

**Minutes for Public Council Meeting No. 59**

**Thursday 28 August 2014**

**PSI House, Fenian Street, Dublin 2**

The Public session of the 59th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 commenced at 8.30am on Thursday 28 August at PSI House, Fenian Street, Dublin 2.

**Present:** Ms Leonie Clarke President, Dr Ann Frankish Vice-President, Mr Jim Brophy, Ms Nicola Cantwell, Mr Richard Collis, Mr John Corr, Ms Deirdre Larkin, Prof Kieran Murphy, Dr Chantelle Macnamara, Mr Shane McCarthy, Mr Fionán Ó Cuinneagáin, Mr Pat O'Dowd, Prof Ciaran O'Boyle.

**By teleconference:**

Dr Paul Gorecki (who confirmed his identity to participate by teleconference in accordance with Rule 19(2) of the PSI (Council) Rules 2008 (S.I. No. 492 of 2008)).

**PSI Staff:** Ms Marita Kinsella, Registrar, Ms Ciara McGoldrick, Ms Damhnait Gaughan, Mr Tony Reilly, Mr John Bryan, Dr Lorraine Horgan, Mr Peter O'Donnell, Ms Zoe Duncan, Ms Muireann McKeown.

The President opened the Public Council Meeting Number 59 at 8.30am.

**1 Apologies**

Apologies had been received from Dr Jean Holohan, Prof Caitriona O'Driscoll, Mr Keith O'Hourihane and Ms Rita Purcell.

**2 Declaration of Interests**

Under item 2 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. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members *"be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter."*

**3 Draft Minutes of Public Council meeting No. 58**

The President noted that no comments or corrections on the draft minutes had been received.

**Decision:** *The minutes of Council meeting Number 58 were approved by Council on the proposal of Ms D Larkin and seconded by Mr Pat O'Dowd.*

#### **4 Report from the Registrar and Committees**

Ms M Kinsella addressed Council. Council had been circulated with the Report of the Registrar and Committees which contained updates for the Council from the Advisory Committees and Units of the PSI. Ms Kinsella also gave an overview, by means of a presentation, of the key updates and significant points of note for Council from the Report.

The President updated Council on the meeting held with the Minister for Health, Minister Leo Varadkar TD and senior officials from Department of Health on 7 August. The meeting was also attended by the Vice-President, Ms C McGoldrick and Mr J Bryan. The President and Vice-President advised Council of the key topics that were discussed at the meeting. Council was also informed that in advance of the meeting, the Minister had signed the PSI (Education and Training) (Integrated Course) Rules 2014 and the PSI (Fees) Rules 2014 indicating his approval of the making of the Rules.

Ms M Kinsella updated Council on the meetings held on 20 and 21 August with the Secretary General of the Department of Health and with Mr Jim Fleming and Ms Jackie Reed of the HSE's HR Directorate respectively. These meetings were held following receipt of correspondence from the HPAI enclosing a Directive issued by IMPACT which had been circulated to Council members at the meeting held on 31 July 2014. Both the Department and the HSE's HR Directorate indicated their commitment to make progress on the changes necessary to implement the five-year integrated pharmacy programme.

Ms M Kinsella highlighted to Council the key activities of the various committees as referenced in the Registrar's and Committee report.

#### **Action:**

- 1 Policy document on temporary absence in relation to pharmaceutical assistants will be presented for consideration by Council at its next meeting. (Dr A Frankish / Ms D Gaughan)**
- 2 The Financial Report for Quarter 2 will be presented for consideration by Council at its next meeting. (Ms R Purcell / Mr J Bryan)**

#### **Learning Events**

Prior to the Council meeting, Ms N Cantwell had advised the President that she wished to discuss the proposed "Learning Events" under Agenda Item 12, Council Members' Time. Ms Cantwell raised the locations selected for the Learning Events and the scheduling of the events. Due to its connection with agenda item 4, Council agreed to consider the matter with Agenda Item 4.

Council was circulated with a copy of the Registrar and Committee Report dated 27 March, together with Appendix 2 (from that report) Pharmacist Survey on PSI "Learning Event" March 2014 which had been presented to Council at its 27 March meeting.

Ms Kinsella informed Council that locations selected for the Learning Events were primarily chosen on the basis of the responses received from the survey and in order to select different venues from those used last year. In addition, it was noted that PSI House had been selected as a Dublin location in order to encourage pharmacists to visit PSI House. Ms Kinsella also informed Council that, from the survey, it was clear that weekends are not preferred for the scheduling of Learning Events. Based on Ms Cantwell's feedback, consideration would be given to commencing the evening events at 8pm rather than 7.30pm.

