

## Minutes

The Public session of the 22<sup>nd</sup> meeting of the Council of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held on Tuesday 30<sup>th</sup> November 2010 at 4.45pm at An Bord Altranais, Blackrock, Co. Dublin.

Present: Ms. N. Harvey (President), Mr. P. Fahey (Vice President), Ms L. Clarke, Ms. M. Doherty, Dr. A. Frankish, Prof. P. Gallagher, Mr E. Hanly, Mr. A. Horan, Dr. J. Hillery, Ms I. Kelleher, Ms K. Mulvenna, Ms D. Larkin, Ms. M. Ní Longáin, Ms R. Purcell

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

### 1. Apologies

Mr. S. Boyle, Mr. J. Collins, Ms. C. Hallahan, Mr. S. Hurley, Dr. B. Leddy, Prof. J. Nunn, Asst. Comm. N. O'Sullivan.

A minute's silence was observed in memory of Ms. Kathleen McMenamin, sister of Mr. Stephen Boyle, who passed away on November 13.

### 2. Declaration of Interests (Appendix A)

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.”

There were no declarations of interest made in connection with the matters on the Agenda for the meeting.

### 3.1 Draft Minutes of Public Council meeting No. 21, 4th November 2010: (Appendix B: Sent 23<sup>rd</sup> November 2010)

Ms L. Clarke asked that page three of the Minutes of 4<sup>th</sup> November be amended to reflect the fact that she excused herself from the room during the item regarding an appeal by an EU applicant.

The Minutes, with amendment, were approved. Proposed and seconded by:

1. Mr. P. Fahey
2. Mr. E. Hanley

### 3.2 PSI Council Elections 2011: Appointment of Returning Officers & Election Scrutineers (Appendix C: Sent 23<sup>rd</sup> November 2010)

Dr. C. Stokes outlined to the meeting that, for the purposes of Section 10(3)(f) of the Pharmacy Act, the terms of office of the following four members of Council were due to expire in May 2011: Ms. N. Harvey, Dr. B. Leddy, Ms. L. Clarke and Ms. K. Mulvenna. In accordance with Rule 5(2) of the Pharmaceutical Society of Ireland (Council) Rules, an election will be held on Wednesday 20<sup>th</sup> April 2011. Finally, to comply with Rules 6(1) and 6(3) of the Council Rules, Council are required at today's meeting, to appoint a Returning Officer, alternative Returning Officer, and two persons to act as Scrutineers. The following were nominated to fulfill these roles:

Returning Officer	Registrar – Dr. Ambrose McLoughlin
Substitute Returning Officer	Head of Inspection and Enforcement – Mr. John Bryan
Scrutineer 1	Mr. Vin Cronin
Scrutineer 2	Ms. Claire Kerr

The appointment of the above Returning Officers and Election Scrutineers were duly approved by Council.

The Council also appointed Mr. John Lynch as a substitute Scrutineer should either of the two Scrutineers not be in a position to act.

### **3.3 Memorandum of Advice from the Registrar (Appendix D: Sent 23<sup>rd</sup> November 2010)**

The President reminded Council that this document had been presented for discussion at the meeting held on 4<sup>th</sup> November and that a further draft was presented here incorporating certain amendments from Council members.

The Registrar confirmed that he would consider any further comments by Council members. It was agreed to adjourn further discussion of this document until the February 2011 meeting of Council.

### **3.4 Report from the Fitness to Practice Taskforce (Appendix E: Sent 23<sup>rd</sup> November 2010)**

The President invited Mr. P. Fahey to address the meeting on this item. Mr. P. Fahey confirmed that this report had been circulated in advance of the meeting on 4<sup>th</sup> November and was presented here for approval. He thanked his Council colleagues on the Taskforce, Dr. J. Hillery, Mr. A. Horan, Prof. P. Gallagher, Ms. M. Ní Longaín, and PSI staff members Mr. T. McGuinn, Pharmacy Adviser and Dr. C. Stokes, for their work in preparing the document.

The work of Mr. P. Fahey as Chair of the Taskforce was acknowledged and the Report from the Fitness to Practice Taskforce was unanimously adopted by Council.

### **3.5 Amendments to the Pharmacy Act (Appendix F: Sent 23<sup>rd</sup> November 2010)**

The Registrar confirmed that this item will be re-presented at a future meeting of the Council.

