

Minutes for Public Council Meeting No. 57
Thursday 26th June 2014
PSI House, Fenian Street, Dublin 2

The Public session of the 57th meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 commenced at 8.39am on Thursday 26 June at PSI House, Fenian Street, Dublin 2.

Present: Mr Jim Brophy, Mr John Corr, Ms Leonie Clarke, Mr Richard Collis, Dr Ann Frankish, Dr Paul Gorecki, Dr Jean Holohan, Ms Deirdre Larkin, Dr Chantelle Macnamara, Mr Fionán Ó Cuinneagáin, Prof Ciaran O'Boyle, Mr Pat O'Dowd, Ms Rita Purcell.

By teleconference:

Mr Shane McCarthy, Prof Kieran Murphy, Mr Keith O'Hourihane, Prof Caitriona O'Driscoll (who confirmed their identities 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, Dr Cheryl Stokes, Mr John Bryan, Ms Damhnait Gaughan, Mr Tony Reilly, Dr Lorraine Horgan, Dr Cora Nestor, Mr Tom McGuinn, Ms Lucia Crimin, Ms Louise Canavan, Ms Muireann McKeown.

Dr Cheryl Stokes, Presiding Officer, opened the Public Council Meeting Number 57 at 8.39am.

Ms D Larkin joined the meeting at 8.40am.

Apologies:

Apologies had been received for Ms Nicola Cantwell.

1. Election of the President and Vice President

Dr C Stokes addressed Council. At the meeting held on 15 May, in accordance with Rule 17(3) of the PSI (Council) Rules 2008, Council approved the appointment of Dr C Stokes as Presiding Officer and Mr T McGuinn as Alternate Presiding Officer for the election of the President and Vice-President to the Council, due to take place at the Council meeting on 26 June 2014.

Two nominations were received for the position of President, namely: Ms L Clarke and Dr A Frankish. No nominations were received for the position of Vice President. Dr C Stokes invited Ms L Clarke and Dr Ann Frankish to give a brief overview of their biographical details.

Ms L Clarke and Dr A Frankish addressed Council and outlined their qualifications and experience in respect of the office of President.

Dr C Stokes thanked Ms L Clarke and Dr A Frankish and invited questions from Council members who were physically present and those that were present via teleconference. No questions were asked by Council members of either candidate for election as President.

Council members physically present at the Council meeting were provided with a ballot paper for the election of a President to the Council. Dr C Stokes advised Council members of the procedure for filling out the ballot papers. The completed ballot papers were placed in the ballot box by each Council member physically present.

Dr C Stokes advised the four Council members present via teleconference of the termination of the conference call in order that Dr. Stokes, as Presiding Officer and Mr. T McGuinn as Alternate Presiding Officer could telephone each of the four Council members individually to confidentially record each of their votes on a ballot paper. The teleconference line was terminated at 8.48am. Dr C Stokes and Mr T McGuinn then left the Council meeting to telephone individually Mr S McCarthy, Prof K Murphy, Mr K O'Hourihane and Prof C O'Driscoll. At 8.53am Dr C Stokes and Mr T McGuinn returned to the Council room and Dr C Stokes advised that the votes of the four Council members participating by teleconference had been received and recorded on a ballot paper. The completed ballot papers were placed in the ballot box.

The teleconference line was reopened at 8.55am. Mr Shane McCarthy, Mr Keith O'Hourihane, Prof Caitriona O'Driscoll reconfirmed their identities to participate by teleconference in accordance with Rule 19(2) of the PSI (Council) Rules 2008 (S.I. No. 492 of 2008).

Having confirmed that all votes had been cast, Dr C Stokes and Mr T McGuinn left the Council meeting to count the votes contained in the ballot box.

Dr C Stokes and Mr T McGuinn returned to the meeting at 8.58am.

Dr C Stokes confirmed that Ms L Clarke has been elected as President.

Prof K Murphy joined the meeting at 9.03am via teleconference and reconfirmed his identity to participate by teleconference.

Dr C Stokes advised that no nominations have been received for the post of Vice President. The meeting was adjourned at 9.04am to permit Council members to discuss a nomination to the post of Vice President. All staff members present left the Council room.