**Decision:** A decision was made to proceed with the series of Learning Events as currently planned and review the scheduling, locations, and format of future learning events having due regard to the participation and feedback received from the current planned cohort.

#### **Action:**

- 1 **Scheduling, locations and format of future learning events will be reviewed following the events planned for October. In line with PSI's usual practice, feedback questionnaires will be available at the Learning Events. Survey format will be used again to establish demand for further learning events in 2015. (Ms M Kinsella)**

- 5 **National Pharmacy Internship Programme:  
- Approval of the "General issues in the Administration of the Professional Registration Examination (PRE) for the October 2014 and May 2015 sitting (NPIP/MPharm 2014-2014)"**

Mr F O Cuinneagáin addressed Council. Council had been circulated with documentation regarding the above. Mr F O Cuinneagáin advised Council that there had been no significant changes to the examination procedures document from the previous academic year.

**Decision:** The National Pharmacy Internship Programme: "General issues in the Administration of the Professional Registration Examination (PRE) for the October 2014 and May 2015 sitting (NPIP/MPharm 2014-2014)" was approved by Council on the proposal of Ms N Cantwell and seconded by Mr J Brophy.

- 6 **Seasonal influenza vaccination training programme 2014-2015 (Mr F O Cuinneagáin):**

- 6.1 **Consideration of the accreditation reports from the Irish Institute of Pharmacy accreditation process for approval of the following courses of training for purposes of Regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended): Refresher Level 2**

Mr F O Cuinneagáin addressed Council. Council had been circulated with the accreditation report from the Irish Institute of Pharmacy accreditation process in connection with the Hibernian Healthcare Seasonal Influenza Vaccination Refresher Level 2 training programme for pharmacists. The Accreditation Team had recommended accreditation of the programme for a period of three years. The report submitted to Council contained a confirmation that the single condition and recommendation set by the accreditation team had been met by Hibernian Healthcare by the due date.

**Decision:** Council accepted as satisfactory and endorsed the accreditation report from the Irish Institute of Pharmacy accreditation process with regard to the Hibernian Healthcare Seasonal Influenza Vaccination Refresher (Level 2) course of training for pharmacists for the vaccination of adults aged 18 years and over; AND

On the basis of submission of the satisfactory accreditation report, Council approved for 3 years the following course of training for the 2014-2015 influenza season for the purposes of Regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended): the *Hibernian Healthcare Pharmacist Seasonal Influenza Vaccination Refresher Level 2 Training Programme for the vaccination of adults aged 18 years and over*;

on the proposal of Prof K Murphy and seconded by Mr S McCarthy.

- 6.2 **Recognition of those bodies who may issue certificates for purposes of regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended)**

Mr F O Cuinneagáin addressed Council. Council had been circulated with a copy of the request from Hibernian Healthcare, dated 22 August 2014, to be recognised by the Council for the purposes of Regulation 4B(a) of the Medicinal Products (Prescription and Control of Supply) Regulations, 2003

(as amended) as a body that may issue a certificate prescribed in that Regulation to all registered pharmacists who satisfactorily complete the Seasonal Influenza Vaccination Training Programme - Refresher Level 2 Training Programme.

**Decision:** Council approved Hibernian Healthcare for the purposes of Regulation 4B(a) of the Medicinal Products (Prescription and Control of Supply) Regulations, 2003 (as amended) as a body that may issue a certificate prescribed in that Regulation to all registered pharmacists who satisfactorily complete the course of training approved today by Council under agenda item 6.1 on the proposal of Mr F Ó Cuinneagáin and seconded by Prof K Murphy.

## **7 Guidance document for higher education institutions to accompany the accreditation standards for the five-year fully integrated pharmacy degree programme.**

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with documentation regarding the above. Council was reminded of its approval, in principle, of the accreditation standards for the five-year fully integrated degree programme at its meeting in December 2013. Following approval of the standards, the PSI developed a guidance document, the purpose of which is to provide clear guidance to the higher education institutions with regard to what is expected of the Institutions in order to evidence compliance with the accreditation standards.

The Professional Development and Learning Committee at its meeting on 11 June 2014 agreed the draft guidance, for Council's approval, subject to a number of revisions and that the document be provided to the three Schools of Pharmacy for information and general comment. The comments received from the three Schools of Pharmacy are contained within the documentation circulated to Council. As the comments from one of the Schools of Pharmacy were received by the PSI on 22 August, Mr Ó Cuinneagáin proposed to Council that the item be considered again at the next meeting of the Professional Development and Learning Committee on 10 September and brought back to Council on 2 October.

