

## PSI Council Public Meeting Minutes

**Minutes of meeting number 103 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30am on Thursday 26<sup>th</sup> March 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

Following a roll call by the President, the following members of Council verbally confirmed their presence at the meeting.

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	No
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 Shuilleabháin	Council Member	No
Ms. Dorothy Donovan	Council Member	Yes
Dr. Ailis Quinlan	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes
Mr. Seán Reilly	Council Member	No
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	Council Member	No

Ms. Nicola Cantwell	Council Member	No
Mr. Fintan Foy	Council Member	Yes
<b>Members of PSI staff in attendance online for all or part of the meeting included:</b>		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Operations	
Ms. Susan Briddock	Finance Officer	
Ms. Ciara Dooley	Acting Education Manager	
Ms. Louise Canavan	Acting Head of Corporate Governance & Public Affairs	
Mr. Éanna Ó Lochlainn	Governance & Planning Officer	
Ms. Damhnait Gaughan	Head of Education and Registration	

**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**

The President declared a conflict of interest with regard to agenda item E.3

### **Agenda Item C – Draft Minutes of Public Council Meeting No. 102.**

#### **Issue**

Draft Minutes of Public Council Meeting No. 102.

### Information

The President noted that the draft minutes of public Council meeting number 102 had been circulated to Council members in advance of the meeting, and that no amendment had been received.

### Decision Approved, and/or Action Requested by Council

**Decision Approved:** Council approved the minutes of the public session of Council meeting number 102, held on the 13<sup>th</sup> of February 2020, on the proposal of Mr. Mark Jordan and seconded by Dr. Ailis Quinlan.

## 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 F, Any Other Business.

### Information

None.

### Decision Approved, and/or Action Requested by Council

Ms. Dorothy Donovan stated she wished to discuss recent proposed amendments to the Pharmacy Act arising from the COVID-19 public health emergency, under item F, Any Other Business.

## Agenda Item E.1(a) – Presentation the PSI 2019 Annual Report and Financial Statements

### Issue

The Registrar provided Council with a presentation and summary of the PSI 2019 Annual Report & Financial Statements.

### Information

Amongst the key achievements outlined in the Annual Report, the Registrar drew Council's attention to the publication in 2019 of the Code of Conduct for Pharmacists, the ongoing development of Standards for Governance & Accountability in Retail Pharmacy Businesses, the PSI's contingency planning for a hard Brexit, the review of the PSI's MPharm Accreditation Standards, the ongoing review of the Core Competency Framework for pharmacists, and commencement of the business transformation project. The Registrar noted that the PSI's response and resource allocation to the COVID-19 public health emergency would impact the PSI's planned priorities under the 2020 Service Plan, and that he would continue to update Council on this.

### Decision Approved, and/or Action Requested by Council

The Registrar's presentation and summary was noted by Council. The President thanked all PSI staff and Council members for their work in 2019.

## Agenda Item E.1(b) – Report to Council from the Audit and Risk Committee

### Issue

Mr Paul Turpin, Chair of the Audit & Risk Committee, presented the Audit & Risk Committee's Report to Council.

### Information

Mr Turpin informed Council that the Audit & Risk Committee at its meeting on March 10<sup>th</sup>, 2020, had met with the PSI's external auditor and the PSI's finance team, as part of its review of the 2019 statutory financial statements. He was in a position to confirm that it was the Committee's view, that the PSI's accounting and financial procedures were in good order, and that he was recommending to Council that it approve the PSI 2019 Financial Statements.

### Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

### Agenda Item E.1(c) – Request for Approval by Council of the 2019 PSI Annual Report & Financial Statements.

#### Issue

The President asked Council to approve (a) the 2019 PSI Annual Report & Financial Statements, and (b) her signing of the Letter of Representation to the External Auditor.

#### Information

On being queried, it was clarified to Council that the general statement relating to fraud in the Letter of Representation, was a standard disclaimer used in Letters of Representation, and should not be taken as an indication that any such activity had been detected in the PSI.

#### Decision Approved, and/or Action Requested by Council

**Decision Approved:** Council approved the 2019 PSI Annual Report & Financial Statements on the proposal of Ms. Ann Sheehan and seconded by Mr. Hugo Bonar.

