

Minutes

The Public session of the 30th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act 2007 was held at 2.45pm on Thursday 29th September 2011 at An Bord Altranais, Blackrock, Co. Dublin.

Present: Mr. P. Fahey (President), Mr. E. Hanly (Vice President), Ms. L. Clarke, Mr. J. Collins, Mr. J. Corr, Ms. M. Doherty, Dr. A. Frankish, Dr. J. Holohan, Mr. A. Horan, Ms. I. Kelleher, Ms. M. Ní Longaín, Prof. K. McDonald, Mr. F. Murphy, Prof. C. O'Boyle, Mr. F. Ó'Cuinneagáin, Prof. C. O'Driscoll, Mr. K.O'Hourihane, Ms. R. Purcell and Mr. N. Stenson.

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

1. Apologies

Dr. M. Barry, Ms. D. Larkin

The President welcomed Mr. Fachnta Murphy to the meeting. Mr. Murphy is a former Commissioner of An Garda Síochána and was recently appointed to the PSI Council.

2. Declaration of Interests

The President referred to item 2 in the Council documentation and reminded Council 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.

3.1 Draft Minutes of Public Council meeting No. 28, 12th July 2011 (Sent: 21st September 2011)

The Minutes of the 28th meeting of Council held on 12th July 2011 at An Bord Altranais were approved. Proposed and seconded by:

1. Ms. L. Clarke
2. Mr. E. Hanly

Action¹ : Registrar's Office

3.2 Registrar's Report (Registrar)

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

The Registrar also reported that he has had a meeting with the CEO of both the HSE and the Medical Council on patient safety issues. The Registrar will keep Council updated on any developments on this matter.

The Registrar informed Council that An Taoiseach Enda Kenny has agreed to launch the National Forum for Pharmacy Education and Accreditation on a date to be confirmed.

3.3 National Pharmacy Internship Programme (NPIP):

The President invited Ms. L. Horgan to address this item. Ms Horgan advised Council that approval is required by Council of all amendments to documentation in relation to the NPIP. She outlined that two syllabi are tabled for approval at today's meeting, namely 2010-2011 (agenda item 3.3.1) and 2011-2012 (agenda item 3.3.2). Ms. Horgan indicated that the main changes were highlighted in red in the 2011-2012 document and that the document tabled at 3.3.3 – Marks and Standards 2011-2012 – incorporated and summarised all the proposed changes to the Programme Handbook and MPharm syllabus.

3.3.1 National Pharmacy Internship Programme: Programme handbook and MPharm syllabus (2010-2011) (Sent: 21st September 2011)

The National Pharmacy Internship Programme handbook and MPharm syllabus (2010-2011) was approved unanimously by Council.

3.3.2 Approval of Programme handbook and MPharm Syllabus 2011-2012 (Sent: 21st September 2011)

The National Pharmacy Internship Programme handbook and MPharm syllabus (2011-2012) was approved unanimously by Council.

3.3.3 Approval of revised Marks and Standards document 2011-2012 (Sent: 21st September 2011)

The Marks and Standards document 2011-2012 was approved unanimously by Council.

Action² : Professional Development and Learning Unit

3.4 National Pharmacy Internship Programme 2009-2013: (Sent 21st September 2011)

Ms. L. Horgan outlined to Council that, while it had approved the National Pharmacy Internship Programme at its meeting held on 29th September 2009, it is a requirement for Council to evaluate the MPharm programme and its academic underpinnings.

Council had previously approved the members of the Accreditation Team, which included the Vice President, Mr. E. Hanly, and a visit duly took place in August. A number of recommendations were proposed in the report of the Accreditation Team which was presented today for Council's approval.

3.4.1 Consideration and approval of the report and recommendations of the accreditation team following the visit to the MPharm Programme at the RCSI

The report and recommendations of the accreditation team following the visit to the MPharm Programme at the Royal College of Surgeons in Ireland (RCSI) were unanimously approved.

3.4.2 Proposal to extend contract for delivery of the NPIP with the RCSI for a further year

Prof. C. O'Boyle declared a conflict of interest and left the room for this part of the meeting.

Ms. L. Horgan explained that a 3 year contract was in place with the RCSI for the period 2009-2012, and will expire at the end of the current academic year. A provision existed which allowed for the extension of the contract for a further year and approval is now sought for this extension.

