flaherty, Mr. S. O hAodha, Mr. T. Reilly, Dr. C. Stokes

1. Apologies

Mr. J. Collins, Ms. C. Hallahan, Mr. S. Hurley, Mr. A. Horan, Dr. J. Hillery, Ms. M. Ní Longaín, Asst. Comm. N. O'Sullivan

2. Declaration of Interests

The President referred to Appendix A in 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 Appendix A and all members of the Committee are strongly advised to familiarise themselves with its contents.”

3.0 Draft Minutes of Public Council meeting No. 22, 30th November 2010:

The Minutes of Council meeting number 22 held on 30th November 2010 at An Bord Altranais were approved. Proposed and seconded by:

1. Ms. I. Kelleher
2. Dr. B. Leddy

Action¹ : Registrar's Office

3.1 President's Time

The President indicated that she wished to have a few minutes at the start of each meeting to give an overview of the Agenda to the Council. She requested feedback from Council members with suggestions on the format of this section.

3.2 Registrar's Report

The Registrar presented a PowerPoint presentation containing an update on key activities within each Unit of the PSI and a copy of this report was circulated at the meeting. The Registrar highlighted some of the important policy matters which the PSI is currently working on, such as:

- The PSI is to work with the Medical Council in the preparation of prescribing and dispensing guidelines.
- Representatives from the PSI met with representatives from the IMB to discuss key issues such as progressing the development of the role of the pharmacist including facilitating patients and the public in gaining appropriate access to more medicines through 'pharmacist-recommended' supply.
- Representatives from the PSI met with the Department of Health and Children's Medicines Unit and Chief Pharmacist

The Registrar circulated a report containing an update on the activity of the National Pharmacy Reference Group (NPRG) and outlined the five priority areas as being:

1. National Seasonal Influenza Vaccination Service by Pharmacists
2. Re-categorisation from POM to non-prescription 'Pharmacist Consultation Required' category
3. Asthma Management – Patient Review and Education
4. First Prescription Consultation
5. National Pharmacy Emergency Contraception Service

The Registrar confirmed that he and the President and Vice President will engage with the Chair of the NPRG, Prof. P. Weedle, along with relevant stakeholders, to advance this important initiative. The Registrar stated his belief that the initiative supports the safety of the public and advocates best practice, in line with protocols developed by other regulators. Ms K. O'Flaherty explained that Prof. Peter Weedle is the Chairperson of the NPRG and that she and Ms. Leonora O'Brien from the Pharmacy Practice Development Unit in the PSI also attended the meetings. Ms. O'Brien acted as rapporteur. Two meetings had been held to date.

Ms. R. Purcell indicated that the proposed new IMB committee on 'switching' will be looking at the issue and will include a wide range of interested parties. It is hoped that this committee will be in place shortly.

The initiative was unanimously welcomed by Council.

3.2.1 Seanad General Election-Nomination (Registrar)

The Registrar outlined to the meeting that the PSI, as a nominating body to Seanad Éireann, has a right to make a nomination to the Cultural and Educational Panel. The closing date for nominations is 11th March. To date, four nomination requests had been received by the PSI and these were circulated to Council. The Registrar recommended a structured approach to identifying a nominee. It was agreed, after discussion, that a secret ballot should take place so that Council can decide on a nomination. An announcement for nominations will be posted on the PSI's website with a closing date of Monday 28th February. Details of requests for nominations received by that date will be sent with voting papers to Council members to be returned by Friday 4th March 2011. The election system will be based on a single transferrable vote method. Dr. Cheryl Stokes will act as the PSI's Presiding Officer and will oversee the process.

Action² : Registrar's Office

3.3 Report from Professional Conduct Committee (Mr. B. Curran)

Mr. B. Curran referred the Council to its decision to publish the outcome of this matter in its private meeting this morning and that there was no need for any further action by the Council. The Registrar informed the Council that a form of wording had been agreed between the legal representatives.

Action³: Fitness to Practise and Legal Affairs Unit

3.4 Confirmation of registration as pharmacists, of persons holding Third Country Qualifications who have been awarded certificates under Rule 18 of the Pharmaceutical Society of Ireland (Registration) Rules 2008 as holding a qualification appropriate for practice in the State as per S.16(2)(b) of the Pharmacy Act (Verbal Report: Ms D. Gaughan)

The following individuals are Third Country applicants who were issued with a Certificate confirming their qualification was appropriate for practice in Ireland at the Council meeting on 30th November 2010. These individuals subsequently applied for registration as a pharmacist at the beginning of December 2010. Council had not delegated the function of registering such candidates either to the Registrar or to the Registration and Qualification Committee. Legal advice was sought and followed in respect of an appropriate mechanism of processing these applications within the particular framework. Council were appraised of the particular circumstances at the time and no objections to the recommended registrations were lodged.

