

The 6th Meeting of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held at 10.30am on 27th May 2008 at the School of Pharmacy, University College Cork, Cork.

Council Members in attendance:

Mr. B. Hayes (President), Dr. B. Leddy (Vice President), Dr. W. Boles, , Mr. R. Durkin, Mr. C. Fagan, Mr. P. Fahey, Dr. P. Gallagher, Ms. C. Hallahan, Ms. N. Harvey, Ms. I. Kelleher, Ms. D. Larkin, Ms. M. Ni Longáin, Ms. R. Purcell, Prof P. Weedle

PSI Corporate Management:

Dr. A. McLoughlin (Registrar), Mr. J. Bryan, Ms. D. Gaughan, Mr. J. Hislop, Ms. L. Horgan, Ms. M. Kinsella, Ms. S. O’Keeffe, Dr. C. Stokes

1. Apologies:

Mr. C. Deasy, Prof. J. Feely, Prof. J. Nunn, Ms. P. O’Neill, Assist. Comm. N. O’Sullivan,

2. Draft Minutes of Council Meeting of 26th February 2008 (Appendix A: sent 14th May 2008)

Approval of the draft minutes was proposed and seconded:

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| 1. | Mr. P. Fahey | 2. | Dr. B. Leddy |
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Agreed

Action¹: Office of the Registrar

3.1 Pharmacy Ireland 2020 Interim Report (Appendix B: sent 14th May 2008)

The Registrar briefed Council that the Interim Report had been received by the Minister for Health and Children and reported that she would be travelling to Scotland in July to examine some of the pharmacy services including their minor ailment scheme. The next step is to organise a discussion forum engaging key stakeholders which will be facilitated by Ms. C. Hallahan. Council agreed that the Registrar would engage in discussion with the ESRI, UCC and patient advocacy groups regarding economic models, costing and patient/consumer reaction. The Pharmacy Ireland 2020 Interim Report was approved unanimously by Council.

Agreed

Action²: Office of the Registrar

3.2 Proposed Draft Election Processes [Report of Election Sub-Committee] (Appendix C: sent 14th May 2008)

The Vice President, Dr. B. Leddy thanked Mr. C. Deasy and Mr. D. O’Loughlin for their involvement in the work of the Election Subcommittee and Ms. M. Kinsella, Ms. J. Ni Fhlanagáin for their support. The sub-committee examined a number of different options for the electoral process with the aim of making the system robust, fair transparent and in accordance with the provisions of the Act and intentions of the Legislature. Ms. M. Kinsella outlined that there are three main parts to the election process in Appendix C, 1) Election to the PSI Council of the PSI for 4 or 5 pharmacists, 2) Filling of casual vacancies on Council, 3) Election of the President and Vice-President. Appendix C outlines the systems which will go forward for drafting into statutory rules. Feedback from Council was sought. Council agreed the sub-committee’s proposals and will be kept updated in the future as to how matters are progressing.

Agreed

Action³: Legal Affairs Function

3.3 Accreditation Report UCC (Appendix D: sent 14th May 2008)

Council considered the accreditation report from UCC and the proposed recommendation of the Visitors to Council that the BPharm programme delivered by the UCC School of Pharmacy be accredited for the full four-year period, subject to the submission of a satisfactory annual report of the Head of School at the end of each academic year during the accredited period. The first annual report is therefore due for submission in summer 2008. The next statutory visit to the BPharm degree course provided by University College Cork should therefore be undertaken within four years of 22 March 2007. Concerns were raised regarding paragraph 4 on page 11 and the consequences of staffing constraints and funding limitations (coupled with current levels of student intake). The Registrar indicated that the Minister for Health and Children has agreed to set up a round table discussion with the Schools of Pharmacy and the resource issues regarding undergraduate and pre-registration students will be discussed. The Registrar also expressed his appreciation to UCC and the Visitors who did a huge amount of work. He also paid tribute to the former President, Mr. R. Quirke for his inputs and expressed his thanks to Ms. L. Horgan, Ms. M. Kinsella and Dr. P. Gallagher. Council approved the accreditation report unanimously.

