

## Regulatory and Professional Policy Committee

### Terms of Reference

---

The Council of the Pharmaceutical Society of Ireland (PSI) has established a Regulatory and Professional Policy Committee as an Advisory Committee of the Council. This Committee is established under the Pharmacy Act 2007 and under the PSI (Council) Rules of 2008 and 2015.

The overall purpose of the Committee is to advise the Council in relation to its regulatory and professional policy functions. [“Regulatory” here refers to the Council’s functions across the domains of education, qualification recognition, registration (both pharmacists and pharmacies), pharmacy compliance and quality assessment and continuing professional development.]

#### **1. Membership and Appointment**

The members of the Committee are appointed by the Council, following nomination by the Special Purposes Committee.

In appointing members, the Council will have reference to the following competency areas and the responsibilities of the Committee so that the Committee collectively possesses an appropriate range of skills and knowledge to perform its functions to the required standard.

- Experience in professional/healthcare/service regulation
- Experience in professional practice development within the health sector
- Experience in professional education, accreditation and learning
- Experience in developing and using outcome-based standards to assess quality in healthcare services,
- Experience in patient/service user advocacy.

The Committee is composed of a maximum of ten members, ordinarily eight being members of Council, which includes:

- A Chairperson
- A minimum of two members who are registered pharmacists
- A minimum of two members who are not registered pharmacists

Should it be the case that essential skills are not available within the Council membership, it is open to Council to nominate external members, up to a maximum of two members, to the Committee.

The Chairperson will be nominated by the President, after consultation with the Special Purposes Committee, and approved by Council. Committee Members will hold membership for up to two years and will be eligible for reappointment. No member will ordinarily serve more than two consecutive terms.

## **2. Reporting and Review**

The Committee will formally report in writing to the Council through a report from the Committee, to be presented by the Chair of the Committee to each public meeting of the Council.

The Committee will also annually review its own effectiveness (including these Terms of Reference) and report on the results of that review to the Council.

## **3. Advisory Responsibilities**

The Committee will advise the Council in relation to its policy objectives as set out in the Corporate Strategy and related developments pertaining to the PSI's regulatory functions. This may include:

- the effectiveness of the PSI's regulatory regime across all its domains of regulation,
- developments in the regulatory regime,
- legislative reform to ensure future effectiveness across PSI's functions,
- developments in pharmacy practice to enhance patient care, quality health outcomes and safety,
- opportunities where PSI can contribute to strategic developments within healthcare in Ireland,

## **4. Other Responsibilities**

In addition to its advisory responsibilities, the Committee is also responsible for:

- Developing a workplan each year for presentation to Council.
- Any delegations not made to the Registrar that fall within the advisory responsibilities of the Committee
- In line with the policy and strategic objectives proposed by the Council and through its Corporate Strategy, making recommendations for the establishment of specific working groups to act on Council's decisions, including the approval of their terms of reference, membership from within and outside Council, timeframes and actions to be achieved.
- Overseeing any working group(s) established under the auspices of the Committee and reporting on its work to the Council.

## **5. Meetings and Support**

Meetings of the Committee shall function as follows:

- The Committee will meet at least four times a year.
- The quorum for a meeting of the Committee shall be 50 % of the number of members of the Committee plus one or, where the number of members is uneven, 50% of the number of members of the Committee rounded up to the nearest whole number eg a Committee of seven members has a quorum of four.
- The Committee Chair will ordinarily chair the Committee meeting.

- The Registrar will normally attend meetings of the Committee and will arrange for the Committee to be supported by PSI staff.

<b>Version</b>	<b>Reviewed by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
V1.1	Chairpersons' Forum (V1.0)	10 September 2018	Council	20 September 2018
V1.2	Professional and Regulatory Policy Committee	28 November 2019	Council	12 December 2019
V1.3	Special Purpose Committee	27 November 2020	Council	10 December 2020
V1.4	Special Purposes Committee	December 2021	Council	3 March 2022
V2	Special Purposes Committee	17 November 2022	Council	15 December 2022