

Minutes

The Public session of the 28th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act 2007 was held at 10.00am on Tuesday 12th July 2011 at An Bord Altranais, Blackrock, Co. Dublin.

Present: Mr. P. Fahey, Dr. M. Barry, Ms. L. Clarke, Mr. J. Collins, Mr. J. Corr, Ms. M. Doherty, Dr. A. Frankish, Mr. E. Hanly, Dr. J. Holohan, Ms. I. Kelleher, Ms. D. Larkin, Ms. M. Ní Longaín, Prof. K. McDonald, Mr. Fionán ÓCuinneagáin, Mr. K.O'Hourihane, Mr. N. Stenson.

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms. J. Aylward, Mr. J. Bryan, 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. A. Horan, Prof. C. O'Boyle, Prof. C. O'Driscoll and Ms. R. Purcell.

3.0 Welcome New Council Members

The Registrar welcomed new members Mr. N. Stenson, Mr. K. O'Hourihane, Mr. J. Corr, Dr. J. Holohan, Mr. F. O'Cuinneagáin, Dr. M. Barry and Prof. K. McDonald. He also welcomed Ms. L. Clarke on her reappointment to Council.

3.1 Election of President and Vice President (Presiding Officer)

The Registrar invited Dr. C. Stokes, Presiding Officer, to take the floor at this point, and announced that all PSI staff would leave the room during the election of President and Vice President, with the exception of Dr. C. Stokes and Mr. T. McGuinn, Alternate Presiding Officer. Staff departed the room at 10.10.

After the counting of the votes, the Presiding Officer announced that Mr. P. Fahey was elected President and Mr. E. Hanly was elected Vice President. The Registrar and staff returned to the meeting at 10.25am, at which point the Registrar congratulated both the President and Vice President on their elections.

Mr. P. Fahey took the Chair for the remainder of the meeting. Mr. P. Fahey thanked Council for their support.

2. Declaration of Interests (sent: 5th July 2011)

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.

3.2 Draft Minutes of Public Council meeting No. 27, 10th May 2011 (sent: 5th July 2011)

The Minutes of the 27th meeting of Council held on 10th May 2011 at An Bord Altranais were approved. Proposed and seconded by:

1. Ms. L. Clarke
2. Ms. I. Kelleher

Action¹ : Registrar's Office

3.3 Registrar's Report (sent: 5th July 2011)

The Registrar presented an update on the key areas of work for each Unit and Advisory Committee within the PSI.

3.4 National Forum for Pharmacy Education and Accreditation (sent: 5th July 2011)

3.4.1: Revised Forum Terms of Reference

The President invited Ms L. Horgan to address this item. Ms. Horgan reminded Council that they had approved the Terms of Reference at their meeting on 24th March 2011. As the Council meeting scheduled for 24th May 2011 did not take place, at which the membership of the Forum was to be approved, the first meeting of the Forum had to be postponed. Council was informed that preliminary work was being undertaken on the Forum's work programme in preparation for the Forum's first meeting. In view of the postponement of the Forum meeting, revised Terms of Reference were now being presented in an amended form to take account of revised dates for two key milestones namely: that the dates of establishment of both the future funding model for pharmacy education and training, and for the interim pharmacy education model, be moved to end of July 2011. Ms. Horgan confirmed that the first meeting of the Forum is planned for late July/early August and that an update on the work of the Forum will be presented to Council at their next meeting scheduled for 29th September 2011. It was confirmed that Mr. E. Hanly, Vice President, will participate in the Forum as the Council's nominee.

The revised Terms of Reference for the National Forum for Pharmacy Education and Accreditation were unanimously approved.

3.4.2: Quarterly Report from the Chairperson of the National Forum (sent: 5th July 2011)

The first report from the Chairperson of the National Forum, Ms Marian Shanley, was considered by Council. The report covered the period from April to June and outlined the progress made, including the area of curriculum development. A further meeting is planned at the end of August 2011. Work on funding continues in a shadow capacity and parallel models of funding are being examined by the Chairperson. Opportunities have been identified for industry and discussions will take place with IDA Ireland and Enterprise Ireland. A quarterly report will be prepared for Council. The President commended the work done to date by Ms. M. Shanley and Ms. L. Horgan.

