

PSI Council Public Meeting Minutes

Minutes of meeting number 108 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30 am on Thursday 8th October 2020. The meeting was held on-line due to the COVID-19 Public Health Emergency, and in accordance with rule 19(2) of the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008).

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Joanne Kissane	President	Yes
Mr. Michael Lyons	Vice President	Yes
Mr. Hugo Bonar	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Veronica Treacy	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	Yes
Ms. Fiona Walsh	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Muireann Ní Shúilleabháin	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Dr. Ailis Quinlan	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	Council Member	Yes
Ms. Nicola Cantwell	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes

Members of PSI staff in attendance online for all or part of the meeting included:	
Mr. Niall Byrne	Registrar
Dr. Lorraine Horgan	Head of Operations
Dr. Cora Nestor	Head of Policy
Ms. Cora O’Connell	Education Manager
Ms. Ciara Dooley	Education Support Officer
Ms. Orla Carroll	Authorised Officer
Ms. Irene Patterson	Senior Pharmacist Adviser
Mr. Éanna Ó Lochlainn	Governance & Planning Officer
Ms. Damhnait Gaughan	Head of Education and Registration
Ms. Marie Bjerborg	Strategy and Organisation Change Manager

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

Agenda Item B – Declaration of Interest by Members of Council

Issue

Declaration of interests by members of Council.

Information

Under item B of the Council Agenda, the President drew Council members’ attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council.

Decision Approved, and/or Action Requested by Council

No conflicts of interest were declared

Agenda Item C – Draft Minutes of Public Council Meeting No. 106.

Issue

Draft Minutes of Public Council Meeting No. 106.

Information

The President noted that no amendments had been received to the minutes as drafted.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the minutes of the public session of Council meeting number 106, held on the 23rd July 2020, on the proposal of Dr. Ailis Quinlan and seconded by Ms. Marie Louisa Power.

Agenda Item D – Agreement on the Meeting Agenda

Issue

The President invited members of Council to give notice of any items they wished to submit under item K, Any Other Business.

Information

None.

Decision Approved, and/or Action Requested by Council

Two items were tabled for discussion under any other business (item. J).

Agenda Item E.1 – Registrar’s Report and update on the Implementation of PSI Service Plan 2020

Issue

Report from the Registrar, including an update on the PSI’s response to the COVID-19 Public Health Emergency, and Implementation of PSI Service Plan 2020.

Information

The Registrar informed Council that a new annex to the *Code of Practice for the Governance of State Bodies* was published on 10 September 2020. The annex includes an obligation for the chairperson of a State body to include progress in promoting equality, diversity and inclusion within the organisation in the annual report to the Minister, as well as a status update on the target to achieve 40% representation of women and men on State Boards. Government Departments were also to take steps to inform their respective Minister of the gender balance on a State Boards at the time of making further appointments. The Registrar said the PSI Executive would consider any necessary steps concerning the new annex and the PSI’s Governance Framework. Council queried, given that nine of its members were elected to Council by the profession, whether this would

pose an obstacle to achieving gender balance on Council. The Registrar agreed that the PSI had no control over the candidate selection process for the election of pharmacist representatives on Council, but noted that equality in this instance, was not limited solely to matters of gender. Council queried if the PSI intends to host a series of webinars concerning the launch of the *COVID-19 Operational Standards for Pharmacies*. The Registrar stated that he would update Council on this at its next meeting. He stated it was the PSI's intention to visit between 8 and 10 pharmacies by appointment, to carry out assessments of performance against the Standards. He stated that it was important, in the public interest, that the PSI should maintain its capacity to regulate, irrespective of the pandemic. Council and the President thanked the Legal Affairs team, and in particular Ms. Bernie Chamberlaine for what it termed her phenomenal effort in ensuring that the work of the PSI's disciplinary committees and the overall complaints process were maintained throughout the pandemic. Council queried whether there were any plans to increase the numbers of staff working from PSI House. The Registrar informed Council that there were safety measures in place at PSI House and that use of PSI House would be in accordance with the Government's *Plan for Living with COVID-19*.

Decision Approved, and/or Action Requested by Council

Council noted the Registrar's Report and update on the 2020 Service Plan.

Agenda Item E.2 – PSI Corporate Strategy, 2021-2023.

Issue

Request for Approval by Council of draft PSI Corporate Strategy 2021-2023 for submission to the Department of Health.

Information

The Registrar informed Council that he expected to be in a position to present a draft of the Strategy for approval, by Council, at its meeting in December. He invited questions from Council on the draft Corporate Strategy, and the Public Consultation Report which accompanied it, and which had been circulated to Council in advance of the meeting. The Registrar outlined that the document was a work in progress and would continue to be modified prior to submission to Council.