At 9.12am the Executive of the PSI returned to the Council meeting and the meeting was reconvened. Ms L Clarke, President advised Dr Stokes, the Presiding Officer that one nomination has been received for the post of Vice President, namely Dr A Frankish.

On the request of Dr Stokes, Dr A Frankish confirmed that she would accept the nomination of Council to the post of Vice President. Dr C Stokes sought confirmation from all Council members physically present and those present via teleconference that Dr A Frankish's nomination as Vice President was unanimous. All Council members confirmed their unanimity in voting for Dr. Frankish as Vice President.

At 9.14am, Dr C Stokes declared Ms L Clarke to be elected as President of the PSI Council and Dr A Frankish to be elected as Vice President of the Council.

The Public Council meeting adjourned at 9.15am.

Ms L Clarke, President, reconvened the Public Council meeting at 2.23pm.

Present: Ms Leonie Clarke, President, Dr Ann Frankish, Vice President, Mr Jim Brophy, Mr Richard Collis, Dr Paul Gorecki, Dr Jean Holohan, Ms Deirdre Larkin, Dr Chantelle Macnamara, Mr Fionán Ó Cuinneagáin, Prof Ciaran O'Boyle, Mr Pat O'Dowd, Ms Rita Purcell.

PSI Staff: Ms Marita Kinsella, Registrar, Ms Ciara McGoldrick, Dr Cheryl Stokes, Mr John Bryan, Ms Damhnait Gaughan, Mr Tony Reilly, Dr Lorraine Horgan, Dr Cora Nestor, Mr Tom McGuinn, Ms Lucia Crimin, Ms Muireann McKeown.

In reconvening the public Council meeting, the President acknowledged that it was a considerable honour for her to have been elected as President of the Council and thanked Council members. She congratulated Dr A Frankish on her election as Vice President.

The President paid tribute to the work and commitment of Mr Eoghan Hanly, former President of the PSI.

2. Apologies

As noted above, apologies had been received from Ms N Cantwell.

3. Declaration of Interests

Under item 3 of the Council Agenda, the Presidency 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."*

3.5 Executive Sessions

At the request of the President in light of the short time available for the meeting, Council agreed to defer holding an executive session to the next Council meeting.

4. Draft Minutes of Public Council Meeting Number 56.

The President noted that the draft minutes of Public Council Meeting Number 56 had been circulated previously to Council members and that comments had been received regarding agenda item 18 Policy and Procedures for the use of Executive Sessions and the agreed timing of the Executive Sessions.

The President proposed that Council approve the Minutes of Public Council Meeting Number 56 (as they reflect the decision taken at that meeting) and that Council discuss the timing of the Executive Sessions again at the next meeting of Council.

Action: Format and scheduling of future Executive Sessions to be discussed at the next Council meeting. (Ms L Clarke)

Decision: The minutes of Council meeting number 56 were approved on the proposal of Ms D Larkin and seconded by Ms R Purcell.

At the next Council meeting (31 July 2014), the Executive Session will be held at the end of the Public Council meeting after Council members' time.

5. Report from the Registrar and Committees of the Council

At the request of the President, Council agreed to take as read the Report from the Registrar and Committees of the Council.

6. Issue of Certification under Rule 18 of the PSI (Registration) rules 2008 – Recognition of Third Country Qualifications as qualifications appropriate for practice in Ireland (Ms D Gaughan)

Ms D Gaughan addressed Council. Council noted a memo which confirmed that the Third Country applicants listed below had passed the Professional Registration Examination held on 1st May 2014 in accordance with the requirements of Rule 18 of the PSI (Registration) Rules 2008.

Name
Mokhtar Ahmed Safwat Mohamed Omar
Ramy Seraphim

Council's approval was sought to issue the above-named individuals a *certificate confirming that they be regarded as having a qualification appropriate for practice in Ireland* under Rule 18 of the PSI (Registration) Rules 2008.

In addition, in accordance with the memo, Council was asked to approve that these individuals may be registered in the Register of Pharmacists if they submit a valid application for registration, complete the necessary registration requirements and comply with the criteria for registration set down in Schedule 1 of the PSI (Registration) Rules 2008.

