

## PSI Council Public Meeting Minutes

**Minutes of meeting number 106 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 23<sup>rd</sup> July 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	No
Dr. Shane McCarthy	Council Member	No
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	No
Prof. Brian Kirby	Council Member	Yes
Ms. Fiona Walsh	Council Member	No
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. Ciara Dooley	Acting Education Manager
Ms. Orla Carroll	Authorised Officer
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
Ms. Aoife Mellett	Manager of Legal Affairs and Fitness to Practise

**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**

Ms. Joanne Kissane declared an interest with regard to item F.2

**Agenda Item C – Draft Minutes of Public Council Meeting No. 105.****Issue**

Draft Minutes of Public Council Meeting No. 105.

**Information**

The President noted that no amendments had been received to the minutes as drafted. She took the opportunity to inform Council that contrary to what had been accurately recorded in the meeting minutes, it had subsequently been agreed, that the PSI Guide to

Sanctioning would become operational on September 1<sup>st</sup> 2020, not on the 23<sup>rd</sup> of July 2020, as is stated in the minutes.

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

**Decision Approved:** Council approved the minutes of the public session of Council meeting number 105, held on the 18<sup>th</sup> of June 2020, as amended, on the proposal of Mr. Hugo Bonar, 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 K, Any Other Business.

#### **Information**

None.

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

The President informed Council she would be tabling an item for discussion under Any Other Business.

### **Agenda Item E.1 – Approval by Council of the draft PSI Corporate Strategy 2021-2023, to be submitted for Public Consultation**

#### **Issue**

The Registrar requested approval from Council that the draft PSI Corporate Strategy 2021-2023, be submitted for public consultation.

#### **Information**

The Registrar reflected on the detailed work which had been done to date with the Council Strategy Subgroup, and with Council, to prepare the draft Corporate Strategy. He informed Council that the public consultation process would commence in the last week of July, and run until the 21 August 2020. The feedback received would be analysed, and a consultation report prepared for consideration by the Council Strategy Subgroup, and a

revised Strategy presented to Council at its next meeting, following which it would be submitted to the Minister for Health for his views.

He invited questions from Council. Council queried whether the use of the term 'objectives' in the draft document, could be replaced by the terms 'actions' or 'inputs'. The Registrar said he would look at this.

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

**Decision Approved:** Council approved the draft PSI Corporate Strategy 2021-2023, be submitted for Public Consultation, on the proposal of Ms. Muireann Ní Shúilleabháin, and seconded by Ms. Marie Louisa Power.

### **Agenda Item E.2 – Service Plan Update**

#### **Issue**

Request for Approval by Council of the revised 2020 Service Plan.

#### **Information**

The Registrar informed Council that following successful completion of a tendering process, work would commence with external consultants on the organisation development aspects of the PSI's business transformation process, in September. He also informed Council that there was still significant uncertainty arising from the ongoing impact of COVID-19 on PSI. The Service Plan will therefore be kept under review and Council will be kept informed of any further changes that may be required. Council queried the use of the number zero in the SRA column in the Plan, and asked if it could be replaced with either a 'yes', or a 'no', as appropriate. The Registrar said he would make this adjustment to the Plan, as per Council's wishes.

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

**Decision Approved:** Council approved the revised 2020 Service Plan, on the proposal of Mr Hugo Bonar, and seconded by Mr. Paul Turpin.

### Agenda Item E.3 – Facilitation of donations by registrants via the annual continued registration process

#### Issue

Council was asked to decide, regarding a prior proposal from a Council member, that donations by registrants to the Pharmacy Benevolent Fund be facilitated via the annual continued registration process.

#### Information

The Registrar outlined his recommendation to Council, noting that the PSI is a public body with its role and functions set out under statute. He informed Council that as a public body, the PSI must ensure it always acts correctly, in accordance with its purpose and functions. In addition, PSI must be seen to maintain its independence and objectivity as a regulatory body which is charged, among other things, with regulating the practise of every registered pharmacist. He cautioned Council that by becoming involved in facilitating donations by individual registrants to a registered charity, the PSI was potentially entering into a situation which creates unnecessary risk. In addition, by becoming involved in processing potentially large numbers of individual financial transactions, which are not critical to its functions, it is creating costs through the need to monitor, reconcile, account for, and audit these transactions. He stated that he was therefore recommending to Council that the PSI should not become involved in facilitating individual donations by registrants to any registered charity, or other entity, but that the PSI should take steps to alert newly registering and existing pharmacists to the existence of the Fund and to its charitable purpose. Council noted that pressure on pharmacists had increased substantially during the COVID-19 pandemic, and that the cost to the PSI of facilitating donations would be neutral, or low. Council expressed the view that a healthy pharmacist means a safe patient. Council also noted the risk of what it termed, regulatory mission creep, and suggested that an advocacy rather than a facilitation role was more appropriate for a regulator.

