

## Minutes

The Public session of the 37<sup>th</sup> meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act 2007, was held at 11.00am on Thursday 24<sup>th</sup> May 2012 at the Berkeley Court Hotel, Ballsbridge, Dublin 4.

Present: Mr. P. Fahey (President), Mr. E. Hanly (Vice President), Mr. J. Brophy, Ms. L. Clarke, Mr. J. Collins, Mr. J. Corr, Ms. M. Doherty, Dr. A. Frankish, Mr. A. Horan, Ms. I. Kelleher, Ms. D. Larkin, Ms. M. Ní Longaín, Prof. K. McDonald, Mr. F. Murphy, Prof. C. O'Boyle, Mr. F. O'Cuinneagáin, Prof. C. O'Driscoll, Mr. K. O'Hourihane, Ms. R. Purcell, Mr. N. Stenson

PSI staff in attendance: Ms. C. McGoldrick (Acting Registrar), Ms. J. Aylward, Mr. J. Bryan, Ms. L. Crimin, Dr. L. Horgan, Mr. T. McGuinn, Ms. K. O'Flaherty, Mr. S. O'hAodha, Mr. T. Reilly, Dr. C. Stokes

### 1. Apologies

Dr. J. Holohan

### 2. Declaration of Interests

The President referred to item 2 in the Council Agenda and reminded the Council members present of their responsibilities in this regard.

Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they "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."

A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included and all members of the Committee are strongly advised to familiarise themselves with its contents.

### 3.1 Election of President and Vice President (Presiding Officer)

Dr. C. Stokes, Presiding Officer, informed Council that in line with the Council Rules an election of a President and Vice-President of the Council shall occur as soon as practicable after the 22nd of May each year. A separate election must also take place for the post of President and Vice-President and be conducted by secret ballot.

On the 18th of May all Council members were informed that one nomination had been received for the post of President, which was Mr. Paul Fahey and one nomination had been received for the post of Vice President, which was Mr. Eoghan Hanly.

In order for Council to confirm that they are satisfied with the proposed nominations, an election must take place.

Dr. Stokes then invited both candidates to give a brief overview of their biographical details. Council members were then asked to complete their ballot papers. Dr. C. Stokes and Mr. T. McGuinn left the room to conduct the count of papers. They returned at 11.25 and announced that Mr. Paul Fahey had been re-elected as President of the PSI Council for a further year (to 23<sup>rd</sup> May 2013) and Mr. Eoghan Hanly had been re-elected as Vice President for the same period.

### **3.2 Draft Minutes of Public Council meeting No. 36 (Sent: 17<sup>th</sup> May 2012)**

The Minutes of meeting No. 36 held on Thursday 3<sup>rd</sup> May 2012 were unanimously approved

Proposed and Seconded by:

1. Mr. F. O’Cuinneagain 2. Ms. L. Clarke

Action<sup>1</sup> : Registrar’s Office

### **3.3 Registrars Report**

Ms. C. McGoldrick congratulated the President and Vice-President on their re-elections. Ms. McGoldrick then presented the report from the Registrar and Committees and highlighted the following:

- Move of PSI headquarters to temporary location in Hogan Place over weekends of 11/13 and 19/20 May. She thanked staff in Registrar’s office and ICT Unit.
- A letter is to be sent from the four competent authorities – The PSI, The Medical Council, An Bord Altranais and the Dental Council - to the Minister for Health regarding the Modernisation of the Professional Qualifications Directive
- European Association of Health Competent Authorities (EurHeCA): reporting and monitoring will be through RQR Committee. Tony Reilly is nominated to represent PSI and will only be pro-active in operational and technical matters.
- An urgent review of PSI staffing is underway and the Acting Registrar is meeting Heads of Units in this regard. A letter will issue to Department of Health. Any possible amendment to the Service Plan 2012 will depend on the outcome of contact with the Department.

### **3.4 Approval of Term of Office of Ms Leonie Clarke (Sent: 17<sup>th</sup> May 2012)**

The Term of Office of Ms. Leonie Clarke on the Administration and Finance and Inspection and Enforcement Committees ends on 24<sup>th</sup> May 2012. It is recommended that Ms. Clarke be re-appointed to both the Administration and Finance Committee and Inspection and Enforcement Committee for a period of two years, ending 23<sup>rd</sup> May 2014. The Acting Registrar thanked Ms. L. Clarke for her agreement to continue on both Committees.

The re-appointment of Ms. L. Clarke to the Administration and Finance and Inspection and Enforcement Committees was unanimously approved.

Proposed and Seconded by:

1. Ms M. Ni Longain 2. Mr. F. Murphy

Action<sup>2</sup> : Registrar’s Office

### **3.5 Tutor Training and Accreditation Programme (TTAP) - Recommendation from the RCSI endorsed by the Professional Development & Learning Committee re recognition of tutors for 2012-2013 (Sent: 17<sup>th</sup> May 2012)**

Prof. C. O’Boyle left the meeting at this point.

