

Minutes for Public Council Meeting No. 43
Tuesday 4th December 2012
10-12 Hogan Place, Dublin 2

The Public session of the 43rd meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 was held at 9.30am on Tuesday 4th December 2012 at 10-12 Hogan Place, Dublin 2.

Present: Mr P Fahey, President, Mr E Hanly, Vice-President, Mr A Horan, Mr N Stenson, Ms M Ni Longáin, Ms L Clarke, Mr F O' Cuinneagáin, Mr F Murphy, Mr K O' Hourihane, Ms M Doherty, Ms R Purcell, Dr J Holohan, Ms C O' Driscoll, Mr J Corr, Ms I Kelleher, Mr J Collins, Mr J Brophy.

PSI staff: Ms C McGoldrick, Acting Registrar, Dr L Horgan, Mr J Bryan, Ms K O' Flaherty, Mr T McGuinn, Mr T Reilly, Ms R Cuniffe, Ms L Kielty, Ms S Shanahan, Ms R McDonnell, Ms S O' Keeffe, Ms D O' Halloran.

Also present: Mr R Dolan, Ms M Shanley, Mr S McQuillan and Ms I Sargent.

1. Apologies: Professor K McDonald, Dr A Frankish, Ms D Larkin, Professor C O' Boyle.

2. Declaration of Interests

The President referred to item 2 in the Council Agenda and reminded the Council members present of their responsibilities in this regard.

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 and all members of the Committee are strongly advised to familiarise themselves with its contents.

3. Draft Minutes of Public Council meeting No. 42 held on 25 October 2012

The President sought approval of the minutes of meeting No. 42 held on 25 October 2012. The minutes were unanimously approved on the proposal of Mr N Stenson, seconded by Mr F Murphy.

3.1 Registrar's Report

Ms McGoldrick presented the Registrar's Report to Council detailing key issues in the last quarter and the work completed in 2012.

3.2 Audit Committee Annual Report

At the President's invitation the Chairperson of the Audit Committee, Mr R Dolan, presented the Audit Committee's Annual Report and outlined the work done by the Committee during 2012.

3.3 (a) Appointment of Non-Council nominees to the Council's Advisory Committees

A memo to Council was circulated prior to the meeting, making recommendations for appointments to the Council's Advisory Committees. The Council approved the appointment of Mr Stephen Nolan and Ms Meghan Kearney to the Professional Development and Learning Committee and approved the appointment of Mr Stan O'Neill to the Pharmacy Practice Development Committee.

(b) Appointment to the National Forum of a pharmacy student

The Council approved the appointment to the National Forum of a third year pharmacy student from TCD, Ms Eimear Browne.

3.4 Hospital Baseline Report

At the invitation of Ms M Doherty, Mr S McQuillan and Ms I Sargent of Crowe Horwarth presented to Council a summary of their findings on the nature and type of hospital pharmacy services currently being delivered in Ireland and on the international profile of the standards of hospital pharmacy service and care delivery.

The President thanked Mr McQuillan and Ms Sargent who then answered questions from Council members.

Council discussed in detail the findings of the Hospital Baseline Report. The report was then adopted by Council who decided that the next steps include publishing the report on the PSI website, publishing the report in the Newsletter and the delivery of the report to key stakeholders. It was agreed that the report would inform the development of the next PSI Corporate Strategy and would be considered by the relevant Advisory Committees.

The President thanked Mr S McQuillan and Ms I Sargent who then left the meeting.

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

A memo from the Head of Registration and Qualification Recognition was circulated to Council addressing the issue of certification under Rule 18 of the PSI (Registration) Rules 2008. Two applicants passed the Professional Registration Examination (PRE) held on 13 October 2012. The PRE is the final stage in the “Recognition of a Third Country Qualification as a Qualification appropriate for practice in Ireland”. It was proposed by Mr J Collins that both named candidates be issued with a Certificate confirming that they shall be regarded as having a qualification appropriate for practice in Ireland and subsequently where these persons submit an application for registration which is valid, complete and complies with the criteria for registration set down in Schedule 1 to the PSI (Registration) Rules 2008, and no issues are identified by the Registrar in its processing, that they be registered in the Register of Pharmacists. Council unanimously approved this proposal.