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

**Decision Approved:** Council agreed not to process donations from PSI registrants on behalf of the Pharmacy Benevolent Fund, but agreed that a link to the Pharmacy Benevolent Fund website should be embedded in the PSI's on-line registration renewal webpage, and that the Registrar would report to Council on the technical feasibility of this

option at its next meeting, on the proposal of Dr. Paul Gorecki, and seconded by Dr. Ailis Quinlan.

### **Agenda Item F.1 Request for Approval by Council of Draft Operational Standards for Retail Pharmacy Business during COVID-19.**

#### **Issue**

Council was asked to consider and approve the Draft COVID-19 Operational Standards for Pharmacies for use during a planned use and learn period.

#### **Information**

Following questions from Council, Ms. Muireann Ní Shúilleabháin in her capacity as Chair of the Regulatory and Professional Policy Committee, informed Council that the 'use and learn' period would provide time for the profession to use and reflect on the Standards in their practice, and provide feedback to PSI, before the Standards are finalised in December 2020. Standards are an evolution in regulation for both the PSI and the pharmacy sector, in that they are a performance-based framework, which is intended to define what good performance looks like in pharmacies operating during COVID-19. This is different to PSI's current prescriptive approaches under the Pharmacy Act which are focused on conformance with requirements, and which will still continue to apply. During the 'use and learn' period, PSI will develop a quality assessment framework under which PSI will monitor performance against the Standards. There will also be testing of the Standards in conjunction with the retail pharmacy sector. It is envisaged that a revised version of the Standards would be presented to Council at its meeting in December, and that Council will be provided with an update on the Standards project at its meeting in October 2020.

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

**Decision Approved:** Council approved the Draft COVID-19 Operational Standards for Pharmacies for use during a planned use and learn period, on the proposal of Mr Fintan Foy, and seconded by Ms. Dorothy Donovan.

## Agenda Item F.2 – Request for Approval by Council of Guidelines under Rule 15 (1) of the PSI (Education and Training) (Integrated) Course Rules 2014.

### Issue

The Council was asked to approve proposed Guidelines addressing the use of remote learning on experiential learning placements in the four month placement undertaken in the fourth year of the MPharm programme.

### Information

The President excused herself for this item due to a conflict of interest, and the Chair was taken by the Vice President. Council was informed that the COVID-19 pandemic had caused organisations to change their way of working and many employees were now working remotely to adhere to social distancing requirements and infection control in line with Government public health guidelines. This could potentially impact on experiential learning placements, where organisations are requiring students to work remotely.

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

**Decision Approved:** Council approved the proposed Guidelines on remote learning experiential learning placements on the proposal of Mr Hugo Bonar, and seconded by Prof. Brian Kirby.

## Agenda Item F.3 – Request for Approval by Council of COVID -19 Vaccination Guidance

### Issue

Council was asked to approve the Vaccination Guidance in order that vaccination services provided in pharmacies could be adapted to minimise the risk of exposure to, and transmission of, COVID-19 and ensure the safety of both patients, and pharmacy staff.

### Information

The President returned and resumed the Chair. Council was informed that the purpose of the Guidance was to enable policies and procedures to be put in place for the continuation of safe and effective vaccination services in pharmacies, during the COVID-19 pandemic. Council was informed that the Guidance could be used by all vaccinating pharmacists, but it was particularly relevant to those who have governance responsibilities for community pharmacies.

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

**Decision Approved:** Council approved the COVID-19 Vaccination Guidance on the proposal of Dr. Paul Gorecki, and seconded by Ms. Dorothy Donovan.

### Agenda Item F.4 – Practice Review – October 2020

#### Issue

Council was asked to consider the feasibility of proceeding with the October Practice Review event, informed by a status assessment provided by the IIOP, the options put forward and the PSI Executive's analysis of these options, and to approve the recommendation with regard to the Practice Review for October 2020.

#### Information

Council was informed that the first Practice Review of 2020 scheduled for April 2020 was cancelled due to the COVID-19 pandemic. Following consideration of all the options available, the Registrar made the decision to move the pharmacists selected for the April 2020 Practice Review, to the next available Practice Review scheduled for October 2020. A decision would now need to be taken in relation to the October 2020 Practice Review, and consideration given to whether this Practice Review could be delivered. . Council was informed that the e-portfolio reviews had not been impacted by the COVID-19 pandemic.

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

**Decision Approved:** Council approved cancellation of the Practice Review scheduled for October 2020, and that it would not be deferred until 2021, on the proposal of Ms. Nicola Cantwell, and seconded by Ms. Marie Louisa Power.

### Agenda Item G – Any Other Business

#### Issue

The President proposed that the PSI Council meeting scheduled for September 17, 2020 be moved to a date in October, still to be agreed, and which would be circulated to Council in due course.



**Information**

Council was informed that the rescheduling was in order to facilitate the increased PSI staff workload arising from the PSI's COVID 19 response work.

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

Council agreed to the President's proposal.

**The meeting concluded at 11:45 am.**

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**President**

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**Date**