Previously Council had waived on an annual basis the application of the fee of €315 for the Professional Registration Examination (PRE) for the pharmacy interns. It is proposed that this fee be charged for the extended

year in order to allow for the recommendations contained in the accreditation team's report to be pursued, pending Council's acceptance of the report.

The Registrar confirmed that the Minister has approved the increase in the NPIP application fee, in line with the increase in the student service charge against which this fee is pegged.

Ms. L. Horgan clarified, in answer to a question, that the €315 fee, while payable to the PSI, is paid directly to the RCSI to fund the management and administration of the PRE.

Dr. A. Frankish informed Council that the PSI Benevolent Fund had received requests from students for assistance with payment of their fees. Ms. Horgan confirmed that the MPharm is registered with Local Authorities for the purposes of student grants and students are therefore eligible for grant aid. The President suggested this issue might be raised with the RCSI and that students be reminded that grant aid is available. The Registrar indicated he would be willing to raise the issue with local authorities if students encountered difficulty.

The proposal to extend the contract with the RCSI for delivery of the National Pharmacy Internship Programme was approved.

The President informed Council that two members of Council were on the board of the PSI Benevolent Fund – Ms. L. Clarke and Dr. A. Frankish – and asked if a presentation on the work of the Fund could be given at a future meeting.

Action³ : Professional Development and Learning Unit

3.5 Approval of the examination procedures for the NPIP 2010/11 sittings of the Professional Registration Examination (October 2011 and May 2012) (Sent 21st September 2011)

This document outlined the examination procedures for the PRE for the October 2011 and May 2012 sittings which is conducted by the RCSI for the Council of the PSI. Ms. L. Horgan indicated that the changes arose following a review of the previous PRE procedures by the PSI's legal advisers. Council was informed that the main change of note is to the Appeals Process. Council were therefore asked to consider the recommendations under section 1.5 on page 13 of the document. These procedures will be required for the next sittings of the PRE to be held in October 2011 and May 2012.

Council unanimously approved the examination procedures for the NPIP 2010/2011 sittings of the Professional Registration Examination (October 2011 and May 2012).

Action⁴ : Professional Development and Learning Unit

3.6 Proposal to extend the recognition of the Bachelor degree programme in pharmacy for one year (Sent 21st September 2011)

The Professional Development and Learning Committee considered at its meeting on 7th July last whether the recognitions granted to both TCD and UCC following the accreditation processes carried out in 2007 could be extended for a further year and if the extension granted to the RCSI could incorporate the current academic year. This extension would be in compliance with the Rules which provided that the reviews be conducted at intervals not exceeding five years. The Committee agreed to submit the request to Council to extend for a further year the recognition granted to both TCD and UCC following the accreditation processes carried out in 2007 and to extend the recognition granted in 2006 to the RCSI to incorporate the current academic year.

Ms. Horgan explained that this will enable the Council to provide new accreditation standards and a revised accreditation process to implement the recommendations contained in the PEARs Report. It was noted that these extensions will also have the useful effect of synchronising accreditation across the three undergraduate pharmacy programmes.

The proposal to extend the recognition of the Bachelor degree programme in pharmacy for one year was approved.

Action⁵ : Professional Development and Learning Unit

3.7 Quarterly Report of the Chair of the National Forum for Pharmacy Education and Accreditation (July to September 2011) (Sent 21st September 2011)

Ms. L. Horgan presented the Quarterly Report of the Chair of the National Forum, on behalf of the Chair, Ms Marian Shanley. The report confirmed that agreed timelines are being adhered to, despite the delayed start. The next meeting of the Forum is scheduled for November. The report outlined the work of the various sub-fora. The report also outlined that the Forum will submit a funding proposal comprising the figure for the proposed fee that students will be asked to pay for consideration at the December 2011 meeting of the Council.

Council members reiterated their view that funding is critical to the success of the programme and that communication on this issue must be managed very carefully.

Action⁶ : Professional Development and Learning Unit

3.8 PSI Committee membership (Sent 21st September 2011)

The Registrar presented the proposed membership of PSI Committees and confirmed that the Term of Office for Advisory Committee members is two years and three years for the Audit Committee.

The Registrar also proposed that Mr. Denis Doherty be appointed as a Professional Conduct Committee member and may act as chair of the PCC in the event the appointed chair is unavailable.

Council unanimously approved the appointments to the PSI Committees as outlined in the documentation.

Action⁷ : Registrar's Office

3.9 Memorandum of Understanding with An Garda Síochána (Sent 21st September 2011)

The Registrar presented this Memorandum of Understanding for approval. It is one of a number of MOUs currently in existence and which are bringing significant benefit to the PSI. The document has been approved by An Garda Síochána.