In answer to a question regarding the concerns of Schools of Pharmacy regarding the move from a 4 plus 1 system, Ms L. Horgan explained that the workshop with the Heads of School that had been held with Dr. David Guile, from the Institute of Education, University of London and Ms. M. Shanley, had helped to clarify the issues by exploring the evidence from programmes in other disciplines, such as engineering. Council was informed that the Heads of the Schools of Pharmacy appeared to accept the benefits of an integrated programme following the evidence base in the PEARs report coupled with the outcome of the workshop with Dr. Guile

In response to a question regarding the funding element required by students, the Registrar confirmed that Ms. M. Shanley had been in contact with senior figures in the Higher Education Authority (HEA) and that indications are that changes are likely to occur to the funding base for higher education programmes through a tuition fee payable by students. The Registrar outlined that one of the benefits of the integrated MPharm degree for graduates is the prospect of greater employment opportunities.

3.4.3: Appointment of Forum members (see Appendix 1 of Chairperson's report) sent: 5th July 2011

Ms L. Horgan drew Council's attention to Appendix 1 of the Report of the Chairperson of the National Forum which listed the proposed nominees to the Forum. Alternate names have been nominated for the community, hospital and industry practice settings. Nominations were recorded from the following: the Health Service Executive; joint nomination by Head of Institution and Head of School of Pharmacy for individual representative

from RCSI, TCD and UCC; a nomination on behalf of patients (response pending from an advocacy organisation); a nomination on behalf of students (will be proposed in the Autumn); a nomination from the HEA; a former employee of IDA Ireland; an international expert (Prof. Bob Sindelar from the University of British Columbia).

Council unanimously approved the appointment of the Forum members as outlined in Appendix 1 of the Report of the Chairperson of the National Forum.

Action² : Professional Development and Learning Unit

3.5 National Pharmacy Internship Programme (NPIP)

Ms. L. Horgan explained that the NPIP is delivered by RCSI through a contract with the PSI and that Council has overall responsibility for the Programme. Therefore any changes to the Programme must always be confirmed by Council.

3.5.1: Programme handbook and MPharm syllabus (2010-2011)

Ms. L. Horgan explained that this document was approved at the Professional Development and Learning (PD&L) Committee meeting on 7th July 2011 and will be presented for decision at the 29th September 2011 Council meeting. Ms. Horgan confirmed that no student will be disadvantaged by this revised timeframe for approval by Council of this document as the PD&L Committee had recommended that it be issued to students in draft format pending Council approval.

Action³: Professional Development and Learning Unit

3.5.2: National Pharmacy Internship Programme - approval of revised Marks and Standards document 2010-2011 (Sent 5th July 2011)

(Note: original document approved at 24 March 2011 meeting of Council) (ref p. 6, Table 1, MP2, MCQ Terminal - '***' did not appear in original version beside 20% to denote that it is required to be passed at level determined by Angoff method)

Ms. L. Horgan explained that an important amendment was required to be made to the document which was approved by Council at its 24th March meeting. The amendment is required on page 6 of the Marks and Standards document and relates to the MCQ terminal as it refers to the Professional Registration Examination (PRE). It was noted that the 3 asterisks were of critical importance as they denoted that this section of the PRE must be passed. The three asterisks had been omitted inadvertently by the RCSI from the previous version approved by Council in March 2011 who have apologized for the error which has, in any event, been captured in time for the October 2011 sitting of the PRE.

Council unanimously approved the revised Marks and Standards document 2010-2011.

Action⁴: Professional Development and Learning Unit

3.5.3: RCSI PRE Syllabus 2011-2012

Ms. L. Horgan outlined to the meeting that two key changes to the Syllabus were and that Council's approval was sought for these. She circulated an explanatory document with a summary of the two main changes to the syllabus.

