

Information Booklet: Application for Accreditation Team Panel



August 2019

Introduction

The Pharmaceutical Society of Ireland (PSI) is a public body established in law to protect the health, safety and wellbeing of patients and the public by regulating pharmacists and pharmacies in Ireland.

Among its many functions, the PSI promotes and ensures high standards of education and training for pharmacists in Ireland. One of the ways the PSI achieves this is by determining the standards for pharmacist education and training. The PSI also approves and keeps under review national pharmacy degree programmes through an accreditation process. In order to do this, the PSI establishes accreditation teams whose role is to evaluate an application for accreditation/continued accreditation against the [PSI Accreditation Standards](#), and make a recommendation to the PSI on whether or not it should accredit the programme.

As part of its accreditation process, the PSI is now inviting expressions of interest from suitably qualified individuals to participate on future accreditation teams. This process is intended to establish a panel, from which it can invite individuals to participate as accreditation team members for future accreditation visits. Applicants should note that accreditation visits are likely to take place initially in the first quarter of 2020.

About the Accreditation Process

The PSI has two types of accreditation processes:

- First time accreditation
- Continued accreditation

First time accreditation occurs when a university or equivalent higher education institution submits an application for accreditation to offer a Master of Pharmacy (MPharm) to the PSI.

Continued accreditation occurs when an institution already granted approval by the PSI Council to offer a MPharm programme, submits an application for continued accreditation to the PSI. Currently, three institutions offer the MPharm programme:

- Royal College of Surgeons in Ireland (RCSI)
- Trinity College Dublin (TCD)
- University College Cork (UCC)

Both accreditation and continued accreditation may be granted for a period of not greater than 5 years.

In certain circumstances, where the PSI Council has granted its approval to an institution to offer a MPharm programme, a subsequent compliance visit may be required. A compliance visit seeks to assure that the approved programme continues to meet the [accreditation standards](#).

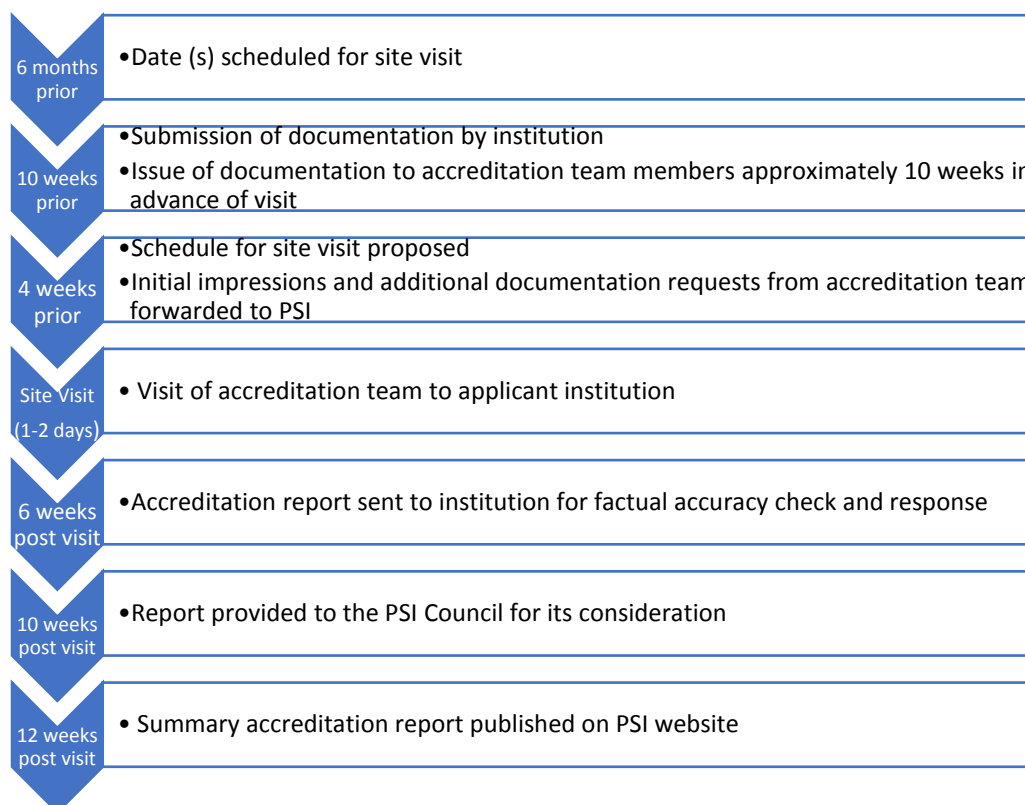
Role of Accreditation Teams

Once the PSI receives an application for accreditation or continued accreditation of an MPharm programme, we will establish an accreditation team to evaluate the programme. Accreditation teams typically comprise of 5-6 members, including a Chairperson, although this can vary. We endeavour to ensure that members of an accreditation team have the appropriate knowledge, skills and competencies to undertake this role.

Accreditation teams evaluate the programme against the PSI Accreditation Standards and make a recommendation to the PSI Council on whether or not it should:

- Accredit/continue to accredit the pharmacy programme
- Accredit/continue to accredit the pharmacy programme, subject to certain conditions specified by the accreditation team
- Defer its decision to accredit/reaccredit the pharmacy programme, pending the resolution of certain requirements
- Refuse to accredit/continue to accredit the pharmacy programme

Both the first time accreditation and continued accreditation process include a desk review of the documentation submitted by an institution and a site visit to the institution. Accreditation teams may be accompanied by a rapporteur. PSI staff members may also attend accreditation visits for the purposes of providing context and administrative support to the accreditation team members. By way of illustration for prospective accreditation team members, the diagram below illustrates typical timelines for the accreditation process visits.