Agreed

Action⁴: Education Function

3.4 Pharmacy Act – Matters Relating to Commencement of Part 4

3.4.1 Memo on Establishment of the New Registers: Proposed Process to set up the Registers and Associated Tasks (Appendix E: sent 23rd May 2008)

Council considered the memo on the establishment of the new registers and their attention was drawn to page 2 of Appendix E which summarises the policy decisions which the Registration and Qualification Recognition Committee are recommending to Council. Council approved the memo on establishment of new registers unanimously.

Agreed

Action⁵: Registration Function

3.4.2 Memo on Transfer of Registrants to new Registers (Appendix F: sent 27th May 2008)

Council considered the memo on transfer of registrants to new registers and their attention was drawn to the minor amendments which had been made to the document by the PSI's legal advisor Mr. D. Dowling. The purpose of this memo was to outline a method for Council to preserve the entitlement of persons previously removed from the old Register under s25 to be restored to the new Register of Pharmacists at a future date. This entitlement would be irrevocably lost once the 1875 Act is repealed. It was agreed that a certificate of registration would not be issued to these persons until their position has been regularised.

The resolution for approval states that 1) pursuant to the powers vested in the Council by the Pharmacy Act 2007 and by Section 25 of the Pharmacy Act (Ireland) 1875 the names of the persons listed in Appendix A to the resolution shall forthwith be restored to the Register of Pharmaceutical Chemists for Ireland and 2) The Registrar shall not issue a Certificate of Registration to or in respect of the persons listed in Appendix A until the sooner of such time as the Council authorises him to so to do or until such persons make applications for registration under Section 14 of the Pharmacy Act 2007 which have been duly granted.

The resolution was proposed and seconded:

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| 1. | Prof. P. Weedle | 2. | Dr. B. Leddy |
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Agreed

Action⁶: Registration Function

3.4.3 Memo on Public Register of Pharmacists (Appendix G: sent 14th May 2008)

Council considered the memo on public register of pharmacists and their attention was drawn to the bottom of page 2 of Appendix G which summarises the policy decisions which the Registration and Qualification Recognition Committee are recommending to Council. Council approved the memo on public register of pharmacists unanimously.

Action⁷: Registration Function

3.4.4 Memo on Public Register of Pharmacies (Appendix H: sent 14th May 2008)

Council considered the memo on public registers of pharmacies. Council were informed that as per the legislation that the register would be published electronically and in one other format. Council approved memo on public register of pharmacies unanimously.

Action⁸: Registration Function

3.4.5 Memo on New Annual Certificates of Registration (Appendix I: sent 14th May 2008)

Council considered the memo on new annual certificates of registration. Council approved memo on new annual certificates of registration unanimously.

Action⁹: Registration Function

3.4.6 Application Form for Certificate of Current Professional Status (Appendix J: sent 14th May 2008)

Council considered the application form for certificate of current professional status. Council approved the application form for certificate of current professional status unanimously.

Action¹⁰: Registration Function

Due to time constraints item 4 on the agenda was brought forward.

4. Election of President and Vice President

Two scrutineers were in attendance, Mr. Michael Hannah nominated by the PSI's legal advisor Mr. D. Dowling and Mr. Jack Crowley from Crowley's DFK, an internal auditor of the PSI.

4.1 Election of President

Dr. B. Leddy was elected President of the Council of the PSI by secret ballot and took the chair for the remainder of the meeting.

Action¹¹: Council

4.2 Election of Vice President

Prof. P. Weedle nominated Mr. B. Hayes for Vice President and Mr. C. Fagan seconded. In the absence of other nominations, Mr. B. Hayes was unanimously elected.

Action¹²: Council

The new President Dr. B. Leddy congratulated his predecessor and added that he had done a sterling job as President of the PSI. He added that this was the greatest honour of his life and he thanked Council for giving him the opportunity. He commended the Council for the level of work that they have done since the implementation of the Pharmacy Act 2007. He thanked the Registrar Dr. A. McLoughlin and the staff of the PSI. He also acknowledged the generous support of the Managing Director and staff of the Mara Mina pharmacies.

