

Minutes of the Regulatory and Professional Policy Committee Meeting held online via Microsoft Teams on 21 September 2023

Agenda Item A - Apologies

Name	Role	Present (Yes/No)
Ms Gráinne Power	Acting Chair	Yes
Ms Marie Louisa Power		Yes
Mr Peter Dennehy		No
Ms Dorothy Donovan		Yes
Members of PSI staff in attendance for part or all of the meeting included:		
<i>Ms Joanne Kissane</i>	<i>Registrar and Chief Officer</i>	
<i>Ms Aoife Mellett</i>	<i>Head of Practitioner Assurance</i>	
<i>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Mr Dan Burns</i>	<i>Head of Strategic Policy, Research and Communication</i>	
<i>Ms Cora O'Connell</i>	<i>Professional Standards Manager</i>	
<i>Ms Éilis Crimmins</i>	<i>Quality and Safety Manager (Community Pharmacy)</i>	
<i>Mr Pádraig Corbett</i>	<i>Professional Standards Officer</i>	
<i>Ms Andrea Boland</i>	<i>Professional Standards Coordinator</i>	
<i>Ms Elizabeth O'Halloran</i>	<i>Research Officer</i>	
<i>Ms Therese Anglim</i>	<i>Communication Project Executive</i>	

Colour code: Red—for decision; Green—for discussion; Blue—for information

Agenda Item B – Declaration of Interests

Issue

Declaration of interests by members of the Committee.

Information

The Chair invited members of the Committee to declare any conflicts of interest regarding any of the items scheduled for discussion at the meeting before it commenced.

Decision Approved and/or Action Requested

The members of the Committee declared no conflicts of interest.

Agenda Item C – Approval of meeting agenda

Issue

The Committee was asked if they were content to proceed with the meeting as per the agenda.

Information

The meeting agenda had been circulated in advance of the meeting.

Decision Approved and/or Action Requested

The Committee approved the agenda of the meeting on the proposal of Ms Dorothy Donovan and seconded it by Ms Marie Louisa Power.

Agenda Item D – Approval of Minutes – 8 June 2023 meeting

Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 8 June 2023.

Information

The Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 8 June had been circulated to Committee members in advance of the meeting.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the minutes of the meeting held on 8 June 2023 on the proposal of Ms Marie Louisa Power and seconded by Ms Gráinne Power.

Agenda Item E.1 Update on operationalising the TCQR route process leading to registration as a pharmacist

Issue

The Committee was provided with a verbal update by John Bryan.

Information

The Committee was informed that the project was progressing and that an expression of interest for an external assessor panel was currently in development. The Committee enquired about the exercise's timetable. The Committee heard the exercise would take a couple of weeks and was a key priority for the team.

Regarding the current TCQR route, the Committee were informed that a contract had been signed with a third-party provider for the provision of equivalence examinations. On contract signing, dates for the examinations were also confirmed with the provider.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item E.2- Operationalisation of Third Country Qualification Recognition Route - Project Health Card Update

Issue

The Committee was provided with a project health card in advance of the meeting.

Information

The Committee heard that the dates for stage 2 and 3 on the health card will be subject to change.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

Agenda Item F.1 Update on Workforce Intelligence Report launch and implementation of agreed actions identified for PSI to address future workforce challenges.

Issue

The Committee was provided with a verbal update by Dan Burns.

Information

The Committee received an update on the event plans for the launch of the Workforce Intelligence Report, which was scheduled for Monday, 25 September 2023, at the Department of Health.

The Committee was informed that the Workforce Survey would be repeated with the assistance of Grant Thornton. The Committee was informed that preparations for the Pharmacy Workforce Working Group's first meeting were underway, that the group's terms of reference were being finalised, and that actions from the report would be included on the agenda for the first meeting.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item F.2 – Emerging Risks to the Future Pharmacy Workforce project – Project Health Card Update

Issue

The Committee was provided with a project health card in advance of the meeting.

Information

None.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

**Agenda Item G.1- Stakeholder Engagement on Patient Safety and Quality Initiatives/
Delineation in RPBs - Update on engagement activity on patient safety and quality
initiatives**

Issue

The Committee was provided with an update by John Bryan.

Information

None.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item G.2- Draft guidelines on delineation in RPBs

Issue

The Committee was provided with a verbal update by John Bryan.

Information

The Committee heard that statutory Rules on the delineation of retail pharmacies are currently being drafted, and PSI is seeking the advice of external legal Counsel in relation to this. The Committee heard that the Department of Health are aware of the draft statutory Rules and views it as a positive, useful change for the pharmacy sector.

Decision Approved and/or Action Requested

The Committee noted the update.

**Agenda Item G.3- Stakeholder Engagement on patient safety and quality initiatives/
Delineation in RPBs - Project Health Card Update**

Issue

The Committee was provided with the project health card in advance of the meeting.

Information

None

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item H –Draft guidance on ‘Wholetime Charge for Supervising Pharmacists’

Issue

The Committee was provided with a verbal update by John Bryan.

