

The 13<sup>th</sup> Meeting of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held on the 29<sup>th</sup> September 2009 in the Boardroom of An Bord Altranais, Carysfort Avenue, Blackrock, Co. Dublin.

Council Members present: Ms. N. Harvey, President, Mr. P. Fahey, Vice-President, Mr. S. Boyle, Ms. M. Doherty, Dr. A. Frankish, Ms. C. Hallahan, Mr. E. Hanly, Dr. J. Hillery, Mr. A. Horan, Mr. S. Hurley, Ms. I. Kelleher, Ms. M. Ní Longáin, Ms. K. Mulvenna, Prof. J. Nunn, Mr. D. O'Loughlin,

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms. J. Aylward, Mr. J. Bryan, Ms. L. Horgan, Ms. C. McGoldrick, Mr. T. McGuinn, Dr. C. Nestor, Ms. K. O'Flaherty, Mr. S. O hAodha, Mr. T. Reilly, Dr. C. Stokes, Ms. J. Warren

## **1. Apologies**

Mr. J. Collins, Dr. P. Gallagher, Ms. D. Larkin, Dr. B. Leddy, Asst. Comm. N. O'Sullivan, Ms. R. Purcell

## **2. Declaration of Interests (Appendix A: Sent 21<sup>st</sup> September 2009)**

The President read the following statement:

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.

### **3.1 Draft Minutes of Council meeting of 7<sup>th</sup> July 2009 (Appendix B: Sent 21<sup>st</sup> September 2009)**

The draft minutes of public Meeting Number 12, 7<sup>th</sup> July 2009, were approved. The Minutes were proposed and seconded:

1. Dr. J. Hillery                      2. Mr. S. Boyle

**Action<sup>1</sup>: Office of the Registrar**

### **3.2 Corporate Governance Framework of the PSI (Appendix C: Sent 21<sup>st</sup> September 2009)**

Dr. C. Stokes outlined to Council that the document being presented for approval was Version 5 of the Corporate Governance Framework and that drafts of this document had been seen by Council on three

previous occasions. Version 4 had been distributed for comment on 28<sup>th</sup> July last. Dr. Stokes thanked Mr. A. Horan who had suggested minor amendments. Dr. Stokes also confirmed that the Corporate Governance Framework had been updated to reflect the Code of Practice for the Governance of State Bodies, issued by the Department of Finance in June. The Corporate Governance Framework of the PSI was approved unanimously, and proposed and seconded by:

1. Mr. A. Horan
2. Ms. M. Ní Longáin

**Action<sup>2</sup>: Office of the Registrar**

### **3.3 Interim In-Service Practical Training Programme (Verbal Report: Registrar)**

The President thanked the Chair of the Professional Development and Learning (PD&L) Committee, Dr. P. Gallagher, along with Ms. L. Horgan, for their work on this significant project. The President called on the Registrar to address Council.

The Registrar expressed his gratitude to Dr. P. Gallagher and Ms. L. Horgan, and the PD&L Committee, for their work. The Registrar thanked the Royal College of Surgeons in Ireland (RCSI), and reported that the Minister for Health and Children, Ms Mary Harney, will officially launch the new programme, the *National Pharmacy Internship Programme*, on 13<sup>th</sup> October, at which point the contract between the PSI and RCSI will be signed. The Registrar also thanked the following personnel from the three Schools of Pharmacy: Prof. John Kelly, Director of the School of Pharmacy at RCSI, Ms. Judith Strawbridge of the RCSI, Dr. Aisling O’Leary of the RCSI, Prof. Marek Radmoski, Head of School of Pharmacy and Pharmaceutical Sciences at TCD, Prof. Anita Maguire, Head of School of Pharmacy at University College Cork (UCC), Prof. Catriona O’Driscoll, former Head of School of Pharmacy at UCC.

The Registrar indicated that the PSI looks forward to the highest level of collaboration between all three schools in working together in the interests of the Internship Programme and the students.