### **3.6 Terms of Reference of PSI Advisory Committees (Appendix G: Sent 23<sup>rd</sup> November 2010)**

The President and Registrar invited Dr. C. Stokes to address the meeting on this item. Dr. Stokes explained that the delegations are being re-presented at this meeting for approval due to the necessity for certain amendments to be made to the opening paragraph, rather than the actual delegations themselves, which had been approved by Council on 2<sup>nd</sup> December 2008. This arose out of the making of amendments to the Terms of Reference of the Committees which are also before Council for approval.

The delegation documents and the Terms of Reference documents were previously indelibly linked together and therefore the Terms of Reference could not be amended without, at the same time, amending the delegation document.

Mr. A. Horan suggested the wording in the Terms of Reference of the Advisory Committees be amended to read “consider and review risks and the mitigating measures to be taken” and requested that this terminology be applied to all of the Advisory Committees of the Council. The revised delegations and terms of reference (as amended on the proposal of Mr. A. Horan) were adopted by the Council.

### 3.6.1 Professional Development and Learning Committee

*a) Motion No. 1-Delegations of Council to the Professional Development and Learning Committee (Appendix G(i))*

Motion No 1 was unanimously adopted by Council. Proposed and seconded:

1. Ms. R. Purcell
2. Mr. E. Hanly

*b) Motion No. 2-Terms of Reference of the Professional Development and Learning Committee (Appendix G(ii))*

Motion No 2 was unanimously adopted by Council. Proposed and seconded:

1. Ms D. Larkin
2. Ms. M. Doherty

### 3.6.2 Inspection and Enforcement Committee

*a) Motion No. 3-Delegations of Council to the Inspection and Enforcement Committee (Appendix G(iii))*

Motion No 3 was unanimously adopted by Council. Proposed and seconded:

1. Ms. R. Purcell
2. Prof. P. Gallagher

*b) Motion No. 4-Terms of Reference of the Inspection and Enforcement Committee (Appendix G(iv))*

Motion No 4 was unanimously adopted by Council. Proposed and seconded:

1. Ms. M. Ní Longáin
2. Dr. A. Frankish

### 3.6.3 Registration and Qualification Recognition Committee

*a) Motion No. 5-Delegations of Council to the Registration and Qualification Recognition Committee (Appendix G(v))*

Motion No 5 was unanimously adopted by Council. Proposed and seconded:

1. Mr. P. Fahey
2. Ms. L. Clarke

*c) Motion No. 6-Terms of Reference of the Registration and Qualification Recognition Committee (Appendix G(vi))*

Motion No 6 was unanimously adopted by Council. Proposed and seconded:

1. Ms. D. Larkin
2. Mr. A. Horan

### 3.7 Process to Recognise Third Country qualifications as a qualification appropriate for practice (Appendix H: Sent: 23<sup>rd</sup> November 2010)

- a) Certificates of Qualifications Appropriate for Practice for applicants successful in the November 2010 sitting of the Professional Registration Examination

Council was asked to note the names of the individuals identified in Appendix H who had been successful in the Professional Registration Examination held on 6 November 2010 and that Council would now proceed to issue them with certification that they are regarded as holding a qualification appropriate for practice in the State in line with Rule 18(3) of the PSI (Registration) Rules 2008. Council noted that these are the first persons to complete the PSI's process to recognise third country qualifications as a qualification appropriate for practice in Ireland as laid out in the Pharmacy Act 2007 and related rules.

### 3.8 Professional Registration Examination – Results of PRE (Appendix I: Sent: 23<sup>rd</sup> & 25<sup>th</sup> November 2010)

Council is requested to note and approve the following:

- 1) Names of pharmacy intern candidates who were successful in the 6 November 2010 sitting of the Professional Registration Examination (PRE). Council noted that these candidates are now eligible to apply to register as pharmacists having completed all requirements set out in the Pharmaceutical Society of

Ireland (Education and Training) Rules 2008 for holding a ‘qualification appropriate for practice.’ Council were asked to note list of names included in Appendix I.

