

**Minutes for Public Council Meeting No. 46**  
**Thursday 25 April 2013**  
**PSI House, Fenian Street, Dublin 2**

The Public session of the 46<sup>th</sup> meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 was held at 09.30am on Thursday 25 April at PSI House, Fenian Street, Dublin 2.

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

**PSI Staff:** Ms C McGoldrick, Acting Registrar, Mr T McGuinn, Ms D Gaughan, Dr L Horgan, Mr T Reilly, Ms K O'Flaherty, Ms S O'Keeffe, Ms M McKeown

Ms M Shanley, Chair of National Forum of Pharmacy Education and Accreditation.

**By teleconference (for part of meeting):** Ms M Dunne.

The President opened the Public Council Meeting Number 46.

**1. Apologies:**

Mr F O'Cuinneagain

**2. Declaration of Interests**

The President referred to item 2 in the Council Agenda and reminded the Council members present of their obligations under that part of the Act.

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. Draft Minutes of Public Council Meeting No. 45 held on 26 March**

The President noted that a draft of the Public Council Meeting Number 45 had been circulated to Council but that a revised draft was distributed in hard copy on the morning of the meeting. The President highlighted to the Council members the amendment being made to section 3.4 Annual Report. In the interest of clarity, at the meeting held on 26 March 2013, the Annual Report for 2012 and the Annual Financial Statements 2012 were approved.

The President sought approval for the Minutes of Public Council Meeting No. 45 and it was approved on the proposal of Mr F Murphy and Professor C O'Boyle.

### **4. Registrar's Report**

Ms C McGoldrick presented a verbal report to Council, outlining the activity of the PSI since the last Council meeting.

- Dr A Frankish has been appointed to the Standing Committee of the Governance Forum for Health Bodies.
- Mr P Fahey, Ms McGoldrick, and pharmacist staff from PSI attended a study day organised for pharmacy liaisons in the National Clinical Programmes where presentations were given by National Director of Clinical Programmes Dr Aine Carroll, Prof Michael Barry HSE Medicines Management Programme Lead, Ms K O'Flaherty of the PSI.
- The President attended the HPAI Gala Dinner on 20 April and Ms McGoldrick attended the HPAI Conference on 21 April.
- The President will be joining a panel discussion at the IPU National Pharmacy Conference this weekend.
- Ms C McGoldrick updated the Council in relation to the progress of the Health (Reference Pricing) Bill 2013. The PSI is represented on a communications sub-group for the implementation of the legislation established by the DoH/HSE by Ms K O'Flaherty.

- The Ombudsman Amendment Act 2012 will apply to the PSI in respect of registration from 1 May 2013. DG has developed a Complaints Procedure available on our website: there will also be a link to the Ombudsman's website.
- Re: Inspection and Enforcement.
  - The I & E unit had a meeting with The Irish Pharmacy Union re issues arising from inspections.
  - 47 inspections were carried out since last Council Meeting.
  - Discussion took place re I & E Committee ref Corporate Plan. It is the view of the committee that standards need to be defined.
  - Discussion took place re defining the scope of a Retail Pharmacy.
  - It was agreed to discuss retail pharmacy business/hospital pharmacy shop. It was confirmed that we are responsible for this. Ms McGoldrick reported that the Baseline Study identified issues. Discussion took place as Council need to decide how to manage this.
  - Discussion took place re Control of Medicine - compliance and that Department of Health and HSE are responsible for pharmacies in hospitals.

The President asked if any Council member had any issues with the Registrar's report. There being none, the President thanked Ms McGoldrick for the update.

## **5. Appointment of the Presiding Officer and Alternate Presiding Officer for Election of President and Vice-President.**

Ms McGoldrick reported that Mr Tom McGuinn has been suggested as the Presiding Officer and Ms Sinead O'Keeffe was suggested as Alternate Presiding Officer.

The President sought approval from Council on the two appointments and they were unanimously approved.

## **6. Results of the PSI Council Election.**

C McGoldrick reported on the Council elections. The counting of the votes took place on 18 April. The poll size was 1,566 and a full breakdown of votes is on PSI's website. Mr Eoghan Hanly and Dr Ann Frankish have been re-elected. Three new pharmacists have been elected – Mr Richard Collis, Mr Conor Phelan and Ms Nicola Cantwell.

Council agreed that it would be helpful if there was an away day, where the outgoing and incoming Council members share and pass on experiences.

The President asked had anyone any questions on the elections. There being none, the President thanked Ms McGoldrick for the update.

**7. National Forum for Pharmacy Education and Accreditation – Chairperson’s Quarterly report to Council.**

Ms M Shanley had circulated to Council the quarterly report and updated Council verbally on its contents.