The outgoing President Mr. B. Hayes acknowledged the support he received throughout his presidency from the Vice-President, all the elected members of Council, the Registrar and staff of the PSI and all of

the external advisers. He indicated that he had enjoyed a harmonious and purposeful relationship with each and every one whom he had the pleasure of working with in particular the Registrar, Dr. A. McLoughlin. The Registrar also acknowledged the significant and valuable contribution that the former President had made.

3.5 Pharmacy Act – Matters Relating to Draft Statutory Rules (Appendix K: sent 14th May 2008)

3.5.1 Approval of Specification Document for Drafting of Statutory Rules relating to:

- **Council and its Governance, including outline Election Processes {Appendix K(i): sent 14th May 2008}**
- **Fees and Financial Governance {Appendix K(ii): sent 14th May 2008}**
- **Education and Registration Rules {Appendix K(iii): sent 26th May 2008}**

Ms. M. Kinsella outlined that Appendix K related to developing statutory rules primarily in the four areas outlined in the appendix. Appendix K (i) outlined the proposed process for the management and governance of the Council of the PSI including its election processes. Appendix K (ii) sets out the process for the setting of fees, management of financial matters and the appointment of an internal auditor. Appendix K (iii) related to proposals for statutory rules in relation to education matters. It was noted by Council that an outline for further rules relating to the registration of pharmacists was in development. Council noted the specification documents for drafting of statutory rules and Council members were invited to submit further comments to the Executive. It was noted that the statutory rules outlines will go forward for drafting, review by the Department and for public consultation.

Action¹³: Legal Affairs Function

3.5.2 Making of Statutory Rules Relating to Retail Pharmacy Businesses

- **Retail Pharmacy Business (Registration) Rules 2008 {Appendix K(iv): sent 14th May 2008}**
- **Update on Consultation Process and Approval Process by the Minister (verbal update M. Kinsella)**

Ms. Kinsella thanked Council members for all their comments which were incorporated into Appendix K (iv), this is the final version of the document which will be sent to the Minister for Health and Children for approval and then sent off to the European Commission for consultation. Council approved the making of statutory rules relating to retail pharmacy businesses unanimously.

Action¹⁴: Legal Affairs Function

3.6 HPCB Memorandum of Understanding on Case by Case and Proactive Information Exchange (Appendix L: sent 14th May 2008)

The HPCB memorandum of understanding on case by case and proactive information exchange was approved by Council unanimously.

Action¹⁵: Registration Function

3.7 Financial Report First Quarter (Appendix M: sent 14th May 2008)

The Chair of the Administration Finance and Corporate Governance Committee, Mr. C. Fagan thanked Ms. S. O'Keeffe, Mr. S. O'hAodha and Mrs. Patricia Daly for their work on the budget. Mr. C. Fagan informed Council that the income for the specified period was ahead of that estimated in the budget. He also informed Council that the original budget included a figure for €340,000 in respect of fees for pre-registration training however the Minister for Health and Children has not yet approved the fee for pre-registration training and if approval is not forthcoming then the budget will require restructuring. He also advised Council that a letter had been received from the Department of Health and Children regarding the statutory superannuation scheme for staff of the PSI and the Registrar is currently seeking a meeting with them. Council were also informed that the Minister for Health and Children will be signing off on the fees for pharmacies in the August/September period.

3.8 Financial Statements for Northumberland Property Ltd (Appendix N: sent 14th May 2008)

Council was updated by the Chair of the Administration, Finance and Corporate Governance Committee, Mr. C. Fagan that there were no exceptional items in the financial statements for Northumberland Property Ltd. and that NPL made a small profit as was expected. The Administration, Finance and Corporate Governance Committee will be reviewing the future of the company in the coming months. Council approved the financial statements unanimously.

Action¹⁶: Finance Function

3.9 Administration, Finance and Corporate Governance draft Interim Standing Orders (Appendix O: sent 14th May 2008)

Council was updated the Chair of the Administration, Finance and Corporate Governance Committee, Mr. C. Fagan that the document was simply good housekeeping for the Administration, Finance and Corporate Governance Committee and it was approved unanimously by Council.

