

## **Minutes for Public Council Meeting No. 73**

**Thursday 19 May 2016**

**PSI House, Fenian Street, Dublin 2**

The Public session of the 73<sup>rd</sup> meeting of the Council of the Pharmaceutical Society of Ireland (PSI) established under the Pharmacy Act, 2007 commenced at 8:35am on Thursday 19<sup>th</sup> May 2016 at PSI House, Fenian Street, Dublin 2.

**Present:** Dr Ann Frankish, President, Ms Caroline McGrath, Vice-President, Mr Hugo Bonar, Mr Richard Collis, Dr Paul Gorecki, Ms Joanne Kissane, Mr Graham Knowles, Ms Deirdre Larkin, Mr Edward MacManus, Mr Shane McCarthy, Prof Kieran Murphy, Mr Rory O'Donnell, Mr Pat O'Dowd, Assist. Prof Sheila Ryder, Mr Paul Turpin. Ms Nicola Cantwell (for part by teleconference).

**PSI Staff:** Ms Damhnait Gaughan, Acting Registrar/CEO, Mr John Bryan, Dr Lorraine Horgan, Dr Cora Nestor, Dr Cheryl Stokes, Ms Muireann McKeown, Ms Ruth McDonnell. Ms Orla Carroll (for part), Ms Lucia Crimin, Ms Debbie Chappat.

### **Public Gallery:**

The President welcomed the attendees in the public gallery.

The public meeting opened at 8:35am.

### **A Apologies**

Apologies had been received from Ms Mary Rose Burke, Mr Fintan Foy, Ms Muireann Ni Shuilleabhain, Ms Ann Sheehan and Dr Chantelle MacNamara.

### **B Declaration of Interests**

Under item B of the Council Agenda, the President drew Council members' attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members *"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."*

The President noted that the draft minutes of Public Council Meeting Number 72 had been circulated previously to Council members. The Executive received no amendments to the minutes.

## D Report of the Registrar

## **E Corporate Governance and Public Affairs**

The Registrar advised that each year, at the last meeting of the Council held before the 22nd of May, the Council appoints a presiding officer, and an alternate presiding officer, for the purpose of the election of a President and Vice-President. The following individuals are nominated to fill these roles: Dr Cheryl Stokes – Presiding Officer and Ms Sinead O’Keefe – Alternate Presiding Officer.

**E2 Governance Report from the Chartered Institute of Public Finance and Accountancy (CIPFA)**

At the last Council meeting on 24<sup>th</sup> March 2016, Council accepted the Report on the Governance Review of the PSI prepared by CIPFA and agreed to consider further the recommendations proposed by CIPFA at a subsequent meeting. Following receipt of a request from the Department of Health (DoH) a copy of the Governance Report has been provided to department officials.

A Governance Action Plan was presented to Council at this meeting. This Action Plan details recommendations from the CIPFA Governance Review report, with suggested action points linked to the recommendations. It is structured to divide recommendations, and associated actions, into five categories for ease of reference: Policy and Guidelines; PSI Business Processes; Updates to PSI Governance Framework; Structural Changes; and Performance of Council and Committees. The President requested Council to consider the adoption of the recommendations of the CIPFA report and the implementation of the proposed Action Plan, including monitoring thereof.

Due to an unclear telephone connection, Ms Nicola Cantwell left the discussion briefly between 8:46am – 8:49am. There were no discussions while the Executive was re-establishing the teleconference line.

Council was asked to consider the findings and recommendations of the CIPFA report and consider adoption of the report. To facilitate Council, a Governance Action Plan has been developed which documents the recommendations from the CIPFA Report and the actions associated with the recommendations. Council were also asked to agree the process for how the implementation of the recommendations should be overseen.

Council members considered recommendations detailed in the Action Plan per category. Council agreed to all recommendations and action points contained under Policy and Guidelines, PSI Business Processes and Updates to PSI Governance Framework. Council did not agree with recommendations in the Structural Change section, and suggested that a separate subcommittee be established to discuss these in greater detail.