1. Deletion of extended criterion reference scheme for Part 2 of PRE (OSCE). For the October 2011 sitting of the PRE, RCSI proposes to employ a defined score sheet with pre-determined scores which are blinded to assessors. It appears that international evidence has shown this approach to be superior to a criterion reference scheme. This will be explained to the pharmacy interns at the Mock OSCE day in September.
2. The first station from Part 2 (OSCE) has been removed as the competence of interns in first aid is assessed and certified as part of the continuous assessment.

Changes to the RCSI PRE syllabus 2011-2012 were unanimously approved.

Action⁵: Professional Development and Learning Unit

3.6 Institute of Pharmacy Managing Body (Ms L. Horgan)

Consideration by Council of the recommendation by PA Consulting on 'Preferred Bidder' status arising from the process to procure an entity to provide the services of the Institute of Pharmacy on behalf of Council

The President explained that this item is presented for information rather than for decision and asked Ms L. Horgan to update those members who did not attend the Breakfast Briefing conducted by PA Consulting prior to the meeting held today. Ms Horgan outlined that the Evaluation Panel had recommended that a tender is acceptable subject to agreeing terms and conditions. Council noted that the PSI's advisers legal advisers would now enter into discussions to agree terms and conditions. It is anticipated that the final recommendation will be presented for decision at the 29th September meeting of Council.

Action⁶: Professional Development and Learning Unit

3.7 Memorandum of Understanding with the Medical Council (sent: 5th July 2011)

The Registrar reminded Council that Memoranda of Understanding are in place with HIQA, the IMB, Crisis Pregnancy Agency and that an MOU is in the final stages of agreement with An Garda Síochána. This proposed MOU with the Medical Council will enable issues of mutual concern to be addressed.

The Memorandum of Understanding with the Medical Council was unanimously approved.

Action⁷ : Registrar's Office

3.8 Appointment of Committee members:

3.8.1 Inspection and Enforcement Committee (sent: 5th July 2011)

Ms. L. Clarke was invited to address this item. She explained that the Term of Office on the Inspection and Enforcement Committee of Mr. Martin Higgins had expired and that he had agreed to serve another term as a member. Mr. Higgins is CEO of SafeFood and brings much useful experience to the Committee.

The reappointment of Mr. Martin Higgins to the Inspection and Enforcement Committee for a further period of two years (to 11th July 2013) was unanimously approved.

Action⁸: Registrar's Office

3.8.2 Pharmacy Practice Development Committee (sent: 5th July 2011)

Ms. K. O'Flaherty was invited to address this item. Ms. K. O'Flaherty explained that potential members of the Pharmacy Practice Development Committee were being sourced and that the term of office of the former chair had ended.

Mr. Raymond Anderson is proposed as a member of the PPD Committee and his CV had been circulated to Council. Mr. Anderson is a former President of the Council of the Pharmaceutical Society of Northern Ireland and was recently appointed President of the Commonwealth Pharmacists Association. A Memorandum of Understanding with the Pharmaceutical Society of Northern Ireland is in place.

The appointment of Mr. Raymond Anderson to the PPD Committee was unanimously approved.

Action⁹: Registrar's Office

3.9 Charter of the Audit Committee (sent: 5th July 2011)

The President invited the Registrar to address this item. The Registrar corrected a typographical error on page 4 of the document, the year should read 2012. Ms. M. Ní Longaín, who is the Council nominee to the Audit Committee commended the Charter for approval and indicated that it is of key importance that such a strong policy is in place, along with good faith reporting.

Council unanimously approved the Charter of the Audit Committee.

Action¹⁰: Registrar's Office

3.10 Proposal to extend the recognition of the Bachelor degree programme in pharmacy for one year

Ms. L. Horgan informed Council that as the PD&L Committee had considered this matter at its meeting on 7 July and that the resulting proposal will be presented to Council at its 29th September meeting.

