



## PSI Policy on matters in relation to the National Pharmacy Internship Programme

To complement the rules laid out in the Pharmaceutical Society of Ireland (Education and Training) Rules 2008

## 1. Introduction

The Pharmaceutical Society of Ireland (Education and Training) Rules 2008 ('the Rules') set out in Part 4 the requirements for the in-service practical training programme.

Rule 14(1) of the Rules states that:

*'Subject to the provisions of this Part, and for the purposes of Rule 5(b), a person who has been awarded a degree in pharmacy that has been recognised and approved by the Council in accordance with Part 3 shall complete in the State at least twelve months of an in-service practical training programme under the direct supervision of a tutor pharmacist [...]*

In order to ensure compliance with these Rules, certain policies are required to assist the PSI in carrying out its functions in relation to the internship year.

## 2. Aim

The aim of this policy document is to support decisions on matters relating to the National Pharmacy Internship Programme and to complement the rules laid out in the Pharmaceutical Society of Ireland (Education and Training) Rules 2008. The policy is organised to support decisions in four areas:

1. Eligibility criteria for recognition as a tutor pharmacist or as a training establishment
2. Connected persons policy
3. Sick leave
4. Extenuating Circumstances

### 3. PSI Policy relating to the National Pharmacy Internship Programme

#### Section 1: Eligibility for recognition as a tutor pharmacist or as a training establishment

In order for the PSI to ensure that placements occur in a suitable training establishment under the direct supervision of an appropriate tutor, certain eligibility criteria are in place. This criteria is sub-divided into (a) general criteria and (b) criteria relating to convictions and/or sanctions.

##### A. General Criteria

###### **Tutor Pharmacists should:**

- Be a registered pharmacist\*
- Have a minimum of 3 years post-qualification practice experience\*
- Have a minimum of one year experience in field of pharmacy practice in which supervision is to be carried out\*
- Agree to undertake the initial tutor training programme and any refresher programmes and any other training as set down by Council of the PSI from time to time
- Only be supervising one intern as his/her sole pupil.

###### **Training Establishments should:**

- Be a registered retail pharmacy business (RPB) (for all clinical placements) or other pharmacy department in a hospital in the State (as per Rule 14 of the PSI (Education and Training) Rules 2008, or
- Meet the criteria set out in Rule 17 for non-clinical placements as per the PSI (Education and Training) Rules 2008 (see extract in Appendix 2) and have been approved by the Professional Development and Learning Committee.

##### B. Criteria relating to convictions and/or sanctions

###### **Tutor Pharmacists**

- i. Convictions, not including an offence tried on indictment, under medicines legislation (that includes human and veterinary medicines) and/or pharmacy legislation within two years of the date of commencement of the relevant in-service practical training will lead to automatic ineligibility. If a conviction is being appealed through the Courts, it is proposed that the tutor be considered ineligible in the interim. The matter can be addressed again at the point of the appeal outcome.

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\* As per the PSI (Education and Training) Rules 2008

- ii. Convictions whereby the pharmacist was convicted of an offence tried on indictment within four years of the date of commencement of the relevant in-service practical training will lead to automatic ineligibility.
- iii. Where a pharmacist has provided an undertaking or consent referred to in section 46(1)(b) (see Appendix 1) of the Pharmacy Act 2007 as may, for the time being, be in force, automatic ineligibility will be applied.
- iv. Convictions, not including an offence tried on indictment, under medicines legislation (that includes human and veterinary medicines) and/or pharmacy legislation during the period approved will lead to the automatic rescinding of the approved status. The automatic rescission will commence at the date of the conviction and the tutor will remain ineligible for a period of two years from the date of the conviction. In order to protect the intern, the Professional Development and Learning Committee (PD&L Committee) will be entitled to recognise the duration of supervised training completed by the intern. This will be carried out on a case by case basis by the PD&L Committee.

Furthermore, tutors will be required to inform the PSI and the intern with regard to all impending prosecutions once the relevant summons has been served, irrespective of the prosecuting agency.

- v. Any disciplinary sanction referred to in section 48(1)(b) (ii), (iii), (iv) and/or (v) (see Appendix 1) of the Pharmacy Act 2007 as may, for the time being, be in force, will lead to automatic ineligibility.
- vi. Any disciplinary sanction referred to in section 48(1)(b) (ii), (iii), (iv) and/or (v) (see Appendix 1) of the Pharmacy Act 2007 during the period approved will immediately lead to the automatic rescission of the approved status. The automatic rescission will commence at the date the sanction is imposed by Council and the tutor will remain ineligible as may, for the time being, the sanction remains in force. In order to protect the intern, the PD&L Committee will be entitled to recognise the duration of supervised training completed by the intern. This will be carried out on a case by case basis by the PD&L Committee.

### Training Establishments:

‘Training establishments’ as used for the purposes of this section refers to the pharmacy owner [defined in the Pharmacy Act 2007 as ‘a person carrying on a retail pharmacy business and, as such, being entitled to the profits and liable to sustain the losses of the business (...)].

- i. Convictions, not including an offence tried on indictment, under medicines legislation (that includes human and veterinary medicines) and/or pharmacy legislation within two years of the date of commencement of the relevant in-service practical training will lead to automatic ineligibility. If a conviction is being appealed through the Courts, it is proposed that the training establishment be

considered ineligible in the interim. The matter can be addressed again at the point of the appeal outcome.