The document to be presented for decision today contains recommendation from the RCSI as approved by the PD&L Committee regarding the Tutor Training and Accreditation Programme and the training requirements for tutor pharmacists for the purposes of recognition for the 2012-13 academic year. The recommendations include mandatory ‘refresher’ training for those tutors who have previously successfully completed the TTAP in 2010-’11 in the form of Tutor Network Meetings which will be held at locations around the country during Autumn 2012.

**Tutor Training and Accreditation Programme (TTAP) - Recommendation from the RCSI endorsed by the Professional Development & Learning Committee re recognition of tutors for 2012-2013 was unanimously approved by Council**

Proposed and Seconded by:

1. Mr. F. O'Cuinneagain      2. Ms. I. Kelleher

Action<sup>3</sup> : Professional Development and Learning Unit

**3.6 Proposal re fees for the National Pharmacy Internship Programme 2012-2013 (in-service practical training programme fee and Professional Registration Examination fee) (Sent 17<sup>th</sup> May 2012)**

A Motion was presented to Council proposing that the NPIP fee be increased from €2000 to €2250. The additional fee is pegged to the increase in the student registration fee under the Finance Act 2012. The additional resourcing should contribute to on-going quality improvement activities to be agreed with the RCSI for delivery of the NPIP.

**The Motion regarding fees for the National Pharmacy Internship Programme 2012-2013 (in-service practical training programme fee and Professional Registration Examination fee) was unanimously approved by Council.**

Proposed and Seconded by:

1. Mr. J. Brophy      2. Mr. E. Hanly

Action<sup>4</sup> : Professional Development and Learning Unit

Prof. C. O'Boyle re-joined the meeting.

**3.7 Bachelor of Science (Pharmacy)/Bachelor of Pharmacy Accreditation: Interim accreditation process to underpin new interim standards for the Bachelor of Science (Pharmacy)/Bachelor of Pharmacy Undergraduate Degree Programmes in Pharmacy (Sent 17<sup>th</sup> May 2012)**

Mr. N. Stenson reminded the Committee that Council on 28<sup>th</sup> March 2012 had approved interim standards for the current undergraduate degree programmes in pharmacy. The process document presented for approval sets out the types of evidence under each standard that a school of pharmacy would be expected to provide to the accrediting team as part of the accreditation process.

In answer to a question, it was confirmed that the PSI had reviewed and revised its approach to the accreditation of degree programmes in pharmacy in line with recommendations of the PEARs report. The approach to the evaluation of programmes for the purposes of accreditation is now outcomesbased.

**Bachelor of Science (Pharmacy)/Bachelor of Pharmacy Accreditation: Interim accreditation process to underpin new interim standards for the Bachelor of Science (Pharmacy)/Bachelor of Pharmacy Undergraduate Degree Programmes in Pharmacy were unanimously approved by Council.**

Proposed and Seconded by:

1. Mr. F. O'Cuinneagain      2. Mr. E. Hanly

Action<sup>5</sup>: Professional Development and Learning Unit

### **3.8 PSI Opioid Taskforce (Mr. F. Murphy)**

The President invited Mr. F. Murphy, chair of the Taskforce, to address the meeting on the Report of the PSI Opioid Taskforce on The Introduction of the Opioid Treatment Protocol Report.

Mr. F. Murphy confirmed that the former Registrar, Dr. Ambrose McLoughlin, had commissioned the Taskforce in March 2012 to review The Introduction of the Opioid Treatment Protocol Report. The members of the Taskforce were: Mr. F. Murphy (Chair), Ms. Noeleen Harvey, former PSI Council President, Mr. John Corr, PSI Council member, and Ms. L. Crimin (PSI management team). He thanked all the members for their work and outlined the recommendations of the report.

A discussion ensued. The report was considered a very good start in helping to identify issues which need to be addressed and positioning pharmacists as part of the solution. It was agreed that the report be sent to Minister Shortall and that a meeting be sought with her. A meeting should also be sought with the CEO of the HSE.

The President thanked all involved for their work.

Action<sup>6</sup> : PSI Opioid Taskforce?

### **3.9 Pharmacists' Benevolent Fund - Briefing**

Ms. L. Clarke briefed Council on the work of the Pharmacy Benevolent Fund. The Benevolent Fund supports pharmacists, their families and others associated with pharmacy who are in need of assistance. Funds are put to a wide variety of uses to improve the basic quality of life of those in need. Lack of provision for retirement or unexpected events of being unable to work due to serious illness or premature death of a working spouse, are amongst the reasons why people need assistance from the Benevolent Fund.

