

## Minutes of the Regulatory and Professional Policy Committee Meeting held online on Microsoft Teams on 01 December 2022.

### Agenda Item A - Apologies

Name	Role	Present (Yes/No)
Prof Brian Kirby	Acting Chair	Yes
Ms Marie Louisa Power		Yes
Ms Grainne Power		Yes
Mr Sean Reilly		Yes
Ms Ann Sheehan		No
Mr Peter Dennehy		Yes
<b>Members of PSI staff in attendance for part or all of the meeting included:</b>		
<i>Ms Andrea Boland</i>		
<i>Mr John Bryan</i>		
<i>Mr Dan Burns</i>		
<i>Ms Orla Carroll</i>		
<i>Mr Pádraig Corbett</i>		
<i>Ms Éilis Crimmins</i>		
<i>Dr Lorraine Horgan</i>		
<i>Ms Agnieszka Mazurek</i>		
<i>Ms Aoife Mellett</i>		
<i>The Meeting commenced at 9:08am due to a delay in Committee reaching a quorum.</i>		

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

### Agenda Item B – Declaration of Interests

Issue
<i>Declaration of interests by members of the Committee.</i>

### Information

The Acting 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 Committee had no conflict of interests to declare.

### 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

A copy of the meeting agenda had been circulated in advance of the meeting. The Committee was informed that agenda item H.1 will proceed in the form of a verbal update.

### Decision Approved, and/or Action Requested

The Committee agreed to proceed with the meeting agenda.

### Agenda Item D – Approval of Minutes – 22 September 2022 meeting

### Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 22 September 2022.

### Information

The Acting Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 22 September 2022 had been circulated to Committee members in advance of the meeting. It was highlighted to the Committee by the Executive that reference under Agenda item I in the minutes should refer to the 'ePortfolio Review Policy', as opposed to the 'Practice Review Policy' and that no changes have been made to the ePortfolio Policy since it was approved by Council in 2021, and therefore did not go before Council for approval in 2022.

### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee approved the minutes of the meeting held on 22 September 2022.

**Agenda Item E.1 – Approval of revised draft Core Competency Framework (CCF) for Pharmacists for recommendation to Council**

**Issue**

The Committee was provided with a Public Consultation Report on the revised draft Core Competency Framework (CCF) for Pharmacists, as well as the revised draft Core Competency Framework for Pharmacists, in advance of the meeting.

**Information**

The Committee was informed that following a review of the Core Competency Framework for Pharmacists, Council approved the revised draft Core Competency Framework for Pharmacists for public consultation at its meeting of 23 June. The public consultation on the revised draft Core Competency Framework took place over a four-week period between 21 July 2022 and 18 August 2022. The feedback received was largely positive, although a low response rate to the public consultation was noted.

The Committee was informed that changes were made to the revised draft Core Competency Framework on foot of feedback received. A summary of changes made in response to the feedback received was provided in advance of the meeting.

The Committee was provided with an update on the next steps in the implementation of the revised Core Competency Framework, once approved by Council, and engagement undertaken so far with the Schools of Pharmacy and the IIOP.

The Committee highlighted the very positive feedback received during the public consultation. The Committee suggested that an appendix containing all comments received during the public consultation be included. The Executive agreed to add this to the public consultation report prior its submission to Council for the December meeting.

The Committee was asked to consider the revised draft Core Competency Framework for Pharmacists and recommend it for approval to Council at its meeting scheduled for 15 December 2022.

**Decision Approved, and/or Action Requested**

**Decision Approved:** The Committee approved the revised draft Core Competency Framework for submission to Council at its next meeting of 15 December, on the proposal of Grainne Power and seconded by Marie Louisa Power.

**Agenda Item E.2 – Project Health Card update – Adopt revised Core Competency Framework (CCF) for Pharmacists**

**Issue**

The Committee was provided with the health card for the project.

**Information**

The Committee was informed that while the implementation of the revised Core Competency Framework will be an ongoing priority for PSI, the Health Card for this project will conclude with the approval of the revised Core Competency Framework by Council.

**Decision Approved, and/or Action Requested**

The Committee noted the project health card update.

**Agenda Item F.1 – Update on project progress – Assess emerging risks to the continued availability of a professional pharmacy workforce within community and hospital pharmacy**

**Issue**

The Committee was provided with a memo and a presentation on the Emerging Risks to the Future Pharmacy Workforce project.

**Information**

The Committee was informed that Grant Thornton have been appointed as the external contractor to assist PSI with this project and that a kick-off meeting took place in October. An overview of the key deliverables for the project was provided. The Committee was advised that it had been necessary to push out the timetable for delivery of the report to Council in this project due to the prioritisation of another strategic project for a period of time over the summer.

An update was provided to the Committee on progress with the Workforce Survey, which was published on 23 November, and the communications plan which is intended to maximise engagement over the coming weeks.

The Committee was also informed that the project Working Group has been established with an associated Terms of Reference. Following an Expression of Interest process, a practising pharmacist representative was recently appointed by the project Steering Group, which is the PSI's Executive Leadership Team.