The President invited questions from Council, there being none he thanked Ms M Shanley.

He also thanked Dr L Horgan, Ms K O’Flaherty and Ms M Shanley for their participation in the recent regional information meetings for the profession on the core competency framework, CPD and the five-year integrated degree.

M Shanley left the Council meeting.

**8. Guidance for Pharmacists on the use of Digital and Social Media.**

Ms M Doherty presented draft Guidance for Pharmacists on the use of Digital and Social Media. There has been a rapid growth in the use of digital and social media and the PSI regularly receives queries from pharmacists on this issue.

Discussion took place on the schools of pharmacy incorporating this issue into the pharmacy degree programmes and it was noted that it is already part of UCC’s curriculum. Discussion took place on the draft guidance being a very useful tool and also that students need to make distinction between personal and professional lives. Reference was made to guidance and a code of conduct for students that should incorporate the notion of ‘netiquette’.

Discussion took place on data protection issues, compliance with various legislations.

The President advised Council that what was before them for approval was a guidance for pharmacists which would also be circulated to other key stakeholders such as the schools of pharmacy.

The President sought approval on the Guidance for Pharmacists on the use of Digital and Social Media. The guidance was unanimously approved.

**9. Misuse of Drugs Regulations 1988 (Amendment) and subsequent guidance to pharmacists on the Safe Supply of Benzodiazepines and 'z' drugs.**

A briefing note had been submitted to Council by Ms K O'Flaherty for information in advance of the meeting. Legislation to amend the Misuse of Drugs Regulations is imminent.

**10. Consideration of the amended contract for the Appointment of Service provider for the provision of services to the PSI in connection with the Establishment and Operation of an Institute of Pharmacy Managing Body.**

Professor C O'Boyle declared a conflict of interest and left the meeting.

Ms M Dunne, legal advisor, was dialled by conference call to be available for any questions.

Dr L Horgan advised Council of the documents that were before them, namely, a memo from the Acting Registrar to the Council regarding the amended contract, the Deed of Amendment, and letter dated 28 March from Department of Health to the Acting Registrar confirming funding of the €600,000.

Dr L Horgan confirmed that the total funding breakdown is as follows: €1.1m for years 1 and 2, €1.375m for year 3, €1.420m for year 4. Dr L Horgan clarified that the table in paragraph 5 of the memo should read that additional funds of €275,000 would be required in year 3 and €320,000 in year 4.

It was noted that the PSI is fully accountable on how the funding from the Department of Health is to be disbursed. Attention was drawn to Annex D – the Amended Schedule 5 of the Agreement, Governance Framework – which outlines changes that have been proposed to the governance structures.

Discussion took place with reference to a proposed €150 Institute membership fee, page 44 of Annex C – Amended Schedule 3 of the Agreement and the potential amount that is required to offset the additional funding requirements in years 3 and 4. Discussion took place on other potential fees for CPD and the need to be mindful of cost containment for the CPD system.

Also discussion on the need to ensure that the governance framework that is to be developed following signature of the contract states clearly the roles and expectations for all parties and must be specific with regard to the records, reports and accounts that the PSI may inspect and the frequency thereof.

There was also a question raised regarding VAT and whether it is payable on the Department of Health funding of €600K. The response was that the PSI had taken advice on this matter and it had been informed that the services to be delivered for the €600K were not VATable.

Council was requested to approve the following:

1. The amendments to the December 2011 contract for the appointment of a service provider for the provision of services to the PSI in connection with the establishment of an Institute of Pharmacy Managing Body as set out in the Deed of Amendment on pages 3 to 9 and the amended schedules thereto.

The amendments to the contract were unanimously approved.

2. The Governance Structure in Annex D of the Deed of Amendment.

The Governance Structure in Annex D was unanimously approved.

3. The work programme that the Department of Health and HSE have approved for delivery by the Institute in 2013.

The work programme for 2013 was unanimously approved.

The Institute will become operational once the Deed of Amendment has been signed by the PSI and the RCSI. The proposed effective date of commencement is 10 May. Next steps will include the selection and appointment of the members of the Steering Group. The President thanked the members of the Professional Development & Learning Committee, Dr L Horgan and staff for their hard work in bringing the Institute to this point.

Professor C O'Boyle returned to the meeting.

**11. Revised syllabus for the Equivalence Examination under the "Recognition of a third country qualification as a qualification appropriate for practice in Ireland" process.**

The President invited Ms D Gaughan to address Council. The revised Syllabus for the Third Country Qualification Route Equivalence Examination had been circulated to Council. Ms Gaughan outlined to Council the background, context, level and purpose of the Equivalence Exam.