While discussing recommendation 26 in the Performance of Council and Committees section of the Action Plan, it was suggested that the term length for Council members could be revised from four to three years, on the basis that Council members wishing to serve a second term would not be dissuaded by the length of two terms (eight years). However reservations were expressed with this proposal, indicating that a term time period of three years would be too short, and could potentially create a situation of high turnover with consequent 'corporate amnesia'. Council was reminded that recommendation 26 regarded the recruitment of the President and Vice President and not the Council membership timeframe.

A number of Council members disagreed with recommendation 25 under the Structural Changes in the Action Plan which details how appointments to the Council could be made through the Public Appointment System. Accordingly the action points associated with recommendation 25 in the Governance Action Plan should be revised. Mr Graham Knowles added that Council size should also be discussed in this section of the Action Plan.

A query was raised in respect of the cost of the report. It was confirmed that in accordance with normal procedure, a full procurement process was undertaken to appoint an appropriate provider to carry out the required governance report on behalf of the Council.

Ms Cantwell left the discussion at 9:07am.

It was noted that the report had been accepted by Council at its previous meeting, and in this context Council was now asked to consider adopting the report and the Action plan presented, in terms of the latter document's content, proposed actions and monitoring. Council noted that some of the recommendations of the CIPFA report were not within its direct control but determined by legislative provisions. In this context the proposals concerning structural changes would require discussion at a future date.

It was suggested that the Chairpersons Forum would be an appropriate mechanism to utilise to progress matters. The Council accepted the Action Plan, subject to amendments to be made to the proposed actions under the structural heading, and noted that the Chairpersons Forum would consider and refer items back to the Council as appropriate.

**Action**                    **The Council has accepted the Action Plan arising from the CIPFA report subject to changes being made to the actions under the Structural Changes heading.**

**The Action Plan's section on Structural Changes will be revised and presented to the Chairperson's Forum for discussion and prioritisation, including reporting mechanisms, and referral back to Council as appropriate.**

### **E3        Appointments to the Advisory Committees**

In line with the current Procedure for Appointment to Advisory Committees (adopted October 2014), the President, Registrar and Chairs of the respective Committees now recommend to Council the appointment of Ms Mary Rose Burke to the:

- Administration and Finance Committee, and
- Professional Development and Learning Committee

In the context of making appointments to Committees, Council also requested that the executive review the current processes in place and prepare a report on how appointments are made to Council and Committees to be presented to Council no later than the September meeting.

**Action**                    **Council approved Ms Mary Rose Burke's appointment to both Advisory Committees.**

### **E4        Update on risk management**

Dr Cheryl Stokes provided an update to Council in respect of risk management subsequent to Council approval at its last meeting of the PSI's risk management policy and guidelines. Templates for risk reporting have been agreed by the Senior Management Team (SMT). Unit registers are currently being reviewed and updated. A consolidated report will then be considered by the SMT and presented to the Audit Committee at its next meeting on 14<sup>th</sup> of June. The Corporate Risk Register will be updated in line with any revisions to the high level risks on the Unit Risk Registers.

At its next meeting on 7<sup>th</sup> of July, the Chief Risk Officer will provide Council a report on the number and categories of risk and any trends or observations in relation to risk. They will also be provided with a report from the Audit Committee outlining any observations or concerns it has in relation to risk management.

## **F        Professional Development and Learning**

### **F1        Report of the Professional Development and Learning Committee**

The Chair of the Professional Development and Learning (PD&L) Committee, Professor Kieran Murphy, stated that the Committee held its last meeting on 27 April 2016. The key updates were provided in the Committee Report.

### **F2        Terms of Reference of the Professional Development and Learning Committee**

The committee had reviewed its Terms of Reference (TORs), and these were presented to Council for decision. Clarification was provided on the amendments as required.

**Action                    The revised TORs for the Committee were approved by Mr Shane McCarthy and seconded by Mr Pat O'Dowd.**

**F3            Terms of the 5-year Implementation Steering Group**

The Chair of the PD&L Committee noted that a Five-Year Programme Implementation Steering Group (ISG) meeting took place on 27 April 2016. At this meeting the attendees suggested a review of its structure and function be undertaken.

The PD&L Committee considered this subsequently and suggested a proposal to Council that, the ISG be restructured into a Strategic Working Group, having a particular strategic focus in respect of the experiential learning and the practice placement experiences. This Strategic Working Group could potentially be chaired by the Affiliation for Pharmacy Practice Experiential Learning (APPEL) and composed of representatives from key stakeholders including the PSI, representatives from the key practice areas, Heads of Schools with APPEL, Health Service Executive (HSE) and DoH.