The Registrar thanked Minister Batt O’Keeffe, Minister for Education & Science, Ms. Bridget McManus Secretary General of the Department of Education and Science, Mr. Michael Kelly, Chair of the Higher Education Authority and Mr Tom Boland, CEO of the Higher Education Authority. He also thanked the following Department of Health and Children officials: Mr. Michael Scanlan, Secretary General, Mr. Paul Barron, Assistant Secretary, Ms. Marita Kinsella, Chief Pharmacist, Mr. Colm Desmond, Principal Officer, and Mr. Tom Monks, Assistant Principal Officer. In addition the following HSE personnel were thanked, Prof. Brendan Drumm, Ms Laverne McGuinness, Ms Ann O’Doherty, Ms Kate Mulvenna, Chief Pharmacist, PCCC, Mr. Pat O’Dowd, Assistant National Director, PCCC, Mr. Shaun Flanagan, Chief Pharmacist, NHO Pharmacy Unit. Mr. Seamus Feely and Ms Liz Hctor of the IPU were also thanked, along with Ms Elaine Conyard of the Hospital Pharmacists Association of Ireland (HPAI) and Ms Anne Nolan, CEO of Irish Pharmaceutical Healthcare Association.

The Registrar called on Ms. L. Horgan to provide an update to Council on this issue.

Ms. Horgan reminded Council that at its 7<sup>th</sup> July 2009 meeting, they had endorsed the recommendation of the PD&L Committee to award the design, development, delivery and management of the Interim In-Service Practical Training Programme to the highest scoring body following an anonymised process overseen by the PD&L Committee and that the identify of the highest scoring body had now been revealed to be the School of Pharmacy at RCSI. It was noted that the *National Pharmacy Internship Programme* will therefore be provided for the next three academic years by the RCSI with the assistance of the University of Dublin (Trinity College) and University College Cork. The Programme will lead to the higher degree of MPharm which will be awarded by the National University of Ireland (NUI) and accredited by the PSI.

It was noted that agreement on the terms and conditions of the contract that will underpin the interim arrangement is imminent. Council was informed that the PSI has received confirmation from its legal

adviser that the 28.09.2009 draft of the agreement is, in its view, in compliance with the requirements of the Pharmacy Act 2007 (as amended) and S.I. No. 493 of 2008 in respect of the PSI's obligations to oversee the education and training of persons applying for registration as pharmacists in Ireland.

Council was also informed that a set of detailed delegations will be developed by the PSI's legal adviser for consideration by Council at its next meeting. The delegations will give effect to the content of the legal agreement which underpins the approach that was sanctioned by Council at its 26<sup>th</sup> May 2009 and the recommendation that it endorsed at its 7 July 2009 meeting.

Following the signing of the agreement, the PSI will write to the Department of Health and Children regarding the proposed subvention of €100,000 that it has provisionally indicated will be forthcoming in 2010 as a once-off development fund for the interim programme arrangement and as reported at the May 2009 meeting.

Council's attention was drawn to the separate contingency fund that will be required to be set aside for the duration of the interim arrangement to cover the provision of student services in order to be in a position to deal with students who present with health issues. These services are provided for in the legal agreement between both parties.

Council was informed that the PD&L Committee is in the process of developing internationally benchmarked accreditation standards for the delivery of experiential learning programmes with the assistance of a group of international and national experts. These standards will be considered by the PD&L Committee prior to submission to Council in early 2010. Following Council's approval of the standards, the accreditation process should then take place by October 2010 and in advance of the students completing the MPharm programme.

The MPharm programme is currently going through the RCSI's Quality Assurance processes and a parallel accreditation regime is in train with the NUI.

The Interim In-Service Practical Training Programme was unanimously approved by Council.