Council previously approved the Syllabus at its meeting on the 12<sup>th</sup> June 2102; the proposed amendments were outlined and the rationale for the changes sought provided. The Council is required to hold the opinion that an applicant who seeks registration in Ireland received such training and education, passed examinations and obtained a qualification which is of a standard not lower than the standard of that currently necessary for practice in this State prior to registering the individual.

Council unanimously approved both amendments to the revised syllabus for the Equivalence Examination.

## **12. FIP Update**

The President invited Ms K O'Flaherty to address Council.

The FIP 2013 Congress is now four months away and is being promoted intensively eg at the Irish pharmacy representative organisations annual meetings, including HPAI, IPU and the pharmacy technicians organisations. The PSNI recently facilitated a mailout of a promotional leaflet to registered pharmacists in Northern Ireland, and an article has been submitted to the UK Pharmaceutical Journal. KOF advised Council that discussions were ongoing with FIP regarding a special one-day rate for pharmacists in Ireland and Northern Ireland and that the PSI would facilitate pre-registration via its website.

The next meeting of the Local Host Committee is scheduled for 21<sup>st</sup> May, and the FIP Congress Director will attend. Trinity College Dublin had agreed that the campus grounds can be used for the 'fun run' held during the congress.

Council was advised that the selling of exhibition space and sponsorship, required to cover the PSI's main financial responsibilities, was going well, given the difficult economic climate. One Gold and one Bronze sponsor have been secured. The PSI has also published an open tender to attract potential sponsors and suppliers.

The most significant costs relate to the Opening Ceremony and the Welcome Reception in Guinness Storehouse; the importance of the congress to the local economy was noted as an estimated €10 million would be spent by delegates and the fact this is a significant business tourism event under the Gathering initiative.

The President thanked Ms O'Flaherty for the update.

### **13. Flu Evaluation Interim Report**

The President invited Ms K O’Flaherty to address Council.

Ms O’Flaherty presented to Council a verbal Interim Report re Flu Evaluation.

In compiling the information for the interim report consultation took place with patients, pharmacists and key stakeholders, including the National Immunisation Office and the HSE PCRS.

Ms O’Flaherty reported on High Level Findings and feedback received and it was noted that the PSI guidance on adrenaline stock levels (minimum for 2 patients) has raised difficulties for pharmacists.

Regarding Service Administration, the following was noted:

- The website for notifying patient data to HSE/PCRS is working well
- The NIO Vaccine delivery system is working well.
- Patients are very satisfied with service provided in pharmacies.

Regarding Service Expansion/Development, the following was noted:

- Pharmacists feel that expansion of patient cohort to include children under 18 is not yet appropriate.
- Pharmacists generally interested in expanding service to other vaccines and conducting vaccinations outside the pharmacy.

Regarding Pharmacist Training and CPD

- There is significant concern regarding the timelines for approval and delivery of training for 2013/2014 season. There was consensus in the feedback from vaccinating pharmacists that face-to-face skills training was necessary for the first two years to build and ensure competence and confidence, and that annual online refresher training should be adequate after that, with skills retraining every five years.

The revised PSI guidance will be presented to PPD on 9 May and following that, it will be presented to Council for decision.

It was noted that an extra Council meeting in mid-May is needed to seek approval from Council on training requirements and revised guidance. This will facilitate a call for expressions of interest from training providers to issue by 20<sup>th</sup> May and for the Irish Institute of Pharmacy to begin the accreditation process.

It is envisaged that accredited training programmes would be presented to the Council for approval by July/August, with training delivered by the beginning of the flu vaccination season in early September.

The President thanked Ms O'Flaherty for the update.

#### **14 AOB**

The President advised Council members that it will be necessary to have a Council meeting during the week commencing Monday 13 May to facilitate Flu Vaccination Training and an update on the implementation of the five-year fully integrated pharmacy degree and related matters. MMCK will issue Council an email

The President went through the election results from the voting advising Council of re-elected members and members who has not been reappointed. The President thanked all Council members for their time over the past two years. The President made a special tribute to Mr E Hanly who has been a huge support to him.

The President thanked Ms McGoldrick for the time, work and assistance she has given him. The President thanked SMT and all the staff at PSI for their level of commitment.

Ms McGoldrick thanked Council and The President for their efforts and support in bringing about the significant achievements of PSI during the term of this Council.

Ms L Clarke brought to the Council's attention Ms Noeleen Harvey's intention of resigning from certain committees when the next Council is in place.

The President asked the Council for any other issues to be discussed, there being none, the meeting concluded at 12.15.

Members of the Executive team and staff of PSI left the meeting and the President updated Council in relation to the recruitment process in relation to the Registrar's appointment.