**Action                    The establishment of a strategic Working Group with a defined strategic focus and constitution was proposed by Mr Hugo Bonar and seconded by Ms Joanne Kissane.**

**F4            Approval of the ePortfolio Review Policy**

Council considered the ePortfolio Review Policy proposed by the Irish Institute of Pharmacy (IIOP). The document was presented for consideration in line with the provisions of Rule 11(5) of the PSI (Continuing Professional Development) Rules 2015.

The document had previously been considered by the PD&L Committee and the Registration and Qualification Recognition (RQR) Committee, and both recommended it to Council for approval. Clarifications were provided in respect of queries arising in relation to costs and funding mechanisms.

**Action                    Council approved the ePortfolio Review Policy. The Review Policy was proposed by Dr Paul Gorecki and seconded by Assistant Professor Sheila Ryder.**

**F5            Extenuating Circumstances Policy in respect of ePortfolio**

Council considered the PSI Policy on Extenuating Circumstances document which was recommended to Council for approval by the PD&L and RQR Committees. The purpose of the document is to propose a policy whereby in exceptional circumstance when a pharmacist is not in a position to be able to comply with a request for submission of a Continuing Professional Development (CPD) report, Council would have decided a policy framework for management of such issues.

**Action                    Document was proposed by Mr Paul Turpin and seconded by Mr Shane McCarthy.**

**F6            Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2016**

Council engaged in a public consultation in respect of a proposal to increase the fee for undertaking the in-service practical training programme component of the National Pharmacy Internship Programme from €2,750 to €3,000. It was noted that no responses were received to this public consultation.

Council considered and approved the rules proposed, subject to any necessary administrative amendments of the text. Council also discussed the mechanism by which fees are amended and noted that, while particular legislative and governance requirements pertained to the management of this process, the executive should explore mechanisms by which this could be rationalised, streamlined and improved.

**Action**                      **Council approved the amending fees rules to give effect to the increase in the fee payable to undertake the in-service practical training programme component of the National Pharmacy Internship Programme, from €2,750 to €3,000 with a Motion proposed by Mr Graham Knowles and seconded by Mr Shane McCarthy.**

**F7              Consideration of payment arrangements for the application fee for the in-service practical training programme 2016-17 and Professional Registration Examination**

The Chair presented the payment arrangements for the application fee for the in-service practical training programme to Council. The Chair sought Council approval 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 (PRE) be waived for pharmacy graduates for an applicant's first sitting of the PRE scheduled for 7 October 2017 (or a subsequent sitting if it is the applicant's first attempt). Moreover the Chair sought Council approval that the application fee to undertake the in-service practical training component of the NPIP be split into two instalments as follows: the amount of €1,500 should be paid for the 2016-'17 internship year by 1<sup>st</sup> September 2016 at the latest and that the remaining amount be paid by 1<sup>st</sup> February 2017.

Council requested that the Advisory Committees review the Pharmaceutical Society of Ireland (Fees) Rules 2014 (as amended) in the context of identifying further delegations which may increase efficiency of use of Council time.

**Action:**                      **Council approved the payment arrangements and waiving of PRE fee as noted and this was proposed by Mr Richard Collis and seconded by Dr Paul Gorecki.**

**G              Inspection and Enforcement**

**G1              Report of the Inspection and Enforcement Committee**

In the context of the I&E Committee report the Chair of the Inspection and Enforcement (I&E) Committee, Mr Richard Collis ceded the floor to Ms Ruth McDonnell, Inspection Manager, to provide an update on the results of the pilot and public consultation of the Pharmacy Assessment System.

**G2              PSI Pharmacy Assessment System Update**

Council previously decided in May 2015 to update its policy approach for routine pharmacy inspections, to include the development of a self-assessment system for pharmacies to facilitate self-evaluation and effective governance in pharmacies. In the context of this decision, the PSI Pharmacy Assessment System (PAS), and accompanying Guide to Completing the PSI Pharmacy Assessment System has been developed.