### **Action<sup>3</sup>: Education and Registration Unit**

#### **3.4 Appointment of Chairs and Committee Members and notification of Pharmaceutical Society of Northern Ireland Observers (Appendix D: Sent 21<sup>st</sup> September 2009)**

The President drew Council's attention to Appendix D which outlined the proposed members of the Advisory Committees of Council. The President indicated that consideration had been given to preferences expressed by Council members, areas of expertise and travelling time to meetings.

Mr. D. O'Loughlin requested that his name be added to the Inspection and Enforcement Committee.

The Appointment of Chairs and Committee members was approved by Council and proposed and seconded by:

1. Mr. P. Fahey
2. Ms. C. Hallahan

### **Action<sup>4</sup>: Office of the Registrar**

#### **Standards and Practice Committee Co-option (Appendix D(i): Sent 21<sup>st</sup> September 2009)**

The President drew Council's attention to the biography of Dr. Catriona Bradley, whose name was suggested as a co-option to the Standards and Practice Committee. This was unanimously approved, and proposed and seconded by:

1. Mr. D. O'Loughlin

2. Ms. M. Ní Longáin

**Action<sup>5</sup>: Office of the Registrar**

**3.5 Nominations to the PSI Audit Committee (Appendix E: Sent 21<sup>st</sup> September 2009)**

Council was requested to consider two nominations to the Audit Committee, Mr. Dermot Magan and Ms Eugenie Canavan MPSI, and these were unanimously approved.

Proposed and seconded:

1. Mr. A. Horan

2. Mr. D. O'Loughlin

**Action<sup>6</sup>: Office of the Registrar**

The President wished all Committee members well in their new roles.

**4. Committee Reports (Appendices F, G, J sent 21<sup>st</sup> September 2009)**

As the Committee reports for the Inspection and Enforcement, Administration Finance and Corporate Governance, and Chairperson's Committees had been distributed in advance of the meeting, the President suggested they be taken as read.

The President invited Ms. L. Horgan of the Professional Development and Learning Committee, in the absence of the Chair, to address Council and provide highlights of the report which had been distributed at the meeting.

Ms. Horgan indicated that, in addition to the development of the interim in-service practical training programme (the 'National Pharmacy Internship Programme'), covered in item 3.3 of this Agenda, the following areas have been considered by the Committee, in their two meetings since the last report to Council, and are discussed in detail in the report :

- Pharmacy Education & Accreditation Reviews (PEARs) Project:
- Review of CPD Models
- PSI Submission to the Higher Education Strategy Group established by the Minister for Education & Science
- Implementation of the Pharmaceutical Society of Ireland (Education & Training) Rules 2008
- Recognition of Third Country Qualifications
- Pre-Registration Training Year – Operational Matters

The President then invited Mr. P. Fahey, Chair of the Registration and Qualification Recognition Committee, to outline the key elements of this Committee's report which had been presented to Council that day.

Mr. Fahey drew Council's attention to the statistics for applicants applying under the EU Route of Registration. He supports the initiative of the Professional Development & Learning Committee and Pharmacy Ireland 2020 also. He noted that to date in 2009, the PSI has been informed of a total of 16 closures of retail pharmacy businesses. Mr. Fahey also referred to the temporary relocation issue, and indicated that this needs to be monitored. He also outlined the continued registration process for 2010, including the collection of passport photographs from pharmacists and pharmaceutical assistants which

will appear on certificates in 2010. Mr. Fahey commended the work of Ms. Horgan and her staff, and thanked them for their support during his period as Chair of this Committee.

## **5. President's & Registrar's Business**

- 5.1 The Registrar updated Council on World Health Professions Conference on Regulation (WHPCR) 2010: which will take place in Geneva, on February 18/19 2010.

The Registrar has also been invited, via FIP, to speak at the second World Healthcare Professional Conference on Regulation (WHPCR) which is taking place in Geneva, in February 2010, and give a presentation on the Pharmacy Act 2007, including the rationale behind the new legislation and the consequences of pharmacy in Ireland moving from a system essentially of 'self regulation' to the modern framework provided for in the Act.