### **Action:**

- 1 The guidance document for higher education institutions to accompany the accreditation standards for the five-year fully integrated pharmacy degree programme and the comments received from the three Schools of Pharmacy to be considered by the Professional Development and Learning Committee on 10 September and brought back to Council on 2 October. (Mr F Ó Cuinneagáin / Dr L Horgan)**

## **8 Appointment of Chair to the Inspection and Enforcement Committee**

The President addressed Council regarding the appointment of Mr R Collis as Chair to the Inspection and Enforcement (I & E) Committee for a term of two years. The President advised that the vacancy of Chair of the I & E Committee has arisen due to her election as President. Council had been provided with a short biography of Mr R Collis who is currently a member of the PSI Council.

**Decision:** The appointment of Mr R Collis as Chair to the I & E Committee for a term of two years from the date of appointment was approved by Council on the proposal of Prof C O'Boyle and seconded by Ms N Cantwell.

The President advised that the composition of other advisory committees will be examined in advance of the next Council meeting and that she would engage with Council members regarding their participation on PSI Committees.

### **Action:**

- 1 Committee memberships (Council members and co-opted members appointments to the committees) to be considered by the Council at its October's meeting. (Ms L Clarke /Ms M**

## **9 Voice-recording of Council meetings.**

The President addressed Council. At the Council meeting held on 31 July the issue of voice-recording of Council meetings had been raised during Council Members' Time.

The President advised Council that the Pharmacy Act and PSI (Council) Rules provide that the approved minutes of a Council meeting are the official record of the meeting. It was noted that the purpose of the minutes is to record the decisions made by Council and the outcomes of Council's deliberations, in line with good practice for statutory boards.

Council considered whether it was necessary to implement voice-recording of the Public Council meetings in order to assist staff in the preparation of the minutes. It was noted that, in accordance with standard practice for statutory boards who utilise voice-recording for this purpose, any voice-recording of minutes would be destroyed with draft minutes on approval by Council of the final minutes.

**Decision:** Council agreed that voice-recording of Public Council meetings is not necessary. The following points were agreed:

1. In respect of each agenda item, the decision or outcome of the discussion will be clearly articulated to ensure that it can be accurately recorded for the purposes of the minutes.
2. In accordance with PSI's standard practice, and following review by the President, a draft of the public meeting minutes will be issued to Council members within two weeks of the Council meeting, for review by Council members for accuracy. The minutes of Council meetings shall be kept in accordance with paragraph 7 of the *Standing Orders of the Council of the Pharmaceutical Society of Ireland* (contained in Appendix A of the PSI Corporate Governance Framework) and which is included, for information, as an Appendix to these minutes.

## **9A Appointment of Department of Health Nominee to the Implementation Steering Group linked to the implementation of the new five-year fully integrated Degree Programme in pharmacy.**

Ms M Kinsella addressed Council. Documentation regarding the above had been circulated to Council. At its meeting on 15 May 2014, Council approved the establishment of an Implementation Steering Group to support the development of the integrated degree and the appointment mechanisms for the appointment of the Implementation Steering Group.

The Department of Health has nominated Ms Gabrielle Jacob to the Implementation Steering Group. A short biography of Ms Gabrielle Jacob was made available to Council at the meeting.

**Decision:** The appointment of Ms Gabrielle Jacob as the Department of Health nominee to the Implementation Steering Group linked to the Implementation of the new five-year fully integrated degree programme in pharmacy was approved by Council on the proposal of Mr P O'Dowd and seconded by Mr F O Cuinneagáin.

## **10 Management of Council workload and review of Council work schedule to end of 2014.**

The President addressed Council and outlined the contents of the two documents which had been circulated to Council as follows:

- an Annual Schedule of Council Business, and
- a Schedule of Council Business until end of 2014.

The Annual Schedule of Council Business document set out the proposed scheduling of Council meetings and agenda items which must be dealt with by Council at specific times of the year.

The Schedule of Council Business until end 2014 document set out the proposed agenda items for the two remaining scheduled Council meetings of 2014 and the Council Away Day.

The documents were intended to:

- Assist the committees to plan their workload and plan the scheduling of their meetings and work so that documents are ready for presentation to Council in a timely manner and
- Assist the Council / Executive in the planning of Council meetings to ensure enough time is allocated to deal with necessary items, including policy matters, on the public and private agendas.
- Assist the Council in balancing other commitments by providing advance notice on the proposed scheduling of Council meetings.