The Memorandum of Understanding with An Garda Síochána was unanimously approved by Council.

Action⁸ : Registrar's Office

3.10 Seasonal Influenza Vaccination Service by Pharmacists

Ms. K. O'Flaherty confirmed that the general policy position had been agreed in principle by the Minister for Health recently and that the PSI are awaiting clarification of the legal mechanism for pharmacists to administer the seasonal influenza vaccine, and this will then be incorporated into the PSI's guidance. This clarification is expected shortly. Ms. O' Flaherty also indicated that the PSI has been engaging with key stakeholders on the development of this guidance, including the Department of Health and National Immunisation Office. A Pharmacy Working Group was established by the PSI and is comprised of pharmacists from the HSE, IPU and superintendent pharmacists from the two major pharmacy groups (Boots and Unicare).

The Registrar indicated that he would be willing to raise the question of the extension of the provision of the vaccine from the HSE national stock to patients other than those aged 65 and over (the currently proposed target group to be vaccinated by community pharmacy contractors for the 2011-2012 season), with Council's permission.

The Registrar also confirmed that a meeting had been scheduled with the IMO but had been cancelled due to unavailability of the IMO delegation. A rescheduled meeting was planned for the coming weeks. A meeting has also been scheduled with the Irish College of General Practitioners for Thursday 13th October.

3.10.1 Approval of the interim accreditation standards for Seasonal Influenza Vaccination Training Programmes for Pharmacists (Sent: 21st September 2011)

Ms. L. Horgan informed Council that amendments to this document have been proposed by the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College Dublin (TCD) in its accreditation report.

The interim accreditation standards for Seasonal Influenza Vaccination Training Programmes for Pharmacists was approved, with consideration given to the amendments outlined in 3.10.2.

3.10.2 Consideration and approval of the Report from the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College regarding the Seasonal Influenza Vaccination Training Programme (Sent: 21st September 2011)

Ms. K. O'Flaherty confirmed that the TCD School have accredited the pharmacist vaccination training programme provided by Hibernian Healthcare and the Irish Pharmacy Union using the PSI's draft interim accreditation standards. A further report will issue from TCD on 24th October 2011 which will include the quality improvement measures undertaken by the course provider to address the issues raised in TCD's accreditation report and feedback from course participants.

The Report from the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College regarding the Seasonal Influenza Vaccination Training Programme was approved.

3.10.3 PSI guidance on the provision of seasonal influenza vaccination service by pharmacists in retail pharmacy businesses (Sent: 26th September 2011)

Ms. K. O'Flaherty circulated the draft guidance document by email on 26th September 2011. This document had been considered by the Pharmacy Practice Development (PPD) Committee and incorporates feedback received at the PPD Committee meeting. Amendments may be made following clarification of the legal mechanism. In addition a checklist and audit tool will be included.

The draft PSI guidance on the provision of seasonal influenza vaccination service by pharmacists in retail pharmacy businesses was approved in principle pending publication of the relevant legislation following which the PSI will amend the guidance accordingly.

The President thanked the staff of the Pharmacy Practice Development Unit for the huge amount of work done the past months on this issue which was the first major initiative since the enactment of the Pharmacy Act in 2007. He also thanked the HSE for their work.

The Registrar thanked the following from the Department of Health: Minister for Health, Dr. James Reilly, Minister Roisin Shortall, Mr. Michael Scanlan -Secretary General, Ms Marita Kinsella - Chief Pharmacist and Dr. Tony Holohan - Chief Medical Officer. He also thanked the following HSE staff: Mr. Cathal Magee – CEO, Ms. Kate Mulvenna, Mr. Paddy Burke, Dr. Kevin Kelleher, Dr Brenda Corcoran and her staff.

He also thanked Provost Prendergast, Prof. Marek Radomski and Dr. Martin Henman of TCD. In addition he thanked the following IPU staff: Mr. Darragh O'Loughlin - President, Mr. Seamus Feely - Secretary General, Ms. Pamela Logan- Director of Pharmacy Services. He thanked Ms Elaine Conyard and Dr. Joan Peppard of the HPAI. He also thanked the patient advocacy groups for their support. The Registrar also thanked the College of Physicians and Royal College of Surgeons in Ireland.