The Committee discussed the level of representation of practising community pharmacists on the Working Group, including the potential benefit of the inclusion of more patient-

facing pharmacist representatives on the group. Clarification was provided on the strategic purpose and role of the Working Group and Committee heard that practising pharmacists will be provided the opportunity to share their views by engaging with the Workforce Survey and participation in focus groups which will be held in January.

The Committee was informed that the outputs of the project, including the outputs of the Workforce Survey, focus groups, Working Group, and the draft report will be provided to the Committee for its consideration and input. The Executive will consider arranging a dedicated RPP Committee meeting early in the New Year with this item as a single item on the agenda, to afford the Committee an opportunity to explore the outputs of the project to date.

#### **Decision Approved, and/or Action Requested**

The update was noted by the Committee.

#### **Agenda Item F.2 – Project Health Card update – Assess emerging risks to the continued availability of a professional pharmacy workforce within community and hospital pharmacy**

##### **Issue**

The Committee was provided with the health card for the project.

##### **Information**

None.

#### **Decision Approved, and/or Action Requested**

The Committee noted the project health card update.

#### **Agenda Item G – Delineation in retail pharmacy businesses (RPBs)**

##### **Issue**

The Committee was provided with a verbal update on the delineation in retail pharmacy businesses.

##### **Information**

The Committee was informed that PSI is engaging with the IPU in relation to the potential of a mechanism to separate a registered Retail Pharmacy Business from the retail section of a pharmacy in order to facilitate closing the pharmacy for pharmacist lunch breaks and to allow the retail section to remain open for longer periods.

The Committee was informed that PSI is currently considering what guidance might need to be developed to support this initiative. Any guidance which may be developed will be brought to Committee for consideration and discussion.

#### **Decision Approved, and/or Action Requested**

The update was noted by the Committee.

### **Agenda Item H.1 – Verbal update on the 2023 IIOP Work Programme for recommendation to Council**

#### **Issue**

The Committee was provided with a verbal update on the development of the 2023 IIOP Work Programme.

#### **Information**

The Committee was informed that the development of the 2023 IIOP Work programme is in train. The Executive requested whether the draft programme could be circulated by email for consideration for recommendation to Council as an exception to the Committee, prior to the Council meeting in December, due to delays in finalising contractual matters.

#### **Decision Approved, and/or Action Requested**

The Committee agreed to review the draft 2023 IIOP Work Programme by email once received for consideration for recommendation to Council.

### **Agenda Item H.2 - Quarterly update on IIOP operations and developments**

#### **Issue**

The Committee was provided with a quarterly update on the Irish Institute of Pharmacy's operations and developments.

#### **Information**

The Committee was informed that the first Practice Review event since October 2019 was held in October 2022 in RCSI.

The Committee was provided with an updated report relating to the IIOP's accredited or delivered training programmes. The Committee sought clarification on the need for accreditation of all of the training programmes delivered by the IIOP. The Executive advised that accreditation of training programmes, in general, will be considered as part of the Review of the CPD Model strategic project.

#### Decision Approved, and/or Action Requested

The update was noted by the Committee.

#### Agenda Item I - Report on ongoing work on COVID-19 response

##### Issue

The Committee was provided with a presentation on the PSI's response to COVID-19 since the Committee's last meeting.

##### Information

An update was provided on the number of COVID-19 booster doses and Influenza vaccines supplied and administered in pharmacies for the season to date.

The Executive highlighted that the significant contribution of community pharmacists to the programme has been commended by the HSE, in particular the contribution of the sector in providing vaccinations to difficult to reach cohorts.

#### Decision Approved, and/or Action Requested

The update was noted by the Committee.

#### Agenda Item J – 2022 Work Plan Projects – Project Health Card updates

##### Issue

The Committee was provided with an update on the projects in its 2022 Committee Workplan. The health cards were provided to Committee in advance of the meeting.

##### Information

The Committee noted the following project health cards:

- Advance Reform of the Pharmacy Act
- Review the CPD Model for pharmacists
- Develop a CPD model for pharmaceutical assistants
- Revise the current Third Country Qualification Route leading to registration as a pharmacist
- Define, and move towards, a more effective regulatory model for community pharmacies

#### Decision Approved, and/or Action Requested

The update was noted by Committee.

#### Agenda Item K – PSI draft 2023 Service Plan

**Issue**

The Committee was provided with the draft PSI Service Plan for 2023.

**Information**

The Committee was provided with an update on the development of PSI's Service Plan for 2023. The Committee was informed that all the advisory committees of Council had received the draft 2023 Service Plan for discussion and consideration.

The Committee discussed projects arising from the Service plan including the regulatory work programmes identified in the draft Service Plan. The Committee was informed that KPI's relating to PSI's regulatory activities have since been included in the draft Service Plan for the version which will go to the next meeting of Council on 15 December.

**Decision Approved, and/or Action Requested**

The update was noted by Council.

**Agenda Item L – Proposed next meeting date and AOB****Issue**

The Committee was provided with the proposed date for the next meeting: 16 February 2023.

**Information**

Further consideration will be given to a dedicated meeting date in relation to Agenda Item F above.

**The meeting concluded at: 11:12 am**

**Signed by:**

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**Acting Chair**

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**Date**