It was noted that the Corporate Governance Framework document contains an overview of the roles and functions of Council, Committees and the Executive.

Council discussed the importance of maintaining its focus on strategic policy issues. It was suggested that Council should set annual objectives / priorities in line with the Corporate Strategy.

**Actions: General**

- 1 At the Chairpersons Committee scheduled to take place before the next Council meeting, the Committee is to:**
  - a) commence a process to review further appropriate delegation of workload to the Committees and the Executive,**
  - b) develop objectives / priorities for Council to support delivery on the Corporate Strategy. (Ms M Kinsella/Ms L Clarke)**
- 2 Terms of Reference for all Committees are to be uploaded to Council iPads. (Executive)**

**Actions: Agenda Item 10a Annual Schedule of Council Business**

- 1 The agenda item "Appointment of Presiding Officer and Alternate Presiding Officer for election of President and Vice-President" to take place at the proposed Council meeting at the end of March instead of mid-May. (Ms M Kinsella)**

**Actions: Agenda Item 10b Schedule of Council Business until end 2014.**

- 1 Proposed dates for Council Away Day in early November to be circulated to Council members (Ms M Kinsella)**
- 2 The following items are to be included on the agenda for the Council Away:**
  - a) Governance training as part of the Governance session,**
  - b) Policy on mediation as part of the Fitness to Practise session. (Ms M Kinsella/Ms L Clarke)**
- 3 Council members to let President know of suggested agenda items for the Away Day. (All)**

**11. Three year Internal Audit Plan 2014-2017.**

Ms M Kinsella addressed Council. Council had been circulated with the three year Internal Audit Plan 2014-2017 which has been drafted by Crowleys DFK. Council discussed the Risk Register and noted that it is circulated annually to Council in October.

Mr P O'Dowd, member of the Audit Committee, addressed Council. The document has gone through the Audit Committee and outlines the schedule of twelve audits which will take place over a 3 year period to provide assurance to the Council regarding internal controls.

**Action**

- 1 Risk Register to be on the agenda for October's meeting. (Ms M Kinsella)**
- 2 Consideration of the conduct of a Professional Standards Authority review of PSI to be discussed at the Council Away Day. (Ms M Kinsella / Ms L Clarke)**
- 3 The Professional Standards Authority's review of the Nursing and Midwifery Board of Ireland (NMBI) to be circulated to Council. (Ms M Kinsella).**

## **12 Council Members' Time**

Ms N Cantwell had requested that Council discuss the planned Learning Events. This item has been covered under Agenda Item 4.

The President thanked Council. The Public Council Meeting ended at 10.27am

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**President**

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**Date**

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## Appendix

### Paragraph 7 of the Standing Orders of the Council of the Pharmaceutical Society of Ireland contained in Appendix A to the PSI Corporate Governance Framework

#### 7. Minutes of Council meetings

1. The Registrar shall be responsible for the production of draft minutes, which when adopted and read in conjunction with the papers presented to the meeting, shall be deemed to constitute a correct and authoritative record of the meeting and shall be sufficiently detailed to provide an audit trail of issues discussed by the Council and the decisions taken.
2. The draft minutes of the previous Council meeting shall be circulated to members with the agenda. If there has been an additional meeting(s) between ordinary meetings, the draft minutes of the additional meeting(s) shall be circulated with the agenda for the next ordinary meeting.
3. Minutes of each Council meeting shall be approved by the Council at its subsequent meeting and, as evidence of such approval, shall be signed and dated by the President or chair at that meeting.
4. Minutes of all Council meetings shall be retained by the Registrar and securely stored.
5. No motion or discussion shall be allowed on the minutes except in regard to their accuracy.
6. Any inaccuracies in the draft minutes of Council being presented for agreement should be drawn to the attention of the Registrar in writing before the meeting at which these are proposed for adoption. If on occasion time does not permit, then the item should be drawn to the attention of the Registrar or the Chairperson verbally before the next meeting.
7. The minutes of the public business of the Council shall be published on the PSI's website once adopted by the Council.
8. If there are matters arising from the minutes presented for agreement these should be brought to the attention of the Registrar in writing before the next meeting. Exceptionally, where time does not permit, the Chief Officer and Registrar or the Chairperson should be informed of the matter(s) to be raised verbally before the meeting.
9. Questions relating to matters arising shall be allowed for the purposes of information only, and no debate on the policy outlined in the minutes shall take place.