- ii. Convictions whereby the pharmacist, pharmacy owner or other owner was convicted of an offence tried on indictment within four years of the date of commencement of the relevant in-service practical training will lead to automatic ineligibility of the training establishment.
- iii. Where the pharmacy owner has provided an undertaking or consent referred to in section 46(1)(b) of the Pharmacy Act 2007 (see Appendix 1), as may, for the time being, be in force, automatic ineligibility will be applied.
- iv. Convictions, not including an offence tried on indictment, under medicines legislation (that includes human and veterinary medicines) and/or pharmacy legislation during the period approved will lead to the automatic rescinding of the approved status. The automatic rescission will commence at the date of the conviction and the training establishment will remain ineligible for a period of two years from the date of the conviction. In order to protect the tutee, the PD&L Committee will be entitled to recognise the duration of supervised training completed by the intern at that training establishment. This will be carried out on a case by case basis by the PD&L Committee.

Furthermore, the pharmacy owner, or the nominated representative, will be required to inform the PSI and the intern with regard to all impending prosecutions once the relevant summons has been served, irrespective of the prosecuting agency.

- v. Any disciplinary sanction referred to in section 48(1)(b) (ii), (iii), (iv) and/or (v) (see Appendix 1) of the Pharmacy Act 2007, as may, for the time being, be in force will lead to automatic ineligibility.
- vi. Any disciplinary sanction referred to in section 48(1)(b) (ii), (iii), (iv) and/or (v) (see Appendix 1) of the Pharmacy Act 2007 during the period approved will immediately lead to the automatic rescission of the approved status. The automatic rescission will commence at the date the sanction is imposed by Council and the training establishment will remain ineligible as may, for the time being, the sanction remains in force. In order to protect the intern, the PD&L Committee will be entitled to recognise the duration of supervised training completed by the intern at that training establishment. This will be carried out on a case by case basis by the PD&L Committee.

### Other Considerations:

In the event that a pharmacy owner and/or superintendent pharmacist and/or supervising pharmacist for a training establishment has been convicted under medicines and/or pharmacy legislation or subject to any sanction by Council, and where the pharmacy owner and/or superintendent pharmacist and/or supervising pharmacist is neither the tutor

pharmacist nor the pharmacy owner, this could have the effect of rendering the training establishment ineligible for recognition. The circumstances of each such matter should be considered by the PD&L Committee on a case-by-case basis.

In the event of convictions other than those under medicines or pharmacy legislation, the tutor pharmacist/pharmacy owner will be required to inform the PSI as and when these occur. In such cases, the PD&L Committee may be required to determine if recognition of the tutor pharmacist/training establishment may be given or continued.

The decision of the PD&L Committee in such instances may be subject to an appeal to Council of the PSI by the registered pharmacist/retail pharmacy business.

## Section 2: 'Connected Persons' Policy

An intern must not undertake their training in a training establishment where there is a 'connected person'. For the purposes of applications for the internship programme, an applicant shall be deemed to be connected with a training establishment, or a tutor pharmacist, if the applicant is the owner or co-owner of that establishment, or is connected with any owner or co-owner of that establishment, or is connected with any other registered pharmacist employed in that establishment or with any other employee of the establishment who could reasonably be deemed to have a supervisory or management role with respect to the applicant, or the applicant is connected with the tutor pharmacist. The term "connected" shall be construed in accordance with Section 10 of the Taxes Consolidation Act 1997 (as amended from time to time) (the "TCA") and a "relative", as such term is used in the TCA, shall be deemed to include an uncle, aunt, niece or nephew.

## Section 3: Sick Leave

The maximum length of time an intern is permitted to be absent (i.e. combined annual leave and sick leave) during a 52-week internship year is 35 days. Where an absence in excess of 35 days occurs, the PSI must be notified.

In considering extended sick leave, the PSI will seek the views of the intern's tutor to determine progress in their placement and any other issues impacting on their performance. The PSI will also liaise with the RCSI in this regard. Cases will be considered and determined by the Head of Education and Registration taking into account all available information and the particular circumstances of the case. It may be necessary for an intern to complete an additional period of training.

## Section 4: Extenuating Circumstances

The PSI may consider extenuating circumstances in relation to the policies set out in this document except in relation to the eligibility criteria relating to tutors and training establishments (see section 1).

For the purposes of this policy, extenuating circumstances are defined ***‘as personal circumstances beyond the intern’s control which may prevent the intern from meeting the requirements as set out in the Pharmaceutical Society of Ireland (Education and Training) Rules 2008 to obtain a qualification appropriate for practice where otherwise they would have; or where a reasonable accommodation of circumstances, in view of equality or disability issues, could significantly improve an intern’s access to a suitable training placement.***

The extenuating circumstance must be exceptional in nature and it must be clearly demonstrated that such a circumstance would ultimately affect the intern’s ability to complete the requirements to become a pharmacist where otherwise they could have. A formal application for extenuating circumstances must be made to the PSI. The decision on whether to grant extenuating circumstances or not will be made by the Head of Education and Registration who may seek further information from the applicant prior to making a decision.

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