3.6 National Pharmacy Internship Programme

3.6.1 Marks and Standards for Masters in Pharmacy 2012-2013

Prior to the meeting, documentation was circulated outlining the current Marks and Standards for the Masters in Pharmacy. Mr N Stenson gave a summary of the major changes to the current Marks and Standards for Masters in Pharmacy. Council was asked to approve the new Marks and Standards for 2012-2013 for the Masters in Pharmacy and these were unanimously approved by Council.

3.7 Terms of Reference of the Inspection & Enforcement Committee

Ms Leonie Clarke confirmed that the Inspection and Enforcement Committee reviewed their Terms of Reference in April 2012 and incorporated some small modifications to bring them in line with the current operating processes of the PSI. The revised terms of reference were noted by Council.

3.8 Recommendation from the Registration and Qualification Recognition Committee regarding Monitored Dosage System

Mr John Collins presented Council with a memo from the RQR Committee identifying issues and concerns associated with the supply of medicines in monitored dosage systems, the use of automated dispensing machines and supply to patients in nursing homes which had come to the attention of the Committee. He explained that the memo contained a number of recommendations to Council. Following discussions, Council agreed that the memo highlighted risks to patient safety. Council agreed to approve the document and recommendations contained therein. Council agreed that the certain matters contained in the memo should be reviewed in the context of the 2013 Service Plan. In light of the serious nature of these concerns the RQR Committee also recommended that interim guidance for monitored dosage dispensing be issued to address the immediate risks to patient safety and this was also approved by Council.

3.9 Key Holding Policy

Mr Eoghan Hanly presented this item to Council. Mr Hanly confirmed that PSI had received a proposal from a named pharmacy seeking to permit non-pharmacist employees and contract cleaning staff to have access to a pharmacy premises to clean and merchandise stock in the absence of a pharmacist in circumstances where the pharmacy is not open to the public. Mr Hanly explained that the President of the Council had established a Sub-Committee comprising the Chairpersons of the Advisory Committees of Council and the Vice President of Council to consider this specific proposal together with associated policy issues.

Having considered the proposal together with legal advices received, Mr Hanly informed Council that the Committee's recommendation to Council was to approve the specific proposal subject to certain controls being implemented. This was agreed. Following discussions, Council agreed that the matter of the wider application of this policy required further consideration. Council agreed that this matter should be re-tabled on the next Council meeting Agenda.

3.10 Council Meeting dates 2013

The proposed dates for Council meetings for 2013 were unanimously approved. These will now go on the PSI website and will be circulated internally.

3.11 Review of Service Plan 2012

The Acting Registrar gave Council an overview of the delivery of the Service Plan for 2012 and the management accounts.

3.12 Professional Registration Examination – October 2012 sitting: Reports from the External Examiners

The Reports from the External Examiners as circulated were noted by the Council. Mr Stenson informed Council that the content matter examined in the Professional Registration Examination (PRE) remained unchanged.

3.13 Update on implementation of the five-year fully integrated degree programme in pharmacy

Mr N Stenson updated Council on the implementation of the five-year fully integrated degree programme in pharmacy. He confirmed that feedback received indicated that a start date must be finalised for the implementation of the five-year fully integrated degree programme. Mr Stenson informed Council that an integrated degree planning workshop has been arranged for Wednesday 5 December. The Heads of Schools have been invited to

attend this workshop. The RCSI, UCC and TCD have confirmed their attendance. Work streams and timelines will be developed at this workshop and a further meeting will be held in early 2013.

Ms M Shanley was then invited to give an update on the National Forum. She noted that the SWOT analysis in the risk-benefit analysis prepared by the three heads of schools of pharmacy was an encouraging document. Ms Shanley referred to the meeting between the Heads of Institutions and the PSI which was held on 14 November. She stated that this was a very positive meeting and showed that the three higher education institutions (HEIs) are committed to implementing the five-year fully integrated degree programme. Ms Shanley thanked the Acting Registrar and the President for their input at this meeting. Ms Shanley stated that she is optimistic going forward, and the next steps are to meet with the Heads of Schools to implement each HEI's policy. It was agreed that the progress on placements cannot be significantly advanced until a start date for the programme is agreed.

3.14 IPU Correspondence

The President referred to recent correspondence between the Irish Pharmacy Union (IPU) and the PSI which had been circulated to Council in advance of the meeting. The President noted that this correspondence followed on from a very positive meeting held at the PSI between the PSI and the IPU.