Action¹⁷: Administration, Finance and Corporate Governance Function

3.10 Inspection and Enforcement Brief (Appendix P: sent 21st May 2008)

In the absence of the Chair of the Committee Mr. D. O'Loughlin informed Council that Appendix P sets out the background and policies developed by the Committee for the Inspection and Enforcement function. He invited comments or discussion on the document. An interim complaints procedure was previously approved by Council and Mr. D. O'Loughlin updated Council that there were 35 complaints in 2007 and up until 27th May 2008 there had been 22 complaints.

3.11 Code of Conduct for Pharmacists (Verbal Report: N. Harvey)

The Chair of the Standards and Practice Committee, Ms. N. Harvey indicated that she would address this item in her Committee Report.

3.12 Accreditation Report TCD (Appendix Q: sent 21st May 2008)

The Chair of the Professional Development and Learning Committee Dr. P. Gallagher indicated that the accreditation report for TCD was being presented for information. TCD will be asked to submit its comments on the report within one month and this report will be brought back to Council to make a decision in accordance with Art 64A(2) of the Regulations of the PSI. The Registrar thanked TCD for their high level of co-operation reporting the visit process

3.13 Work Programme Implementation Control Document (Appendix R: sent 14th May 2008)

The Registrar, Dr. A. McLoughlin informed Council that the PSI was on target with the implementation of the legislation and the Service Plan. He indicated that regulations / rules relating to Section 17 and Section 18 of the legislation were on en-route to Europe and will be laid before the houses of the Oireachtas by the Minister for Health and Children in due course. This is expected to be done in late August/early September. The derogation will be removed at the same time.

3.14 List of New Registrants (Appendix S: sent 14th May 2008)

The Chair of the Registration Qualification and Recognition Committee Prof. P. Weedle informed Council that there were 34 new registrants.

3.15 Update on the Seal (Appendix T: sent 14th May 2008)

The Vice-President, Mr. B. Hayes informed Council that a Heraldic Unicorn holding a pestle and mortar had been *proposed in the penultimate version of the proposed seal for the PSI.* It will be slightly altered in the *final version* to reflect suggested changes made by the Chief Herald. "Scientia Pro Sanitate"

(Science/knowledge for health/well-being) is the proposed motto of the PSI, written in Latin below the unicorn. He also informed Council that the seal will not be used on registration certificates. Council looks forward to receiving the seal.

3.16 List of Substitute Certificates of Registration (Appendix U: sent 21st May 2008)

The list of substitute certificates of registration was proposed and seconded:

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| 1. | Dr. P. Gallagher | 2. | Dr. W. Boles |
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Agreed

Action¹⁸: Registration Function

3.17 List of Applicants for Letters Confirming Qualification and/or Good Standing for EU Competent Authorities (Appendix V: sent 27th May 2008)

The list of applicants for letters confirming qualification and/or good standing for EU competent authorities was proposed and seconded:

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| 1. | Dr. P. Gallagher | 2. | Dr. W. Boles |
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Agreed

Action¹⁹: Registration Function

5. Committee Reports

5.1 Inspection and Enforcement Committee

In the absence of the Chair, Mr. D. O' Loughlin indicated that he had covered everything under section 3.10 of the agenda.

5.2 Administration, Finance and Corporate Governance Committee

The Chair, Mr. C. Fagan indicated that he had covered everything under items 3.7-3.9 on the agenda.

5.3 Professional Development and Learning Committee

The Chair, Dr. P. Gallagher, reported that:

- The Professional Development and Learning Committee met on 29th April 2008.
- The current status of the pre-registration training placements for the 2008-09 training year was discussed. 159 applications to undertake the pre-registration training year have been received by the PSI (the closing date was 18 April 2008) out of a total fourth year cohort of 175. The training placement approval forms are not due to be submitted until 11 July 2008. As at 14 May, the following was the status:
 - 8/53 RCSI fourth year students have not yet secured a training placement
 - 5/57 UCC fourth year students have not yet secured a training placement
 - 31/65 TCD fourth year students have not yet secured a training placement (the latest update by TCD remains an estimate)

The PSI remains in close dialogue with the Department of Health and Children and the HSE with regard to this matter and it is hoped that the round table of stakeholders will be set up by the Minister for Health and Children to address the sustainability of training placements in the near future. Moreover, the PSI is engaging in a process with the Minister for and the Department of Education and Science and the HEA with a view to enabling a systems-wide view and resolution of the issue.