### **5.2 Update on meetings with Department officials**

A meeting has been arranged on October 7<sup>th</sup> with Minister Harney to progress the Pharmacy Ireland 2020 initiative. Ms. C. Hallahan, Chair of the PI2020 Working Group, and Ms. N. Harvey, President, have been invite to attend, along with the Registrar. Ms. Hallahan confirmed that she has received a draft proposal from ESRI, and will convene a meeting of the PI2020 working group after meeting with the Minister.

The Registrar indicated that the issue of co-ordinating resources between Regulators is being discussed.

Formal approval has been received from Department of Health and Children regarding fees for Council and also for Audit Committee. Category 3 fees are payable to Council, as follows:

#### **May 2007 to 30<sup>th</sup> April 2009:**

President: €14,000 per annum, Member €9000 per annum

#### **1<sup>st</sup> May 2009 onwards:**

President €12,600 p.a, and members €8,100 p.a.

External members of the **Audit committee** are as follows:

#### **May 2007 to 30<sup>th</sup> April 2009:**

Chair: €600 per diem, subject to max €3,600 p.a.

Member: €350 per diem, subject to max of €2,100 p.a.

#### **1<sup>st</sup> May 2009 onwards:**

Chair €540 per diem, to maximum of €3,240 p.a.

Member: €315 per diem, subject to maximum of €1,890 p.a.

Taxation implications are being examined and these matters will be discussed with Council members on an individual basis.

The Registrar informed Council that the he has been invited to take part in the South American Pharmaceutical Federation Congress, via video-link, which will take place in San Juan, Argentina, on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> of October 2009.

## **PSI Appointments and Assignments**

- The Registrar welcomed Ms Ciara McGoldrick, Head of Professional and Services Conduct, to the Council meeting.
- The Registrar informed Council that responsibility for the registration of pharmacies will be transferred into the Inspection and Enforcement Unit and will be handled by John Bryan. Susan

Payne who currently handles the administration associated with registration of pharmacies will therefore be assigned to the Inspection and Enforcement Unit.

- The Registrar also reported that he has spoken to Department of Health and Children and Department of Finance regarding shared finance services and HR and await hearing further clarification from the Department of Health and Children. The PSI will seek to outsource Finance and HR with another regulator or a private entity following procurement.

### **Confidentiality**

The unauthorised disclosure of confidential information is prohibited under Schedule 1 to the Act. Under paragraph 11, a person who discloses confidential information obtained as a member of the Council or one of its committees is guilty of an offence. Confidential information is defined as including information declared by the Council to be confidential (whether particular information or information of a class or description).

The Registrar proposed that all Council business in relation to Part 4 (Pharmaceutical Registration System), Part 6 (Complaints, Inquiries and Discipline) and Part 7 (Powers of Investigation) shall be deemed confidential. Council unanimously agreed.

### **Action<sup>7</sup>: Office of the Registrar**

### **Update on ICT (Appendix K: Mr. T. Reilly)**

- Council were updated that the development of the “Photographs” module for Pharmacists Continued Registration had been completed.
- Additional information, in accordance with the regulations, has been incorporated on to the public Retail Pharmacy Business register, including Ownership details, together with Superintendent and Supervising Pharmacist
- Online facilities for all registrants to enable them update their information and pay their fees online were put in place in September.
- A module to support Third Country (“Non EU”) registration route has been developed.
- An automated renewals and reminders notification module to meet the requirements of the new rules and scheduling arrangements which is required for registrants whose continued registration expires at the end of this year has been implemented. This also enables online application for Continued Registration
- An upgrade to internal ICT infrastructure was undertaken. This included the setting up of a secure server room and replacement of the older problematic equipment.
- A public tender process has been commenced for an upgrade to the PSI website, including hosting and content management services.
- Work was undertaken with HSE on the setting up of Pharmacies on Health Atlas

The meeting concluded at 12.00pm.