3.11 Professional Registration Examination (PRE)

3.11.1 PRE 2010-11 (October 2011 and May 2012 sittings)

Ms. L. Horgan distributed a document in relation to the appointment by the Professional Development & Learning Committee of External Examiners and Appeals Examiner for October 2011 and May 2012 sittings of the Professional Registration Examination (i.e. NPIP 2010-2011). Council noted the appointments of the following:

External Examiners:

- Prof. David Croke, FRCPath (proposed by the RCSI), Director of Quality Enhancements, RCSI
- Dr. Anne-Marie Healy, MPSI, Director of Teaching and learning (Undergraduate), School of Pharmacy & Pharmaceutical Sciences, Trinity College Dublin
- Prof. Caitriona O'Driscoll, MPSI, Acting head of School of Pharmacy, UCC (Subject to her confirmation).
- Prof. Peter Weedle, MPSI, community pharmacist and retail pharmacy business owner/adjunct Professor of Clinical Pharmacy Practice at the School of Pharmacy, UCC.

Appeals Examiner

- Ms. Leonie Clarke, MPSI

3.11.2 May 2011 Sitting of the PRE (Sent: 5th July 2011)

- Reports of the External Examiners
- Overview of Results

Ms. L. Horgan presented the reports of the four external examiners: Dr Ann Marie Healy, Prof. David Croke, Prof. Peter Weedle and Prof. June Nunn. She confirmed that all were satisfied with the running of the May 2011 sitting of the Examination.

Ms Horgan also requested Council to note the names of the eight pharmacy interns who passed the PRE on 5th May 2011.

The Reports of the External Examiners and the Results of the PRE on 5th May 2011 were noted by Council.

3.12 Briefing from Registrar on PSI Advisory Committees (Sent: 5th July 2011)

The Registrar briefed Council on the importance of the work of the Advisory Committees. He requested that new Council members should indicate to Ms J. Aylward, in order of preference, which Advisory Committee they would like to sit on and their names will be put before Council for approval at the September meeting of Council. New Council Members were provided with the Terms of Reference and membership of the Advisory Committees as part of the induction material.

The Registrar advised that the position of Chairperson is vacant on a number of Advisory Committees of Council. He outlined the role of Chairpersons and the role of the Chairperson's Committee.

The President confirmed that certain functions have been delegated from Council to Committees, and stressed the importance of the work of Committees. He encouraged all to consider their area of interest.

3.13 Report from Audit Committee (Sent: 5th July 2011)

Ms. M. Ní Longáin presented the June 2011 report of the Audit Committee and confirmed that one meeting had been held since last report. Ms. M. Ní Longáin confirmed that appropriate controls are in place regarding risk management. She also confirmed that the Audit Committee was satisfied with the provision of information from the PSI and that Dr. C. Stokes and Mr. S. O hAodha attended the meetings of the Audit Committee as necessary.

3.14 Review of Risk Register (Sent: 5th July 2011)

The Registrar introduced the Review of the Risk Register which gives Council insight into the risks faced by the PSI. He confirmed that following a review by the Risk Committee (the PSI's Senior Management Team) on 5th July 2011 that the status of the nine risks which were due for review in July is as follows:

- a. One remained at Risk Grade A-(OR-3)
- b. Three decreased from Risk Grade A to Risk Grade B-(OR-30, FR-43 and LR-51)
- c. Five decreased from Risk Grade A to Risk Grade C-(OR-4, 5, 9, FR-44 and FR-47)

The decrease was due to further actions having been put in place to mitigate the risk.

The Registrar confirmed that the PSI will attend a Governance meeting with the Department of Health on 13th July 2011.

The President complimented the work on governance carried out by the PSI.

4.0 Council Members' Time

The President noted that those who wish to speak during this item should normally make themselves known to Ms. J. Aylward in advance of the meeting. However on this occasion time was being made available so that any issues a Council may wish to address could be raised.

In reply to a query regarding indemnification of Council Members, the Registrar confirmed that the PSI is indemnified by Irish Public Bodies Mutual Insurance Ltd. International travel insurance is also in place. The Registrar confirmed that Dr. C. Stokes is available to brief Council members on governance issues if they have any queries and also confirmed that external speakers will be invited as necessary to address Council at future meetings. The Registrar reminded new Council members that Conflict of Interest forms had been circulated to them for completion. He also indicated that members who are public servants do not receive fees for Council attendance.

The meeting ended at 12.00

Signed: _____

Date: _____