Decision: On the proposal of Mr J Brophy and seconded by Mr F O'Cuinneagáin, Council approved:

- (a) the issuing of Certificates under Rule 18 of the PSI (Registration) Rules 2008 to the above-named individuals, and**
- (b) on completion of the relevant registration requirements, the registration of the above-named individuals in the Register of Pharmacists.**

7. Inspection Policy Project Expert Group (Ms L Clarke) Approval of members

The President addressed Council. Council had been circulated with documentation regarding the recommendation from the Selection Committee of eight persons for appointment to the Inspection Policy Project Expert Group. The Selection Committee met on 9 June to review the applications from pharmacists and from a public/patient interest representative submitted by means of an Expressions of Interest process and to make recommendations to Council to nominate two community pharmacists, one hospital pharmacist and one patient interest representative to the Expert Group.

Council noted that Mr Noel Conroy, a retired Garda Commissioner, had indicated his willingness, subject to Council's approval, to act as Chairperson of the Inspection Policy Project Expert Group instead of Mr Fachtna Murphy who had indicated that he was no longer in a position to take on the role.

Council's approval was sought to appoint the following 8 persons to the Inspection Policy Project Expert Group:

1. Mr Noel Conroy, Chairperson (Person with experience of regulation or enforcement)
2. Mr Michael Tierney (Superintendent / Supervising Pharmacist – Independent Pharmacy).
3. Ms Caroline McGrath (Employee Pharmacist – Chain / Group of Pharmacies)
4. Ms Veronica Tracey (Superintendent pharmacist – Hospital Pharmacy)
5. Ms Maresa Damery (Patient / Public Representative)
6. Dr Kevin O'Donnell (Person with expertise in Risk Management)
7. Mr Niall Byrne (Person with experience in inspection other than pharmacy inspection)
8. Ms Lucia Crimin, Project Manager (Pharmacist, Inspection and Enforcement Unit, PSI).

Summary biographical details on all 8 nominees had been circulated to Council.

Decision: Council approved the appointment of the 8 persons listed above to the Inspection Policy Project Expert Group on the proposal of Mr P O'Dowd and seconded by Mr R Collis.

8. Appointment of Authorised Officers (Ms L Clarke)

The President addressed Council. Council's approval was sought to approve the appointment of Ms. Orla Carroll MPSI and Ms. Ennis Shields MPSI as authorised officers for the purposes of the Pharmacy Act 2007, effective from 26 June 2014.

8a) Appointment of Orla Carroll

Council had been circulated with Motion No. 1.

Decision: The appointment of Ms Orla Carroll MPSI as an authorised officer was approved by Council on the proposal of Ms R Purcell and seconded by Mr F Ó Cuinneagáin

Motion No. 1 was signed by the proposer and seconder, Ms R Purcell and Mr F Ó Cuinneagáin. Subsequent to the meeting, the motion and warrant were signed by the President and Registrar and the seal of the PSI was affixed to both documents.

8b) Appointment of Ennis Shields as an authorised officer effective from 26 June 2014

Council had been circulated with Motion No. 2.

Decision: The appointment of Ms Ennis Shields MPSI as an authorised officer was approved by Council on the proposal of Prof C O'Boyle and seconded by Ms D Larkin.

Motion No. 2 was signed by the proposer and seconder, Prof C O'Boyle and Ms D Larkin. Subsequent to the meeting, the motion and warrant were signed by the President and Registrar and the seal of the PSI was affixed to both documents.

9. Accreditation Policy: conflict of interest policy for members of accreditation teams (Mr F Ó Cuinneagáin)

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with the draft Guidance on Conflicts of Interest for Members of the Accreditation Team. The Professional Development and Learning (PD&L) Committee developed this specific guidance to aid members of the accreditation teams to identify real, potential or perceived conflicts of interest.

Decision: Council approved the 'Accreditation Policy: conflict of interest policy for members of accreditation teams' on the proposal of Dr Jean Holohan and seconded by Dr P Gorecki.

16. Update on accreditation process for interim MPharm programme delivered by the School of Pharmacy at the RCSI

Prof C O'Boyle declared a conflict of interest and left the meeting at 2.39pm.