- 2) Reports of the External Examiners as nominated by Council (on a recommendation by the Professional Development & Learning Committee). Report by Prof. Nunn has been previously circulated by email and the reports of Prof. David Croke and Dr. Stephen Byrne were circulated at the meeting.
- 3) Nomination of Ms. Leonie Clarke as the Council nominated Appeals Examiner as provided for in Rule 21(5) of the Pharmaceutical Society of Ireland (Education and Training) Rules 2008. This nomination was submitted to Council by the Professional Development & Learning Committee. The PSI nominated Appeals Examiner will participate in the Appeals Board set up by the RCSI to hear appeals from pharmacy intern candidates who were unsuccessful in the November 2010 sitting of the PRE.

The appointment of Ms. L. Clarke as Council nominated Appeals Examiner was unanimously approved.

### **3.9 Deed of Appointment of Trustee of PSI Pension Scheme) (Appendix J: Sent 23<sup>rd</sup> November 2010)**

This Deed appoints Kate Mulvenna as Trustee of Pension Scheme. Ms Mulvenna replaces Mr. Colm Fagan, who has retired as a Trustee.

The Deed of Appointment regarding Ms. K. Mulvenna’s appointment was unanimously approved by Council.

### **3.10 Motions from Administration and Finance Committee (Appendix K: Sent 23<sup>rd</sup> November 2010)**

3.10.1: Motion No 1 – Bank of Ireland

3.10.2: Motion No 2 - AIB

The Registrar informed the meeting that these items are to be deferred due to the current banking and economic situation. He confirmed that a significant proportion of the PSI funds are now lodged with NTMA and the remainder with Ulster Bank.

### **3.11 Terms of Office of Audit Committee members (Appendix L: Sent 23<sup>rd</sup> November 2010)**

The President invited Dr. C. Stokes to address the meeting on this issue. Dr. Stokes confirmed that the terms of office of Audit Committee members Ms. M. Ní Longáin and Mr. R. Dolan were due to expire on 10<sup>th</sup> December 2010 and that both had confirmed that they were prepared to continue for a further three year period, should that be the wish of the Council.

Council unanimously approved the appointment to the Audit Committee of Ms. M. Ní Longáin and Mr. R. Dolan until 10<sup>th</sup> December 2013.

### **3.12 Dates of 2011 Council meetings (Appendix M: Registrar)**

The Registrar presented the proposed dates of Council meetings for 2011 and requested their approval. He suggested that it may be necessary to hold meetings on the evening prior to the proposed Council meetings. It was agreed to discuss this further at a later date. The Registrar also confirmed that he will discuss with the President and PSI legal advisers, the most appropriate method for dealing with exceptional items to be considered at Council meetings.

The dates of Council meetings for 2011 were approved by Council. The dates are:

Thursday 10<sup>th</sup> February

Thursday 24<sup>th</sup> March

Tuesday 24<sup>th</sup> May

Thursday 29<sup>th</sup> September

Tuesday 6<sup>th</sup> December

### **3.13 Performance Management Reporting (Appendix N: report from HBC)**

It was agreed to postpone discussion of this item until the 10<sup>th</sup> February meeting.

### **3.14 Implementation of the Recommendations of PEARs and CPD Reports:**

Ms L. Horgan was invited to give a verbal update to the meeting on this item. Ms. Horgan confirmed that the Registrar and the Chair of the Professional Development & Learning Committee have both withdrawn from the activities of the Project Implementation Steering Group in view of potential perceived conflicts of interest until the Council decision has been made following the procurement processes. PA Consulting had been contracted to assist the PSI with the initial planning phase and a tendering process is currently underway to procure support for the duration of the entire implementation.

Council noted that a call for expressions of interest (EoI) was published for the Institute of Pharmacy (closing date of 21 December 2010) on the Irish government e-tenders website. The purpose of this EoI exercise is to ascertain what interest there is from existing eligible entities to then pursue a detailed tender specification exercise. An invitation to tender has also been published on e-tenders for the Chair and Secretariat of the National Forum on Pharmacy Education which also closes on 21 December 2010.

Council was informed that the Project Steering Group had undertaken comprehensive work to define the terms of reference, proposed composition of the various fora, etc. in conjunction with the legal advisers and the project management advisers.

A full report will be presented to Council in February.