It was noted that a reference to "regulation of pharmacies" in the draft Strategy submitted for public consultation, had subsequently changed to "regulation of community pharmacies" in the draft strategy circulated to Council. The Registrar explained that there are currently 75 retail pharmacy business established in hospital settings. He stressed that

a clear distinction exists between that part of a hospital pharmacy department regulated by PSI as a registered entity and the entirety of the hospital pharmacy services delivered into the hospital. While every pharmacist in a hospital is regulated by PSI, it is not the case that all activities within the pharmacy department fall to be regulated by PSI. By comparison, all medicine-related activities in community pharmacies are regulated by PSI, and so it is critical that the Strategy have an appropriate focus on the community pharmacy sector.

Council also noted that the support for an advanced pharmacy practice competency framework had also been dropped from the most recent draft Strategy. The President informed Council that the PSI would continue to engage with the Department of Health and the HSE on this matter, but that there was a limit to what PSI alone could do with regard to this issue.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the draft PSI Corporate Strategy 2021-2023 for submission to the Department of Health, on the proposal of Mr. Hugo Bonar, seconded by Dr. Paul Gorecki.

Agenda Item E.3 – Request for Approval by Council for Delegation of Authority under Rule 18 (2)(A) of the Pharmaceutical Society of Ireland (Registration) Rules 2008, as amended.

Issue

Council was asked to approve Delegation of Authority under Rule 18 (2)(A) of the Pharmaceutical Society of Ireland (Registration) Rules 2008, as amended.

Information

The Pharmaceutical Society of Ireland (Registration)(Amendment) Rules SI 316 Of 2020 amend the Pharmaceutical Society of Ireland (Registration) Rules 2008 and provide that the Council of the Pharmaceutical Society of Ireland, on a time-limited basis in the context of the COVID-19 emergency, may consider an application for recognition of third country qualifications, without requiring the applicant to undertake the examinations prescribed for that purpose.

Council were asked to approve a delegation which would facilitate the Registrar exercise this delegation on behalf of the Council.

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Decision Approved, and/or Action Requested by Council
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Decision Approved: Council approved Delegation of Authority under Rule 18 (2)(A) of the Pharmaceutical Society of Ireland (Registration) Rules 2008, as amended, on the proposal of Ms. Dorothy Donovan, and seconded by Dr. Shane McCarthy.

Agenda Item E.4 - Brexit Update.

Issue

Council was provided with a verbal update on the progress with regard to measures underway at the PSI to mitigate the fallout from Brexit

Information

Council was informed that engagement with the PSI's U.K. and Northern Ireland counterparts in anticipation of Brexit, continues. With regard to the Third Country Qualification Route (TCQR), the previously approved Rules have been resubmitted, as the revised TCQR route is not as advanced as had been anticipated at the beginning of 2020, as the COVID-19 pandemic impacted its ongoing development. The internal PSI working group had recommenced activity in this area to identify, in so far as possible, risks and to mitigate impacts arising.
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Decision Approved, and/or Action Requested by Council
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The update was noted by Council.

Agenda Item E.5 – Quarterly update on IOP Operations and Developments.

Issue

Quarterly update on IOP Operations and Developments.
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Information

Council was updated on matters relating to governance, the ePortfolio and practice reviews, commissioning, accreditation, and delivery of CPD programmes, stakeholder engagement and funding. Questions were invited from the Council. Council had no questions.
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Decision Approved, and/or Action Requested by Council

The update was noted by Council.

Agenda Item F.1 – Report to Council from the Performance and Resources Committee.**Issue**

A copy of the Performance and Resources Committee Report to Council had been circulated to Council members in advance of the meeting. The Chair of the Performance and Resources Committee, Mr. Graham Knowles, invited questions from Council. Council had no questions.

Information

Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item F.2 – Management Accounts to 30 June, & Financial Projections to year-end, 2020.**Issue**

Request for Approval by Council of Management Accounts to 30 June, a copy of which had been circulated to Council members in advance of the meeting, and financial projections to year-end, 2020.

Information

Mr. Graham Knowles, Chair of the Performance and Resources Committee, informed Council that projections to year-end were predicting a slightly smaller deficit than expected. The expenditure levels to end Q2 were as anticipated. He invited questions from the Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Management Accounts to 30 June, & Financial Projections to year-end, 2020, on the proposal of Mr. Mark Jordan, and seconded by Ms. Muireann Ní Shúilleabháin.

Agenda Item G.1 – Report to Council from the Regulatory and Professional Policy Committee.

Issue

Ms. Muireann Ní Shúilleabháin, Chair of the Regulatory and Professional Policy Committee, presented the Regulatory and Professional Policy Committee Report to Council, a copy of which had been circulated to Council in advance of the meeting. She invited questions from the Council.

Information

Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.2 – Request for Approval by Council of IOP Accreditation Policy

Following a review of the IOP's accreditation model, Council was asked to approve the IOP's revised and updated Accreditation Policy, copies of which had been circulated to Council members in advance of the meeting.

Council was informed that the main changes to the policy were a move towards a more high-level policy, setting out the principles for accreditation of CPD programmes, and providing an overview of the accreditation process.

Decision Approved: Council approved the IOP's revised Accreditation Policy on the proposal of Dr. Paul Gorecki and seconded by Mr. Graham Knowles.

Agenda Item G.3 – Request for Approval by Council of IOP ePortfolio Review Policy.