Accreditation Teams – Competencies

Accreditation team members must have an appropriate range of expertise in order that the teams can collectively perform its function to the standards required. Accreditation team members must demonstrate, some or all, of the following competencies:

1. Knowledge, expertise or experience in one or more of the following areas:
 - Patient advocacy/ public interest representation
 - Accreditation/quality assurance/regulatory/risk/governance
 - Teaching and learning
 - Pharmacy academia with experience of developing and/or accrediting pharmacy degree programmes
 - Experience in academic management roles such as Head of School/Head of Faculty/Head of Department
 - Experience in programme management roles such as programme manager/programme leader
 - Experience in student leadership roles e.g. Dean of students, or equivalent
 - Pharmacists practicing in Ireland with recent experience of acting as a tutor pharmacist (preceptor/senior preceptor)
 - Non-pharmacy healthcare practitioners involved in the development and/or delivery of regulated health practitioner education and training
2. Decision making skills: Ability to analyse information and use effective judgement to make fair and reasoned decisions
3. Communication and interpersonal skills: Ability to communicate effectively with good interpersonal skills
4. Teamwork: A proven ability to work collaboratively and constructively with others
5. Public values: A clear understanding of and commitment to public safety and protection

Training

The PSI will provide training and induction for all accreditation team members. This will include relevant legislation, the PSI Accreditation Standards, and PSI policies and procedures. Training usually takes place over one day and individuals can attend training either at PSI House or remotely.

Conflicts of Interest

Candidates must abide by the [PSI Guidance on Conflicts of Interest for Members of the Accreditation Team](#) and no member of the team may have an interest that is likely to influence the outcome of the accreditation process. Candidates will be required to declare conflicts of interest and any conflicts, perceived or otherwise, will be included in the accreditation report.

Time Commitment

Accreditation teams participating on both first time accreditation and continued accreditation processes should typically allow for a commitment of four to five working days per accreditation visit. This includes time to review the relevant documentation, to attend the site visit and oversee the drafting of a written report. Accreditation panel members may also be invited to participate on more than one accreditation visit, and/or may be called on to conduct a desk review of an application.

Please note that in some circumstances, depending on the outcome of an accreditation visit, we may re-establish an accreditation team. For example, this might occur were the PSI Council defers its decision to approve/continue to approve accreditation of a programme based on the recommendation of the accreditation panel.

Remuneration

Fees: Members of accreditation teams may be paid a fee of €322 per day, excluding tax. The fee for the role of Chairperson can be higher. Please note that the PSI complies with the One Person One Salary Directive. Therefore, accreditation team members who are employed by the Irish public or civil service will not be eligible to claim the fee.

Travel and subsistence: The PSI will make all travel and accommodation arrangements that may be necessary for accreditation team members. In instances where this does not occur, accreditation team members may claim for reasonable travel and subsistence expenses incurred, in line with the PSI's Travel and Subsistence Policy.

Submitting an Expression of Interest

If you are interested in becoming a panel member for appointment to an accreditation team, please submit the application form available on our [website](#). Only applications made using this form will be accepted. Please follow the instructions outlined in the application form. Please do not include additional documentation unless you are requested to do so following communication from the PSI's Education Standards Officer.

Expressions of interest applications should be submitted no later than close of business on **Friday, 30 August**. Please email the completed application form or any queries that you may have to andrea.boland@psi.ie. Alternatively, it can be sent by post to Andrea Boland, Education Standards Officer, PSI, PSI House, 15-19 Fenian Street, Dublin 2, DO2 TD72.

The PSI is committed to a policy of equal opportunity and endeavours to ensure diversity and balance on accreditation teams.

Review and Selection Process for Establishing Panel

The purpose of this application process is to establish a panel of prospective accreditation team members. Panel members may be selected for appointment to an accreditation team as and when needed. It is expected that the panel will remain in place for five years. After this date the panel will be dissolved.

All applications will be reviewed by an assessment panel consisting of three members, one of whom will be external to the PSI. The assessment panel will:

- Assess the experience and competencies of all potential candidates, as per each candidate's application form submission;
- Consider whether a brief meeting or telephone call is required in order to make a final decision in relation to a candidate;
- Consider whether any other selection or verification method is required (this may include the PSI requiring further information from applicants about their experience or qualifications).

All applicants will be contacted following review of the applications received regardless of whether they are successful or not.

Placement on the panel does not guarantee your participation in an accreditation team.

Data Protection

The PSI will process any personal information provided with expressions of interest in accordance with Data Protection legislation. The information will be kept for no longer than is necessary for its purpose, and it shall be kept in a manner that ensures appropriate security of the information, including the unauthorised or unlawful processing of it. Please review the [Data Protection statement](#) on the PSI website for details of our use of personal information and your rights in relation to this.

Useful Links

Additional information about the PSI and the accreditation processes may be found on the PSI website, www.psi.ie.

- [About the PSI](#) – our role, responsibilities and governance
- [Pharmacy Act 2007](#)
- [Pharmaceutical Society of Ireland \(Education and Training\)\(Integrated Course\) Rules 2014](#)
- [Information on accreditation available on the PSI website](#)