

**Minutes of the Regulatory and Professional Policy Committee Meeting  
held in a hybrid format in PSI House and on Microsoft Teams  
on 25 May 2023**

**Agenda Item A - Apologies**

<b>Name</b>	<b>Role</b>	<b>Present (Yes/No)</b>
Ms Katherine Morrow	Chair	Yes
Prof Brian Kirby		Yes
Ms Marie Louisa Power		Yes
Ms Gráinne Power		Yes
Ms Ann Sheehan		No
Mr Peter Dennehy		Yes
Ms Dorothy Donovan		Yes
<b><i>Members of PSI staff in attendance for part or all of the meeting included:</i></b>		
<i>Ms Joanne Kissane</i>	<i>Registrar and Chief Officer</i>	
<i>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Mr Dan Burns</i>	<i>Professional Standards Manager</i>	
<i>Ms Orla Carroll</i>	<i>Strategic Policy Officer</i>	
<i>Ms Andrea Boland</i>	<i>Professional Standards Coordinator</i>	
<i>Ms Agnieszka Mazurek</i>	<i>Regulatory Project Coordinator</i>	
<i>Ms Therese Anglim</i>	<i>Communication Project Executive</i>	

**Colour code: Red—for decision; Green—for discussion; Blue—for information**

### Agenda Item B – Declaration of Interests

#### Issue

Declaration of interests by members of the Committee.

#### Information

The Chair invited members of the Committee to declare any conflicts of interest regarding any of the items scheduled for discussion at the meeting before it commenced.

#### Decision Approved and/or Action Requested

In the interests of transparency, the Chair noted that the draft Workforce Intelligence Report alludes to actions which are co-owned by APPEL, of which she is the National Coordinator & Director. The Committee and the Executive acknowledged this and agreed to proceed. The other members Committee declared no conflicts of interest.

### Agenda Item C – Approval of meeting agenda

#### Issue

The Committee was asked if they were content to proceed with the meeting as per the agenda.

#### Information

The meeting agenda had been circulated in advance of the meeting.

#### Decision Approved and/or Action Requested

The Committee approved the agenda of the meeting on the proposal of Mr. Peter Dennehy and seconded by Ms Dorothy Donovan

### Agenda Item D – Approval of Minutes – 16 February 2023 meeting

#### Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 13 April 2023.

#### Information

The Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 13 April 2023 had been circulated to Committee members in advance of the meeting.

## Decision Approved and/or Action Requested

**Decision Approved:** The Committee approved the minutes of the meeting held on 13 April 2023 on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

### Agenda Item E – Emerging Risk to the Future Pharmacy Workforce Project- Draft Workforce Intelligence Report

#### Issue

The Committee was provided with an update via a memo, a draft Workforce Intelligence Report and a draft Survey Analysis Report.

#### Information

The Committee was provided with an update via PowerPoint by Dan Burns on progress since the last substantive update to Committee and Council in March 2023.

The Committee heard that Grant Thornton, who were appointed in September 2022 to provide support to PSI on the project, had successfully delivered on all of the project's deliverables. These had subsequently gone through iterative review and updating based on feedback from the PSI Executive. The final deliverable, the draft Workforce Intelligence report, was the focus of this meeting, and had been shared with Committee in advance for their review and feedback. The draft Workforce Survey Analysis report had also been shared, which provided more in-depth analysis and commentary on the Workforce Survey component of the project.

The Committee also heard that the fourth and final meeting of the multi-agency Working Group took place on 25 May in PSI House, where further feedback on the draft recommendations and actions had been discussed.

The Committee was informed that any agreed changes proposed at the Working Group meeting and this Committee meeting would be incorporated into a further draft of the report in advance of RPP Committee 8 June meeting. The Committee will be asked at the 8 June meeting to sign off on the report, and to recommend the report for approval at the 22 June Council meeting.

The Committee were then requested to provide their feedback under the following headings:

- i. Has the project delivered on its scope, as defined in Corporate Strategy 2021-2024, the Service Plan 2023 and the Request for Tender documents?

- ii. Are the actions assigned to PSI in the Recommendations and Actions section of the report appropriate, reasonable and realistic (both in terms of remit of the PSI, and in terms of proposed timelines)?
- iii. Any other feedback

Under the first heading, the Committee agreed that the project’s scope was delivered and commended the Executive for their effective management of the project.

Under the second heading, the Committee discussed whether the actions assigned to PSI are appropriate, reasonable, and realistic. The relevant actions were presented in turn to the Committee. In the discussion that followed, there was overall agreement from the Committee that the actions assigned to PSI were appropriate and realistic. A summary of the relevant discussion under each action point is outlined below.

Recommended Actions	Timeframe	Owner	Involved
1.1 Establish a multi agency group focused on strategic workforce planning for pharmacy.	Short	PSI/DoH	HSE, PSI, IPU, HPAl, PIER, SoP, APPEL, IIOp

In relation to action 1.1, it was clarified that the multi-agency group would be the Working Group established under the project, but this will transition to being an implementation and oversight group, with a new Terms of Reference, and a potential broadening of membership. The PSI at the request of the DoH, will continue to coordinate the group while agreeing to joint ownership with the DoH on the group’s deliverables and outputs.