Action⁹ : Professional Development and Learning Unit

3.11 Financial Statement to 30th June 2011 (Sent: 21st September 2011)

Ms. R. Purcell presented the Financial Statement for the period ending 30th June 2011. She thanked the Administration and Finance Unit for their work over the past two years in developing the financial reports.

The PSI's Financial Statement to 30th June 2011 were approved.

Action¹⁰ : Administration and Finance Unit

3.12 Motion No 1: Delegation to the Registrar authorities under section 32 of IMB Act 1995 and 2006 (Sent: 21st September 2011)

The Registrar introduced this Motion. He explained that the Motion would delegate the authority to initiate prosecutions under Section 32 of the Irish Medicines Board Acts 1995 and 2006 to the Registrar. The Registrar indicated that a delegation had been approved for similar provisions of the Pharmacy Act 2007 in the past. He pointed out that the advice of Counsel in regard to this delegation was obtained during the course of a recent prosecution. Counsel's view was that the legislation supported the authority to delegate these powers to the Registrar.

Motion No 1: Delegation to the Registrar authorities under section 32 of IMB Act 1995 and 2006 was approved.

1. Ms. R. Purcell 2. Mr. J. Corr

Action¹¹ : Inspection and Enforcement Unit

3.13 Draft Core Competency Framework for Pharmacists for release for consultation (Sent: 21st September 2011)

Ms. K. O'Flaherty introduced this document and indicated it had been developed on foot of a key recommendation of both the PEARs report and CPD review. She confirmed that Ireland was one of the first countries to use the draft global framework of the Pharmacy Education Taskforce which is a joint initiative of the International Pharmaceutical Federation (FIP), the World Health Organisation and UNESCO.

Ms. O'Flaherty indicated that the draft framework for pharmacists in Ireland will now be issued for consultation and that letters will be sent in the next few days to invite members of the profession to participate in the consultation and allow feedback via online questionnaire. The PSI will be engaging with the pharmacy press also.

Council members were invited to revert to Ms. O'Flaherty if they would like to contribute to the piloting of the online questionnaire.

Ms. O'Flaherty also confirmed that the short film on the role and responsibilities of superintendent pharmacists is currently being finalised and a link will be forwarded to Council members in the coming weeks.

Action¹² : Pharmacy Practice Development Unit

3.14 Verbal Report from Audit Committee Chair (Sent: 21st September 2011)

The President welcomed the Chairperson of the Audit Committee, Mr. Ray Dolan, and invited him to give a report on the activities of the Audit Committee.

Mr. Dolan reported that since the last report to Council, there had been five meetings of the Audit Committee. The committee is comprised of six people: Ms. Eugenie Canavan, Ms. Michelle Ní Longain, Mr. Dermot Magan, Mr. Noel Conroy and Mr John Gloster. Mr. Dolan thanked both Dr. Cheryl Stokes and Mr. Seoirse OhAodha for the excellent support they give to the Committee.

Mr. Dolan reported that the PSI's internal auditors Crowleys DFK have carried out and reported on audits on area's such as Income, Creditors, Purchasing and Tendering, Travel, HR and Payroll, Inspection and Complaints Procedure, Investment, Registration and Pharmacy Practice Development.

The Audit Committee regularly reviews the PSI's Risk Register to satisfy themselves that the risk management policy and guidelines are being adhered to.

The Audit Committee have also reviewed and noted a review of Compliance with the Code of Practice for the Governance of State Bodies, PSI Annual Report 2010 and Annual Financial Statements 2010 prior to their submission to Council. They have also noted the quarterly management accounts and the Service Plan 2011.

The Audit Committee meet at least once a year with the Internal Auditors Crowleys DFK and separately with the External Auditors, Anne Brady McQuillans. The external auditors for 2011 will be appointed when the procurement process currently in progress is completed.

The President thanked Mr. Dolan for his report and the important work done by the Audit Committee.

The Registrar referred to the appointment of Mr. Pat O'Byrne to the Audit Committee (see item 3.8).

4.0 Council Members' Time

Council agreed that an informal meeting in advance of the December Council meeting would be beneficial. The Registrar indicated that Mr. Harry Cayton, OBE, CEO of the Council for Healthcare Regulatory Excellence in the UK had responded to an invitation to address Council at their 6th December meeting. Ms. J. Aylward will be in contact with Council members to arrange the meeting.

The President reminded Council of the next two Council meetings:

- 1) Tuesday 25th October 2011
- 2) Tuesday 6th December 2011

The meeting ended at 4.45pm.

Signed: _____

Date: _____