The Acting Registrar noted the importance of the IPU as a stakeholder and that some suggestions in their correspondence, would be considered. It was agreed that the bi-annual meetings between the IPU and the PSI were very useful and the Acting Registrar advised Council that the PSI will continue to engage and communicate with the IPU.

3.15 Update on Recruitment of Permanent Registrar

The President explained that along with himself, two other members of Council, Ms M Ni Longáin and Mr F Murphy, had been working with the Public Appointments Service and the Department of Health in relation to the appointment of a permanent Registrar. Mr Fahey confirmed that the process for the recruitment of a Permanent Registrar has been verified and competencies have been identified. Currently the PSI is waiting for the Department of Expenditure and Reform to revert. When details are clarified, advertisements for the role of Permanent Registrar will be placed in the media, candidates will be identified, shortlisted and interviewed. The President stated that he is hopeful that the timeline for conclusion of this process will be late March 2013. The President noted that all three members of Council who had engaged with the public appointment service were highly impressed with the process.

3.16 Update on FIP 2013

The President invited Ms K O' Flaherty, Head of Communications and Public Affairs and Acting Head of Pharmacy Practice Development, to update Council on FIP 2013. Ms O' Flaherty gave a review of FIP 2012 in Amsterdam. The successful promotion at FIP

Amsterdam 2012 included an Irish reception; an exhibition booth; promotion via networking and by Irish presenters; some exhibition and sponsorship commitments were secured. The Autumn corporate newsletter carried a report on activity at FIP 2012 in Amsterdam and promotion of FIP Dublin 2013.

Ms O' Flaherty also outlined the preparations for FIP 2013 in Dublin. There is on-going engagement with the National Convention Centre (NCC), and a site visit has already taken place. The sponsorship brochure is now available and global sponsorship negotiations are on-going. Promotional materials for FIP 2013 are being given to Irish delegates travelling abroad. There has also been engagement with the new President of the Pharmaceutical Society of Northern Ireland (PSNI).

The Local Host Committee (LHC) is meeting at the end of November and a Draft programme for 'Pharmacy in Ireland' session in 2013 is under development. This will be issued in early 2013. Stakeholder groups have been identified by the LHC and will be actively encouraged to attend and participate at events during the conference. Aer Lingus has been confirmed as the official airline for the FIP Conference. There will be a 20% discount for all FIP delegates travelling to Dublin if flights are booked in March. There will be an Aer Lingus portal link from the FIP Congress website for flight bookings.

The Tender period for the exhibition management services has now closed and there will be an update on the successful applicant when this has been agreed.

The Irish EU Presidency in 2013 will compliment FIP 2013 and is a huge opportunity for pharmacy in Ireland. Also it was noted that the opening of the new PSI Headquarters will provide further opportunities for engagement with stakeholders and other parties.

3.17 Update on the Irish Institute of Pharmacy

Dr Horgan informed Council that the availability of funding for the IloP was confirmed in a letter from the HSE on 15 November 2012. The letter also outlined that the Department of Health would be working closely with the HSE to progress matters expeditiously.

Dr Horgan advised that the PSI sent a letter to the Department of Health and the HSE requesting a meeting between the HSE, the DoH and the PSI. This meeting will address how all parties can work together to facilitate the progress of implementing the IloP and commencing its operations quickly.

3.18 PSI Council Elections 2013: Appointment of Returning Officers & Election Scrutineers (Acting Registrar)

The terms of office of a number of Council members will come to an end on 21 May 2013. In accordance with Section 10(3) (f) of the Pharmacy Act 2007, an election will be held on Wednesday 17 April 2013 to select five registered pharmacists for appointment by the

Minister to Council. The counting of votes will take place on Thursday 18 April 2013 with the results being announced on that day. Subsequent to the elections, the names of those registered pharmacists deemed to be elected, will be notified to the Minister for Health for appointment to the Council.

In accordance with section 6(1) of the Rules, the Council will be required to appoint a Returning Officer and a substitute Returning Officer, along with two persons to act as Scrutineers. Nominations were circulated to Council in advance of the meeting and all nominations were unanimously approved.

3.19 Council Members Time

The meeting concluded at 14.00pm.