The Committee highlighted the importance of strategic workforce planning for pharmacy being mindful of the national picture and the routes by which the multi-agency group will feed into national workforce planning initiatives. It was confirmed that the Strategic Workforce Planning unit from the DoH and National HR Directorate from the HSE were represented on the group. In addition, the PSI has provided input to the DoH project being supported by Indecon that is looking at strategic workforce planning across 26 health and social care professions, and that the outputs of this PSI-led project will be shared with the DoH and Indecon. The importance of any strategic workforce plan remaining agile and adaptive was also discussed.

Recommended Actions	Timeframe	Owner	Involved
1.2 Collect data required to support workforce planning and modelling, including student related data, and pharmacist workforce data at the point of first time registration and continued registration	Short	PSI	DoH
1.2.1 Produce an annual pharmacy workforce report, including in flows and out flows of pharmacists from the register and other relevant workforce information to inform nationally led strategic workforce planning initiatives.	Short	PSI	DoH

1.2.2 Implement legislation to make completion of an annual workforce survey mandatory for all pharmacists at the point of continued registration that is underpinned by an agreed minimum dataset.	Medium	PSI	DoH
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The Committee accepted these actions for the PSI, in acknowledgement of robust and up-to-date data being a critical component of strategic workforce planning.

Recommended Actions	Timeframe	Owner	Involved
2.2 Commission a feasibility study tasked with proposing a suitable and viable approach to addressing the need for professional leadership for pharmacy.	Medium	PSI/For discussion	DoH, HSE, IPU, HPAl, (PSI), PIER, SoPs, IIOp

The Committee supported the commissioning of a feasibility study.

Recommended Actions	Timeframe	Owner	Involved
3.3 Develop and implement digital solutions to reduce the regulatory burden associated with manual, paper-based processes.	Medium	PSI	DoH

It was clarified that any solutions proposed by the PSI for digital solutions to reduce regulatory burden would include robust requirements to ensure cyber security and GDPR requirements are considered.

Recommended Actions	Timeframe	Owner	Involved
4.3 Streamline the Third Country Qualification Recognition (TCQR) process for pharmacists who wish to practice in Ireland and who received their qualification from a country outside the EEA.	Short	PSI	

The Committee remarked that the narrative in the report could better reflect the progress that has been made on streamlining the TCQR route and its planned implementation in 2024.

Recommended Actions	Timeframe	Owner	Involved
5.1 Publish guidance that clearly sets out the distinct responsibilities associated with each governance role.	Short	PSI	HSE

The Committee were supportive of this action.

Recommended Actions	Timeframe	Owner	Involved
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6.1.1 Publish guidance on expectations of pharmacy owners, superintendent pharmacist and supervising pharmacists in ensuring safe staffing levels and appropriate rest periods.	Short	PSI	
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The Committee heard that the intent behind this action was with regard to patient safety and supporting pharmacists, rather than something that would be used as an enforcement tool. The Committee advised that the format and language of the guidance will need to be considered to accurately reflect that purpose.

As per request (iii), the Committee was asked if there were any other feedback of clarification required. The Committee's confirmed that the report had met its objectives and commended the Executive on reaching this point.

The Committee sought further clarification about the project's transparency and commitment in terms of action owners other than PSI. The Executive stated that owners and involved stakeholders for each action, as well as timeframes, will be included in the published version of the report. Action owners, who are all represented on the Working Group, are clear on the actions assigned to them, and have been provided with opportunities for feedback and amendment to the actions. The Working Group are being asked to confirm in advance of the report being finalised that they are comfortable with the recommendations and actions, including owners and timeframes. When the group transitions to an implementation and oversight group, updates will be sought at future meetings on progress being made against the various recommendations and actions.

**Communication and Dissemination:** The Committee discussed the importance of a robust plan for communication and dissemination of the report and its outputs, considering the likely significant interest and attention it will attract. It was advised that plans for an official launch of the report in the autumn were in discussion. The Committee also heard that a meeting with the Minister of Health was scheduled for 3 July, and it was expected that the recommendations and actions from the report will be included on the agenda for discussion. It was also advised that the actions for PSI will need to be considered in developing the Service Plan 2024 and Corporate Strategy 2025-2027. The Committee advised that the memo for the 8 June meeting include reference to the engagement to date with stakeholders that led to the development of the report.

**Decision Approved and/or Action Requested**

The Committee noted the update.

**Agenda Item F – Any Other Business**

**Issue**

The Committee was asked if there was any other business to discuss.

**Information**

None was raised.

**Decision Approved, and/or Action Requested**

None.

**The meeting concluded at 5.00pm**

**Signed by:**

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**Chair**

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**Date**