The candidates concerned are:

Mohamed Abbass

Komathi Balakrishnan

Nikita Dahiya

Tracey Evans

Council unanimously approved the action taken and confirmed the decision to register the four named candidates.

Action⁴: Registration and Qualifications Recognition Unit

3.5 Professional Registration Examination (Prof. P. Gallagher/Ms L. Horgan):

a) Consideration and noting of the report of the PSI appointed Appeals Examiner for the November 2010 sitting of the Professional Registration Examination.

Prof. P. Gallagher indicated that this item would be dealt with by Ms. L. Clarke. Ms. Clarke briefed Council on the appeals hearing and her role in this, which was to observe and report back to Council. She confirmed that the process was extremely well handled by the RCSI and that she had full confidence in the process.

The report of the PSI appointed Appeals Examiner for the November 2010 sitting of the Professional Registration Examination was duly noted.

b) Appointment of External Examiners and Appeals Examiners for the May 2011 sitting of the Professional Registration Examination (Ms. L. Horgan)

Ms. L. Horgan indicated that the next sitting of Professional Registration Examination will be held on 5th May 2011 and that, in compliance with Rule 21(5) of the PSI (Education & Training) Rules 2008, Council has the power to appoint external examiners and appeals examiner. In line with the agreement between the RCSI and the PSI, the RCSI proposes to Council individuals to be appointed as examiners in respect of the PRE. Professor David Croke has been proposed by the RCSI for this purpose. The Professional Development and Learning Committee, using its delegated powers, has agreed the appointments of the following individuals (along with Professor P. Croke):

- Prof. June Nunn to act as Council's nominee as External Examiner
- Dr. Anne Marie Healy, MPSI and Director of Teaching & Learning (Undergraduate), School of Pharmacy & Pharmaceutical Sciences, TCD to act as Council's nominee as External Examiner
- Ms. Leonie Clarke to act as Council's nominee as Appeals Examiner.

The Appointment of External Examiners and Appeals Examiners for the May 2011 sitting of the Professional Registration Examination was duly noted by Council.

3.6 Memorandum of Advice from Council to Superintendent Pharmacists and other Pharmacists who may contemplate becoming owners of Retail Pharmacy Businesses (Registrar)

The Registrar drew the meeting's attention to item 3.5 on page 6, and explained that he had received requests to delete this section. However the Council unanimously decided that the issues address in this section needed to be brought to the attention of the Sector. The focus should be on freedom of choice for patients, public health and patient wellbeing along with ease of access. Commercial decisions must not be paramount in pharmacy service provision. The Council is strongly of the view that the patient and public interest must be paramount. It was decided to reword paragraph 3.5 to include a reference to the responsibility of local authorities to ensure that retail pharmacy businesses are confined to commercial areas and comply in full with the planning laws of the State. The Registrar will contact County Managers to highlight this issue. The Council unanimously endorsed this document notwithstanding that other interests may have concerns about some elements of this document. The Council noted that this is a Memorandum of Advice to Superintendents and other pharmacists. The Registrar has been asked to place this document on the website and to ensure that all registered pharmacists, in particular Superintendent pharmacists are aware of its contents.

It was agreed that, as a matter of policy, the PSI favours a rational distribution of retail pharmacy businesses.

Action⁶: Registrar's Office

3.7 Service Plan 2011 (Registrar)

The Registrar introduced the Service Plan for 2011, which sets out the key operational objectives for the PSI for 2011, and recommended its approval by Council. He highlighted the important policy matters which will require decision by Council in the near future, such as the National Forum on Pharmacy Education and Accreditation and the Institute of Pharmacy, along with the work of the National Pharmacy Reference Group (NPRG).

He confirmed that provision had been made for FIP and reminded Council that greater expenditure would be required for this in 2012 and 2013. The Registrar also indicated that an initiative was underway with the Health and Social Care Regulators to look at the feasibility of sharing legal resources with a view to cost reduction and to reduce long-term reliance on external legal professionals. The Registrar also referred to the accommodation and property requirements of the PSI and said he would inform Council at its meeting on 24th March 2011 of any developments in this area.

The Registrar said he would welcome any comments on the Service Plan and that he believed it was a realistic and implementable plan which was mindful of the PSI's accountability. The Registrar thanked Council members and Chairs of Committees and the Chairpersons Committee.

The Service Plan 2011 was welcomed by all, and was unanimously approved.