Issue

Council was asked to approve the updated IOP ePortfolio Review Policy as provided for under Rule 11(5) of the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015 (SI553/2015).

Information

Council were informed that the IOP developed the guidelines referred to in Rule 11(5). These guidelines, in the form of the ePortfolio Review Policy, were approved by the PSI Council in May 2016, June 2017 and June 2018. There was no update to the policy in 2019; however, the policy had been reviewed for the upcoming review process for 2020/2021.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the updated IOP ePortfolio Review Policy as provided for under Rule 11(5) of the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015 (SI553/2015) on the proposal of Mr. Fintan Foy, and seconded by Ms. Marie Louisa Power.

Agenda Item G.4 – Request for Approval by Council of the Report on the Core Competency Framework (CCF) Review.

Issue

Council was asked to approve the Report of the Review of the Core Competency Framework, a copy of which had been circulated to Council members in advance of the meeting, and accept its recommendations.

Information

Council was informed that the Report recommended that, at this point, the CCF should remain unchanged. This would allow the PSI to consult with stakeholders on a number of issues, including, the possible introduction of a CCF that allows pharmacists to demonstrate different levels of competence, the applicability of the CCF to all pharmacist roles, the inclusion, use and purpose of the behaviours in the CCF, and the findings of the benchmarking exercise.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Report of the Review of the Core Competency Framework and accepted its recommendations on the proposal of Mr. Hugo Bonar, seconded by Ms. Dorothy Donovan.

Agenda Item G.5 – Request for Approval by Council for the Guidance to Support Pharmacies in providing Safe Vaccination Services off-site from Retail Pharmacy Premises.

Issue

Council was asked to consider the Guidance, copies of which had been circulated to Council members in advance of the meeting, and approve it for publication, subsequent to legislative changes which would be initiated by the Department of Health.

Information

Council was informed that the Guidance is intended to be an addendum to the PSI's current Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses. It sets out some additional considerations to assist pharmacy owners, superintendent pharmacists and supervising pharmacists with planning and carrying out a safe influenza vaccination service at other locations, having regard to the public convenience and the need to protect the health and safety of the public.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Guidance to Support Pharmacies in providing Safe Vaccination Services off-site from Retail Pharmacy Premises, on the proposal of Mr. Mark Jordan, and seconded by Ms. Marie Louisa Power.

Agenda Item H.1 – Reports to Council from the Business Transformation Programme Board

Issue

Reports of the Business Transformation Programme Board's meeting held on the 4th of September 2020, and the 2nd of October 2020, had been circulated to Council in advance of the meeting.

Information

Mr. Fintan Foy, in his capacity as Chair of the Business Transformation Programme Board, informed Council that spending on the programme continued to track as expected, and that feedback to date continued to be positive. He invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item I.1 – Audit & Risk Committee Report to Council

Issue

Report of the Audit & Risk Committee meeting held on 14th September 2020 had been circulated to Council in advance of the meeting.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Information

Mr. Paul Turpin in his capacity as Chair of the PSI Audit & Risk Committee informed Council that it had been agreed that the Registrar would present a proposal for a revised format PSI Corporate Governance Framework at the Committee's next meeting. He noted that the internal audit programme for 2020 had progressed at a slower pace than he would have wished for. He stated that the next internal audit would focus on the PSI's system of internal controls with a particular focus on remote working. He invited questions from Council. Council queried if the comments in the Report with regard to the contents of letters of appointment from the Minister to Council members designate, concerning their governance responsibilities, might be seen as over-reach. Mr Turpin responded by saying that there needed to be a consistent approach to the contents of such letters, as it was a requirement of the *Code of Governance for State Bodies*, and that the comments were intended as helpful feedback to the Minister's office. Council queried if there was a more efficient way of seeking Department of Health sanction for backfilling posts. The Registrar informed Council that the PSI did not have what is termed "delegated sanction" in this matter. Hence, all posts required to be submitted to the Department for sanction. While this can take time, the PSI has a good relationship with the Department for observing requisite rules and this assists in the approvals process.

Agenda Item J.1 – Any Other Business

Issue

Two matters had been tabled for discussion under item D of the Agenda.

Information

Council was invited to consider how the Dying With Dignity Bill currently before the Oireachtas, would impact on the profession, particularly with regard to conscientious objection. The Registrar reminded Council that any position the PSI adopted on the matter would need to be fed into to the legislative process, via the Department of Health and the Department of Justice and that the PSI should not address the matter unilaterally.

Council was asked to consider the need for the provision of regulations and training, regarding the administration of any COVID-19 vaccines by a pharmacist, when, and if, the need arose, ensuring that their rollout be as streamlined as possible

Decision Approved, and/or Action Requested by Council

With regard to the Dying with Dignity Bill, following discussion by Council, there was broad agreement that it would be premature for the PSI to take a position on what was still an early-stage Bill, and that a watch and wait approach would for the moment, be the best course of action.

It was agreed that that preparations with regard to a possible COVID-19 vaccination programme should be discussed with the Department of Health.

The meeting concluded at 10:55 am.

President

Date