Ms Horgan outlined that a range of stakeholder consultation and engagement meetings had taken place. The launch by the Minister for Health & Children on 15<sup>th</sup> October 2010 of the PEARs and CPD reports and the commencement of the implementation process was also noted as well as the focus group held by the PSI following the launch with a number of invited pharmacists.

Council noted the PSI study group trip to the Ontario College of Pharmacists, Toronto to observe the Ontario College of Pharmacists 'Quality Assurance' programme – the peer reviewed practice review sessions that form part of its CPD system (weekend of 12-14 November 2010). A full report of this trip will be available for the Council's meeting in February.

Council was asked to note that there are no financial implications arising from either the EoI or the tender process and that this is the first stage in a detailed procurement process. No financial or fiduciary arrangements or contractual commitments will be entered into without the express commitment of Council. Formal recommendations should be available for Council consideration at its meeting in February 2011. The financial implications of both the Institute of Pharmacy and the National Forum on Pharmacy Education will be incorporated into the Service Plans for the period 2011-2014 that will be developed for Council's consideration at its first meeting in 2011.

### **3.15 Report from Audit Committee (Appendix Q: Sent 23<sup>rd</sup> November 2010)**

The President invited Ms. M. Ní Longaín to address the meeting on this matter. Ms Ní Longaín briefed the meeting on the content of the Committee's report, and indicated that the Audit Committee are concerned that the inadequate level of staff of the expanding PSI could lead to an inability by the PSI to deliver on its objectives.

### **3.16 Organisation of an accreditation visit to consider the MPharm degree awarded by the RCSI following the successful completion of the National Pharmacy Internship Programme 9 (Appendix R: Ms L Horgan)**

Prof. P. Gallagher left the room for this item.

Ms L. Horgan indicated that following the approval of the interim accreditation standards and accreditation process, for the level 9 Masters degree to be awarded on the successful completion of the National Pharmacy

Internship Programme(NPIP) by the Council at its meeting on 30 September 2010, and in accordance with Rule 11 of the Pharmaceutical Society of Ireland (Education and Training) Rules 2008, the Professional Development & Learning Committee proposed the following composition of the accreditation panel (i.e. Visitors) to undertake the MPharm accreditation process and Council was requested to approve the nominated members as follows:

- Pharmacist member of PD&L Committee and/or of Council: Mr. Paul Fahey, Vice-President of Council
- Non-pharmacist member of PD&L Committee: Mr. Stephen Boyle
- Academic Pharmacist who is a General Pharmaceutical Council (GPhC) trained accreditor: Professor J.C. McElnay, BSc PhD FPSNI FRPharmS FACCP, Pro-Vice-Chancellor for Research and Postgraduates, Chair in Pharmacy Practice, Queen's University Belfast.
- Accreditation Expert Mr. Philip Green, independent consultant and former Deputy Registrar of the RPSGB and Director of Education & Registration
- International Expert with experience of developing and/or accrediting experiential programmes: Prof. Wayne Hindmarsh, Dean Emeritus of Faculty of Pharmacy, University of Toronto & Executive Director of the Canadian Council for Accreditation of Pharmacy Programmes.

The Council approved the nominees for appointment to the accreditation panel and agreed that the necessary arrangements should be set in train to arrange for the conduct of the accreditation visit to the School of Pharmacy in the RCSI.

Professor Gallagher re-joined the meeting at the conclusion of consideration of this item.

### **3.17 Committee and Registrar's Reports (Appendix S: Registrar)**

The Registrar and Committee report had been circulated and was taken as read. A report from the Administration and Finance Committee was also circulated with this appendix. The Registrar indicated that current expenditure levels will be maintained in 2011 and that maintenance work on Shrewsbury Road may be carried out in the Spring or Summer of next year depending on the technical advice received.

Ms. M. Ní Longáin left the meeting at 5.15pm and Ms. R. Purcell left at 5.30pm.

The President confirmed that the trial use of i-pads by a number of Council members had been successful and suggested they be used for future meetings. The President thanked staff for the work involved.

The President thanked the staff of An Bord Altranais and the catering company for facilitating the meeting. She wished Council members and staff of the PSI a happy Christmas. Registrar joined in wishing all a happy Christmas and thanked Council for their work over the year in which many important policy decisions had been made which will set the foundation for future development of pharmacy and enable a continued focus on patient safety and public protection.

The meeting ended at 5.45pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_