**Decision Approved:** Council approved the President's signing of the Letter of Representation, on the proposal of Mr. Fintan Foy and seconded by Ms Marie Louisa Power.

### Agenda Item E.2 – Update on the PSI's response to the COVID-19 Public Health Emergency

#### Issue

The Registrar provided Council with an overview of actions taken and issues arising in the context of PSI's response to the COVID-19 Public Health Emergency

## Information

The Registrar informed Council of the joint work being done with the Department of Health, HSE and others, as part of the PSI's COVID-19 response, and that he was maintaining close communication with the President regarding key decisions which needed to be taken, in what was a fast-moving situation.

He informed Council that all PSI staff had been working from home as from 19 March. Two staff members had been seconded to the Department of Health to assist with the work of the National Public Health Emergency Team, in addition to which, two pharmacist staff members were undergoing training, and would join contact tracing teams shortly. The Registrar stated that he expected further staff would be seconded as the crisis progressed. He informed Council that a PSI Covid-19 Response Group had been established and has been meeting daily since 9 March. The Registrar complemented the flexibility shown by all PSI colleagues in the circumstances, and the commitment of the members of the Covid-19 Group who had worked many long days since the Group was established.

The Registrar informed Council that a COVID-19 restoration route would be introduced as part of a suite of emergency measures, which were shortly due to become law, in order to help deal with the emergency. This would allow former registrants to return to practice to aid health service efforts until July 2020, or any alternative date as extended by the Minister. Processes were being put in place which would address issues arising in respect of competency, prior to return to active independent practice. Any pharmacist returning to practice would have a personal professional obligation under the Code of Conduct, and the tenets of the Core Competency Framework, to practice within the scope of their competence and experience, and to address any deficit arising. All normal routes of registration remained operational, and prospective registrants from other jurisdictions would, he said, continue to be registered in the normal way.

Council queried if the Registrar had any information regarding the COVID-19 testing regime, and in particular any arrangements in place for pharmacists to be tested. The Registrar stated that this was very much a live issue. Council was informed that healthcare professionals were now being prioritised for testing but that community pharmacists were not yet part of this group.

Council queried if there had been any arrangements put in place for interns needing to undertake the Professional Registration Examination, and was informed that the PSI were currently engaging with the provider of the outsourced examination, to explore all matters arising.

### Decision Approved, and/or Action Requested by Council

The overview was noted by Council. On behalf of the Council, the President thanked all PSI staff for their hard work, and the commitment they were demonstrating during this challenging time.

## Agenda Item E.3 – Covid-19 Public Health Emergency: Draft Rules

### Issue

Covid-19 Public Health Emergency: Request for Approval by Council for the issue for consultation of proposed draft rules to amend the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014 as amended.

### Information

As the President had declared a conflict of interest for this item, she ceded the chair to the Vice-President, and left the meeting. The Head of Education & Registration informed Council that the proposed Rules to amend the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014, would be submitted for an abridged public consultation of 3 days, the result of which, would be brought to Council, and any further changes arising from the consultation detailed, with proposed final rules submitted for its approval. The proposed effect of the amendment would be to provide, that in the current exceptional circumstances, the required eight consecutive months of experiential learning could be shortened in particular individual circumstances to a period of six months.

### Decision Approved, and/or Action Requested by Council

**Decision Approved:** Council approved to issue for consultation proposed draft rules, to amend the Pharmaceutical Society of Ireland (Education and Training) (Integrated Course) Rules 2014, on the proposal of Mr. Shane McCarthy and seconded by Ms Marie Louisa Power

## **Agenda Item F. Any Other Business**

### **Issue**

The President returned to the meeting and resumed the chair. It was agreed by the proposer that the matter which had been tabled for discussion in item D had been adequately discussed in item E.2, and that no further discussion was required.

The Registrar informed Council that it was likely that at least two matters would need to be dealt with by the Council as a priority, prior to its next scheduled meeting. As well as making a decision on the draft Rules following consultation, there would be need to approve delegations to the Registrar to progress the handling of restoration matters under the Emergency Measures Act. It was proposed that this would be done via email decision. Council agreed to this approach.

**The meeting concluded at 9:50am.**

---

**President**

---

**Date**