Information

The Committee heard that the draft guidance has been reviewed internally and will be sent to the December meeting of Council for their consideration. The Committee enquired if this guidance would be discussed at the upcoming PSI Roadshow Events. The Committee heard that the topic of pharmacy governance roles would be presented at the upcoming PSI Roadshows, and this will also include clarification on 'whole-time charge' in relation to a supervising pharmacist.

The Committee stated that this was a timely piece of work that would assist in providing further clarification to pharmacists undertaking or considering undertaking governance roles.

Decision Approved and/or Action Requested

The Committee noted the update.

[Agenda Item I.1 - Standards-based regulatory model- Update on engagement with stakeholders](#)

Issue

The Committee was provided with an update by John Bryan.

Information

The Committee heard that this project was on hold.

Decision Approved and/or Action Requested

The Committee noted the update.

[Agenda Item J.1 – Development of CPD Model for Pharmaceutical Assistants - Update on roadmap for implementation of the new model](#)

Issue

The Committee was provided with an update by Aoife Mellett.

Information

The Committee heard that a draft report on the new CPD Model has been approved by Council and that the next step would be to meet with the Pharmaceutical Assistants Association.

The Committee heard that the introduction of the CPD model, its implementation alongside pharmacists' CPD, and the requirement of self-declaration would require careful consideration.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item J.2– Development of CPD Model for Pharmaceutical Assistants – Project Health Card Update

Issue

The Committee was provided with the Project Health Card in advance of the meeting.

Information

None.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item K – CPD Model for Pharmacists

Issue

The Committee was provided with an update by Aoife Mellett.

Information

The Committee heard that the report's deadline had been extended to allow time to review and provide feedback on the next draft of the report, further to feedback previously provided by the PSI and further consultation with the IIOOP and RCSI. The Committee was informed that the draft report would be ready for review at the next meeting of the RPP Committee.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item K.1 – CPD model for Pharmacists - Project Health Card Update

Issue

The Committee was provided with the Project Health Card in advance of the meeting.

Information

None.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item L.1 – Quarterly update on IOP operations and developments

Issue

The Committee was provided with meeting papers in advance of the meeting.

Information

The Committee were provided with an update on the activities of the Irish Institute of Pharmacy (IOP) for Quarter 2 of 2023 and relevant updates in relation to ePortfolio and Practice Review.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item L.2 – Practice Review Policy 2023

Issue

Approval of the IOP Practice Review Policy.

Information

The Committee were provided with the IOP Practice Review Policy in advance of the meeting. The Practice Review Policy was reviewed internally by the IOP on 6 June 2023, and no changes or updates were required to the policy.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the IOP Practice Review Policy on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

Agenda Item M.1 – Stakeholder Engagement with DoH and HSE on Sláintecare implementation and pharmacy integration - Project Health Card Update

Issue

The Committee was provided with an update by Joanne Kissane.

Information

The Committee heard that this project has been superseded by the establishment of the Department of Health’s Expert Taskforce to oversee the planned expansion of pharmacy services, and this will be reported on instead through the Regulatory and Professional Policy Committee for the remainder of 2023.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item N – Update on ongoing work relating to pharmacists' involvement in COVID-19 booster and seasonal influenza vaccination programme.

Issue

The Committee was provided with an update by Dan Burns.

Information

The Committee heard that the Influenza and COVID-19 Autumn/Winter Vaccination Campaign commenced on 2 October. The Committee also heard that NIO training for the new vaccine had been approved by the Registrar.

The Committee heard that the Executive would continue to be represented at the meeting of the National COVID-19 Vaccination Programme - Pharmacy Workstream Working Group and dedicated communications meetings on the HSE plan for vaccine roll-out and promotion.

The Committee also heard that pharmacies and GPs can link with local primary schools to offer vaccination offsite. Following discussion with the NIO, the Guidance to Support Pharmacies in Providing Safe Vaccination Services Offsite from the Pharmacy Premises is being updated to enable this.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item O.1 – 2023 Work Plan Projects – Project Health Cards
Advance reform of the Pharmacy Act

Issue

The Committee was provided with an update by Dan Burns.

Information

The Committee heard that the preliminary market consultation exercise was being progressed, including engagement with the Health Research Board (HRB) to help inform the overall evidence review process. The Committee highlighted that the project should take into consideration the outputs of the Expert Taskforce to support the expansion of pharmacist roles in Ireland.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item P – Any Other Business

Issue

The Committee was asked if there was any other business to discuss.

Information

The Committee heard of a change in roles; Dan Burns would replace John Bryan as the RPP Committee's ELT support member. Dan Burns was also introduced to the Committee as the new Head of Strategic Policy, Research, and Communication.

The Committee thanked John for his assistance over the previous two years and congratulated Dan on his new position.

Decision Approved, and/or Action Requested

None.

The meeting concluded at 10.56 am.

Signed by:

Chair

Date