A pilot of the PAS was conducted in pharmacies over two months to gather feedback on how it would operate in practice. Responses were received from 61% of the 269 pharmacies who volunteered to participate in the pilot. All registrants and other stakeholders were invited to provide their feedback and comments on the PAS via a public consultation. A total of 79 responses were received to the public consultation. The PAS and accompanying Guide will be updated to incorporate suggestions and improvements as appropriate. It is intended that the PAS will be rolled out for use in all pharmacies before the end of the year.

The issue of how frequently the PAS should be completed by a pharmacy was discussed. It was noted that the current PAS was developed on the basis of the Council decision taken on 21 May 2015, in the context of consideration of the Report of the Project Expert Group on A Strategic Review of the Current Policy for Routine Pharmacy Inspections, together with the recommendations of the Expert Group appointed by Council. The Expert Group was not aware of the detail of the actual template for the PAS which has now been developed, but was aware of the concept of the PAS and outlined an indicative structure in Appendix 15 of its Report. Discussions included the concepts that having a biannual process may impose burden on pharmacists, time taken to complete PAS, increased efficiency of use over time, use when staff changes occurred in respect of supervising pharmacist, embedding of the practice into the governance arrangements of the pharmacy practice, and concepts of self-audit and the value of regular reviews within a pharmacy.

Council agreed that the PAS should be conducted twice yearly, and more frequently in response to a significant change in the operation of the pharmacy, for example in circumstances where the supervising pharmacist changes. Council requested that in the context of the ongoing development and evolution of this project that a report on the Pharmacy Assessment System be presented to Council at its meeting in March 2018 when it is expected that three cycles of use will have been completed in most pharmacies.

**Action                      Council noted the update in respect of the PSI Pharmacy Assessment System including the routine twice yearly frequency of assessment.**

## **H                      Pharmacy Practice Development**

### **H1                      Report of the Pharmacy Practice Development Committee**

Ms Caroline McGrath, Chair of the Pharmacy Practice Development (PPD) Committee, delivered the report of the PPD Committee to Council. She noted that the PPD Committee had not met since the last Council meeting, and gave an update in the context of ongoing work being undertaken.

The Joint Guidance with the Medical Council Project was highlighted. This project aims to develop how the Medical Council and PSI can work together to support both the medical and pharmacy profession in the existing collaborative practice between medical doctors and pharmacists. The Chair of the PPD Committee and a member of the PPD unit attended a working group meeting in April to discuss the development of the first piece of joint work which will look at prescribing and dispensing controlled drugs. The next meeting of the working group is scheduled for July. Council will continue to be updated on the progress of this ongoing work.

The public consultation on the draft Guidelines on Record Keeping is now completed. The consultation report and revised guidelines will be discussed at the next PPD Committee meeting.

## **H2 Future Pharmacy Project**

Council members were presented with an update of the Future Pharmacy Project as part of documents distributed for this Council meeting. Since the update to Council in March, the project steering group met on 25<sup>th</sup> April 2016 to review and provide guidance on the draft project report and to review the draft outcomes of the cost effectiveness review. The final report is to be reviewed by the Steering Group at their next meeting scheduled for 13<sup>th</sup> June 2016.

## **I Registration and Qualification Recognition**

### **I1 Report of the Registration and Qualification Recognition Committee**

The most recent meeting of the RQR Committee was held on 27th April 2016.

The report outlines the key updates from the Committee and items for approval at this Council meeting. Drafts of the Irish Institute of Pharmacy (IloP) e-Portfolio Review Policy and the Policy on Extenuating Circumstances were considered by the RQR Committee. A draft of the consultation responses in respect of the proposed rules under Section 30(2) of the Pharmacy Act 2007 relating to temporary absence was discussed. It is intended that this matter will be considered again at the 7th July 2016 meeting of the Council. One application for registration via the EPC has been received and accepted and is currently being examined. The draft risk register was reviewed and Committee members suggested certain amendments.

## **J Council members' Time**

The President addressed Council and advised that no Council member had notified their intention to speak during this agenda item.

The President thanked Ms Muireann McKeown for all of her hard work in supporting Council over the last three years and wished her well in her new role at the Health Service Executive.

**The meeting ended at 10:36am.**

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**President**

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**Date**