Mr F Ó Cuinneagáin addressed Council. The updated report on the accreditation process for the interim MPharm programme at the RCSI had been circulated to Council for noting.

Comments regarding the composition of the accreditation team for the interim MPharm programme had been received from the RCSI and these comments were brought to the attention of the Council. In the opinion of the RCSI the inclusion of an "academic pharmacist based in an Irish School of Pharmacy" as part of the Accreditation Team for the interim MPharm programme would constitute a conflict of interest. Council took on board RCSI's concern regarding the composition of the accreditation team for the interim MPharm accreditation in view of the specific nature of the grounds on which the RCSI considered such participation to be unacceptable. Council noted that the grounds set out by the RCSI should not apply on any future occasion.

Prof C O'Boyle returned to the meeting at 2.45pm.

10. Appointment to the Chairpersons Committee and Chair of the Chairpersons Committee (Ms M Kinsella)

Ms M Kinsella addressed Council. Council's approval was sought to appoint Ms L Clarke, President as Chair of the Chairpersons Committee and Dr A Frankish, Vice President to the Chairpersons Committee.

Decision: Council approved the appointment of Ms L Clarke, President as Chair of the Chairpersons Committee and Dr A Frankish, Vice President to the Chairpersons Committee.

The President drew to the attention of Council that new Chairs for both the Inspection and Enforcement Committee and the Registration and Qualification Recognition Committee will now need to be appointed to replace herself and the Vice President respectively.

The President enquired about the priority agenda items for the Council meeting on 31 July 2014. Ms M Kinsella advised that, amongst other items, the following matters will require consideration by Council at that meeting:

- Approval of seasonal influenza vaccination training programmes 2014-2015 including the *ab initio*, refresher level 1 and management of anaphylaxis training programmes
- Feedback from the Public Consultation on the draft Guidance on the Delivery of Prescription-only Medicines from a Retail Pharmacy Business and approval of the draft Guidance.

11.1 Consideration of the annual reports for Boots Retail Ireland Ltd. Training programmes and approval by PSI Council of the Boots Retail Ireland Ltd. Courses of training for purposes of regulation 4B (a) of the Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended) as follows (Mr O Cuinneagáin):

- a) Boots Retail Ireland Ltd. Seasonal influenza vaccination *Ab initio* training programme for pharmacists.
- b) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 1 training programme for pharmacists.
- c) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 2 training programme for pharmacists.
- d) Boots Retail Ireland Ltd. Seasonal influenza vaccination Anaphylaxis Management including CPR training programme for pharmacists.

Mr F Ó Cuinneagáin addressed Council. Council had been circulated with the annual reports from Boots Retail Ireland Ltd re the Seasonal Influenza vaccination *Ab initio*, Refresher Level 1 and Refresher Level 2 training programmes for pharmacists. The above three programmes were approved by Council, in August 2013, for a two year period subject to the submission of satisfactory annual reports at the conclusion of the first year. Council had also been circulated with a Briefing note from the Professional Development and Learning Unit enclosing a review of the annual reports and comments from members of the accreditation team.

Council was invited to accept as satisfactory the annual reports submitted by Boots Retail Ireland Ltd and on the basis of these reports being satisfactory, Council's approval was sought for the delivery by Boots Retail Ireland Ltd of the following programmes for the 2014-2015 influenza season:

- a) Boots Retail Ireland Ltd. Seasonal influenza vaccination *Ab initio* training programme for pharmacists.
- b) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 1 training programme for pharmacists.

- c) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 2 training programme for pharmacists.
- d) Boots Retail Ireland Ltd. Seasonal influenza vaccination Anaphylaxis Management including CPR training programme for pharmacists.