Action⁷: Registrar's Office

3.8 Draft Mediation Guidelines and Draft Mediation Agreement (Registrar)

The Registrar introduced the Draft Mediation Guidelines and Draft Mediation Agreement, which had been drafted pursuant to Section 37 of the Pharmacy Act. It was envisaged that mediation could be engaged in, in certain situations, prior to the Part 6 process being instigated against an individual. Both documents had been approved by a barrister in advance of presentation for approval by Council. *The Registrar confirmed that any suggestions from Council members for amendments to this document would be considered.*

The Draft Mediation Guidelines and Draft Mediation Agreement were approved by Council.

1. Dr. B. Leddy 2. Prof. P. Gallagher

Action⁸ : Fitness to Practise and Legal Affairs

3.9 Chairperson and Secretariat of the National Forum on Pharmacy Education and Accreditation: Outcome of the public procurement exercise and recommendation for consideration by Council (Ms L. Horgan)

The Registrar informed Council that the Evaluation Panel, established to consider the tenders received in response to the public procurement process, has reported that it was the Panel's view that none of the tendering parties presented a strong enough combination of Chairperson and Secretariat for the National Forum for Pharmacy Education and Accreditation and that it could not recommend that the PSI proceed with any of the tenders. Ms L. Horgan informed the meeting that the Evaluation Panel had comprised Mr. Martin McDonald, formerly of the HSE, Mr. Darragh O'Loughlin MPSI, Prof. Marek Radomski, Head of the School of Pharmacy at TCD, and Ms Horgan. The Registrar told Council that an alternative approach to procurement of the required individuals to provide the services of the Chair of the Forum and the secretariat function would now be considered. It was hoped to have further information on this by the 24th March 2011 meeting of Council. The Registrar thanked the evaluation panel for their work.

3.10 Draft Guidelines on sourcing, storage and disposal of medicines (Ms. K. Mulvenna)

- a) Briefing Note to Council on Sourcing, Storage and Disposal Guidelines
- b) Final Guidelines on the Sourcing of Medicinal Products for sale or supply in conducting a Retail Pharmacy Business
- c) Final Guidelines on the Storage of Medicinal Products within a Retail Pharmacy Business
- d) Final Guidelines on the Disposal of medicinal products within a Retail Pharmacy Business
- e) Public Consultation Submissions and Responses Document

Ms K. Mulvenna presented the Guidelines for Council's comment and asked for feedback so that the documents could be considered for approval at the 24th March 2011 meeting of Council. It had been decided to divide the document into three separate sets of guidelines for ease of use. Ms. Mulvenna reminded Council that the consultation period had been extended and that this process had been a very useful exercise which had influenced the content of the documents. Ms K. Mulvenna also confirmed that amendments to wording had been made following the Chairpersons meeting on 31st January 2011.

Ms. K. Mulvenna commended the work of the PSI staff on these documents. The guidelines will be presented for decision at the 24th March 2011 meeting of Council.

Action⁹ : Pharmacy Practice Development Unit

3.11 Approval of Nomination by Council of Student member of PD&L Committee (Prof. P. Gallagher)

Prof. P. Gallagher presented the CV of Ms Ruth Gleeson, a 4th year student at RCSI, as the proposed nominee to the Professional Development and Learning Committee. Ms Gleeson will replace Mr. Diarmuid Semple (a representative of TCD) whose term comes to an end. The Student Nominee on this committee serves for their 4th year and intern year. Prof. P. Gallagher confirmed that eight statements of interest from pharmacy students had been received and were reviewed by a panel consisting of Dr. Brian Kirby and himself. Prof. P. Gallagher requested approval of this nomination and confirmed that the PSI would then write to Ms. R. Gleeson to formally invite her to join the Committee.

Council approved the nomination of Ms. Ruth Gleeson to the PD&L Committee.

Action¹⁰ : Office of the Registrar/Professional Development and Learning Unit

3.12 a) Draft Final Baseline Study Report (Ms. K. Mulvenna)

b) Briefing Note to Council on Baseline Study of Community Pharmacy

Ms. K. Mulvenna introduced the Baseline Study Report, which was presented for information, and thanked those involved in this work. The report, conducted by Howarth Bastow Charleton, focussed on the core services of community pharmacy and it was planned to re-examine the situation in 4-5 years.

The Registrar commended the document and said it make a key contribution to outlining the current situation and helped to provide an insight into how the role of the pharmacist could be expanded in the future. He recommended that a similar review be carried out on hospital pharmacy this year.

The President congratulated the PSI staff for their work on this document.

Action¹¹ : Pharmacy Practice Development Unit

Signed: _____

Date: _____