Ms. Clarke stated that there was evidence of the existence of a Benevolent Fund in pharmacy as far back as the 1920s. It was formally constituted as a Trust in 1982 under the auspices of the PSI, with provision for the President of the PSI (or other person appointed by the Council) to be President of the Benevolent Fund. In light of the establishment of the new PSI in 2007 and the desire to put in place an enhanced modern governance framework, the Fund was restructured as a company limited by guarantee at the start of 2012 and its name was changed from Pharmaceutical Society of Ireland Benevolent Fund to Pharmacy Benevolent Fund. The current President is Aisling Reast, Treasurer is Rachel Gubbins and Hon Secretary is Dr. Ann Frankish. Ms. Clarke is Company Secretary. Mary Dowd, Social Worker, regularly meets with applicants to assess their needs, provide support and friendship, assist with social welfare entitlements, etc. A case committee, made up of pharmacists, works closely with Ms. Dowd to agree on what is required in each case. To ensure confidentiality, the Benevolent Fund's Board of Directors does not have access to names of individuals involved.

Ms. Clarke acknowledged the huge support of the pharmacy profession in making donations and bequests and organising fund raising activities. The PSI, IPU, HPAI, IPHA have all provided support (both financial and administrative) over the years. Ms. Clarke thanked the PSI for allowing the Benevolent Fund to use the PSI's headquarters as its postal address and registered office and for providing meeting rooms and teleconferencing facilities when required. The PSI President has also supported the Pharmacists Awards and the old Antigen cup has recently been donated to the Benevolent Fund.

The Fund's income is derived primarily from fundraising activities. The Board is constantly looking at new ways to generate funds as fundraising income has fallen in recent years. It was suggested that an optional tick-box be included on PSI registration forms to enable pharmacists to donate funds to the Fund if they wish and the President asked the Register to examine this further.

The President thanked Ms. Clarke for her briefing and said that the Benevolent Fund was very professionally run and hoped that the PSI can continue to support the Fund in the future.

Action<sup>7</sup> : RQR Unit/Administration and Finance Unit

### **3.10 Methotrexate Guidelines (Ms. M. Doherty)**

The draft guidance has been developed in consultation with Medication Safety Forum, HSE Medication Safety and other stakeholders including Dr Aisling O'Leary in RCSI and patient group Arthritis Ireland, all of whose input was very valuable – this revised PSI guidance is part of wider initiative for all relevant agencies to progress safety initiatives around this medicine.

The draft at Council considered by PPD Committee and will now go to next Medication Safety Forum meeting next week, 29th May.

Action<sup>7</sup> : Pharmacy Practice Development Unit

### **3.11 Report from Audit Committee (Ms. M. Ní Longaín)**

Ms. M. Ní Longaín provided a briefing on the work of the Audit Committee. She confirmed that one meeting had been held since the last report to Council. There were no major concerns to report.

The Audit Committee reviewed the Risk Register and is satisfied that appropriate controls are in place and that the risk management policy and guidelines are being adhered to.

The PSI staffing issue was discussed by the Audit Committee in relation to the ability of the PSI to meet Service Plan objectives. The Committee was advised that the PSI management team is working on a business case for submission to the Department of Health.

The Audit Committee were kept informed on progress in relation to all property matters and were satisfied with reports.

The Audit Committee reviewed the draft 2011 Annual Financial Statements, prior to submission to Council and considered them to be complete, consistent with information known to the Committee and to reflect appropriate accounting standards and principles. The Committee met with the External Auditors Ms. Natalie Kelly and Ms. Annette Brennan from Anne Brady McQuillan DFK who confirmed that they were satisfied with the way the audit had been conducted and were satisfied with the information and support received from management during the conduct of the audit.

The Audit Committee were also provided with and noted a Report by Attain Consulting on Pension Accounting Disclosures under FRS17 (2011). The Report had previously been reviewed by the Administration and Finance Committee.

### **Council Members Time**

The President indicated that two additional items were to be addressed today.

### **Appointment Process for PSI Registrar**

The President confirmed that he and Dr. C. Stokes are working on this process and had also sought advice from the PSI External HR Adviser. The President confirmed that a meeting had taken place on 23<sup>rd</sup> May with a representative from the Public Appointments Service. The President highlighted the need for an appointment to be made by the third quarter of this year in order for the PSI to meet its objectives in setting both the 3 year Corporate Strategy and Service Plan for 2013.

The PAS would assist in preparing a recruitment pack, conducting an executive search and screening of candidates (including psychological and psychometric testing). They would also source a three to five person interview panel and the PSI would have a representative on this panel.

To ensure confidentiality the President confirmed that a Taskforce of Council would be formed to oversee this process. The Taskforce will consist of: Mr. P. Fahey, Mr. F. Murphy and Ms. M. Ní Longaín. A report will issue for consideration by Council in due course.

It was confirmed that Ms. C. McGoldrick and Dr. C. Stokes will meet with the Department of Health in June and this issue will be tabled for discussion.

## **PIER**

Ms. L. Clarke briefed Council on the formation of a new industry pharmacy group – Pharmacists in Industry and Education and Regulation (PIER). This is a broad-based group and will assist with mentoring pharmacists in non-traditional roles.

Council welcomed the formation of this group. Ms. K. O’Flaherty confirmed she will issue an invitation to this group to nominate an individual to join the FIP Host Committee

The meeting ended at 1.05pm.