Decision: Council accepted as satisfactory the three annual reports from Boots Retail Ireland Ltd with regard to the Seasonal Influenza Vaccination *Ab initio*, Refresher Level 1 and Refresher Level 2 training programmes for pharmacists, and on the basis of submission of these satisfactory annual reports, Council approved the delivery by Boots Retail Ireland Ltd of the following programmes for the 2014-2015 influenza season:

- a) Boots Retail Ireland Ltd. Seasonal influenza vaccination *Ab initio* training programme for pharmacists;
- b) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 1 training programme for pharmacists;
- c) Boots Retail Ireland Ltd. Seasonal influenza vaccination Refresher Level 2 training programme for pharmacists;
- d) Boots Retail Ireland Ltd. Seasonal influenza vaccination Anaphylaxis Management including CPR training programme for pharmacists;

on the proposal of Ms D Larkin and seconded by Dr C Macnamara.

11.2 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)

Council had been circulated with a copy letter from Boots Retail Ireland Ltd to the Registrar requesting that the PSI recognise Boots Retail Ireland Ltd as a body that can issue certificates to those pharmacists who have satisfactorily completed the four proposed Boots seasonal influenza vaccination training programmes for the 2014-2015 season.

Decision: Council approved Boots Retail Ireland Ltd 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 certificates to pharmacists who have satisfactorily completed the four proposed Boots Seasonal influenza vaccination training programmes for the 2014-2015 season on the proposal of Dr J Holohan and seconded by Dr P Gorecki.

12. Financial Report for period ending 31 March 2014

Ms R Purcell addressed Council. Council had been circulated with the Financial Report and Management Accounts of the PSI for the period ending 31 March 2014 for noting. Ms R Purcell reported that the Administration and Finance Committee have reviewed the accounts and that the financial position of the PSI is good.

13 Report from the Audit Committee

Dr C Stokes addressed Council. Council had been circulated with the Report from the Audit Committee for noting. The Audit Committee at its last meeting reviewed the Risk Assessment and the 3 Year Internal Audit Plan 2014-2017, prepared by the Internal Auditors. It was noted that the Audit Committee had requested further information from the internal auditors. On receipt of this information the 3 Year Internal Audit Plan will be brought to the attention of Council for its information.

Mr J Brophy enquired regarding the comment in the Audit Committee Report regarding the submission of a business case to the Department of Health to seek additional staff in under-resourced areas. Dr C Stokes clarified to Council that the reference in the Audit Committee report

referred to the 8 PSI staff members who will be on maternity leave during 2014. Ms M Kinsella informed Council that approval had been received from the Department in early May 2014 to recruit 5 senior pharmacists on a one-year contract basis in relation to maternity leave cover.

Business cases will be submitted to the Department regarding posts in under-resourced areas and to address the retirement of a senior staff member.

The President noted that in light of the PSI's staffing situation, the Service Plan for 2014 will need to be kept under close review.

With Council's agreement, agenda items 14, 15 and 16 were taken as read.

14 Irish Institute of Pharmacy Quarterly Update report

15 Quarterly update on implementation of 5-year integrated pharmacy degree programme

16 Update on accreditation process for interim MPharm programme delivered by the School of Pharmacy at the RCSI

Taken as read, but referenced above under agenda item 9.

17 Update on the Project to Review and update the Pharmacy Ireland 2020 Report

Dr C Nestor addressed Council. Council had been circulated with documentation for noting containing an update on the project to review the interim Pharmacy Ireland 2020 Report published in 2008. The PSI Service Plan 2014 identified a "review and update of Pharmacy Ireland 2020 Interim Report to further develop pharmacy practice" as an action targeted for the Pharmacy Practice Development (PPD) Unit in 2014. Initial scoping of the project has taken place internally which involved reviewing the current proposed changes in the healthcare service in Ireland and identifying the opportunities for contribution for pharmacists. A subsequent detailed scoping exercise with the PPD Committee and Council is now scheduled to take place. Ms M Kinsella noted that a session/workshop on Pharmacy Ireland 2020 report could form part of an away-day event for Council in the Autumn.

18 Council Members' Time

Ms D Larkin enquired if the Council meeting on Thursday 31 July would be a teleconference meeting.

Ms M Kinsella advised that, consideration would be given to holding the meeting by teleconference, if this is at all possible, in light of the matters to be considered by Council at its meeting on that day.

Action: The Executive to confirm to Council as soon as possible the format (ie physical or teleconference meeting) of the next (31 July) Council meeting.

The President thanked Council members thanked Council. The meeting ended at 2.57pm.

President

Date