- Criteria were approved by the Committee which will allow for the evaluation of non-EU/EEA qualifications by a panel of qualification review assessors under the proposed new non-EU/EEA

route of registration. The purpose of the evaluation is to ascertain whether the pharmacist qualifications held by applicants for the non-EU/EEA route of registration could be considered to meet the EU minimum training requirements.

- The invitation to tender process for the review of the five-year programme of pharmacy education and training and of accreditation models and development of accreditation standards was noted. The selected tender is Aston University and the process is due to commence in June. The tender process to review CPD models will be carried out over the summer months.

Licence Examination – May 2008 Sitting

There were 5 candidates for the 12 May 2008 sitting of the Licence Examination – Final Examination and of which 4 were successful.

2007/08 Pre-Registration Training Year – Second Assessment

It was noted by the Council that 143 candidates are eligible to present for the second assessment of the current training year which will take place on Saturday, 7 June in the RCSI.

5.4 Registration and Qualification Recognition Committee

The Chair, Prof. P. Weedle, reported that:

- The Registration and Qualification Recognition Committee met on 22nd April 2008.
- The number of outstanding Statement of Return forms for 2008 stood at 39 on 23 May 2008. This is in breach of the Pharmacy Act 2007 and the Registration and Qualification Recognition Committee indicated that those pharmacies should be inspected as soon as possible.

5.5 Standards and Practice Committee

The Chair, Ms. N. Harvey reported that;

- The Committee met on 7th May 2008 and participated in a teleconference a week later regarding the Code of Conduct.
- The Committee considered a revised draft Code of Conduct and agreed that a principle based code is requisite. The Committee endorsed ongoing work in this area and recommended that the statutory Code be progressed but with a reduced number of principles.
- The Committee also recommended that the final Code of Conduct be reviewed within five years of its development.
- The Standards and Practice Unit will be initiating the roadshows in the coming weeks, including the distribution of a guidance manual, at 20 locations countrywide. It is envisaged and hoped that approximately 100-150 invitees will attend at each venue.
- The Committee is progressing with the matter of co-option of additional membership.
- The Committee has been asked by R&QR Committee to participate in a working group which will explore the issue of what constitutes a 'retail pharmacy business'. Mr. P. Fahey will participate as a representative of the Standards and Practice Committee.
- The Committee informed Council that a meeting with HIQA had occurred and that it had endorsed the current patient safety project and would be partnering in this endeavour.

5.6 Council Members Time

6. President's and Registrar's Business

6.1 Update on the database

The Registrar, Dr. A. McLoughlin stated that the database was progressing fast and that the PSI will be moving to the online registration process in due course

6.2 PSI Council Vacancy

Council was given a verbal update by the Registrar, Dr. A. McLoughlin that the PSI had written to the Minister for Health and Children regarding the vacancy arising from the retirement of Mr. R. Quirke and that he is waiting to hear from the Minister.

6.3 Appointment of Head of Communications

Council were updated that Ms. Kate O'Flaherty had been appointed Head of Communications at the PSI.

6.4 Update on the IPJ (Verbal Report by K. O'Flaherty)

The Editor of the IPJ, Ms. K. O'Flaherty updated Council that the Editorial Advisory Board met in early April and the development of the website was a key priority and they are continuing to look at the journal in terms of the role it could play in CPD and CE. The Journal is also currently being circulated to a wider number of stakeholders.

6.5 Update on Section 18 Regulations & Draft Statutory Rules for the Registration of Retail Pharmacy Businesses (Verbal Report by M. Kinsella)

The Registrar informed Council that it was the PSI's understanding that the Section 18 Regulations were being finalised within the Department and would be notified to in the European Commission without delay. They will be laid before the Houses of the Oireachtas by the Minister for Health and Children in due course.

The Registrar advised that the next Council meeting will take place on October 7th 2008 at the National University of Ireland in Galway. The President indicated that there would be a special Council meeting to consider property matters. The date and time of such a meeting will be advised in due course.

Meeting adjourned at 13.00 pm

Dr. Ambrose McLoughlin
REGISTRAR