

PSI Council Public Meeting Minutes

Minutes of meeting number 105 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30 am on Thursday 18th June 2020. The meeting was held on-line due to the COVID-19 Public Health Emergency, and in accordance with rule 19(2) of the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008).

Preliminary Matter – Election of the President and Vice-President of the PSI

Presiding Officer for the election, Louise Canavan, opened the pre-meeting and reminded Council members of the annual nomination and election processes for the positions of President and Vice-President, conducted in accordance with the PSI (Council) Rules 2018 & 2015. She noted that there was one candidate for President, Joanne Kissane, and two candidates for the position of Vice-President, Michael Lyons and Marie Louisa Power.

In accordance with the Rules, ballot papers had been returned by post, and 20 of a possible 21 votes had been cast. The Presiding Officer opened the envelopes containing ballot papers and proceeded to count the votes, which could be viewed online by those in attendance. Following the count, the Presiding Officer informed Council that Joanne Kissane was duly elected President. The number of votes cast for Vice-President was tied, and the Presiding Officer outlined the process to be followed as contained in the Council Rules. She proceeded to draw lots and Michael Lyons was deemed duly elected Vice-President.

The Presiding Officer invited the President and Vice-President to take up their positions so that the meeting could officially commence. She advised that the Minister for Health would be notified of the re-appointments of Ms. Kissane and Mr. Lyons.

Agenda Item A - Attendees & Apologies

Ms Joanne Kissane assumed the Chair and asked Council members to verbally confirm their presence at the meeting.

Name	Role	Present (Yes/No)
Ms. Joanne Kissane	President	Yes
Mr. Michael Lyons	Vice President	Yes
Mr. Hugo Bonar	Council Member	Yes

Mr. Graham Knowles	Council Member	Yes
Ms. Veronica Treacy	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	Yes
Ms. Fiona Walsh	Council Member	Yes (for part)
Mr. Mark Jordan	Council Member	Yes
Ms. Muireann Ní Shúilleabháin	Council Member	Yes
Ms. Dorothy Donovan	Council Member	No
Dr. Ailis Quinlan	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	Council Member	Yes
Ms. Nicola Cantwell	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
Members of PSI staff in attendance online for all or part of the meeting included:		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Operations	
Mr. Aidan Flynn	Business Transformation Project Manager	
Dr. Cora Nestor	Head of Policy	
Ms. Ciara Dooley	Acting Education Manager	
Ms. Louise Canavan	Acting Head of Corporate Governance & Public Affairs	
Mr. Éanna Ó Lochlainn	Governance & Planning Officer	
Ms. Damhnait Gaughan	Head of Education and Registration	
Ms. Aoife Mellett	Manager of Legal Affairs and Fitness to Practise	

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

Agenda Item B – Declaration of Interest by Members of Council

Issue

Declaration of interests by members of Council.

Information

Under item B of the Council Agenda, the President drew Council members' attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council.

Decision Approved, and/or Action Requested by Council

Prof. Brian Kirby and Ms. Joanne Kissane declared an interest with regard to item E.4. Ms. Kissane also declared a conflict of interest with regard to item G.3.

Agenda Item C – Draft Minutes of Public Council Meeting No. 104.

Issue

Draft Minutes of Public Council Meeting No. 104.

Information

The President noted that the draft minutes of public Council meeting number 104 had been circulated to Council members in advance of the meeting, and that one amendment had been received.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the minutes of the public session of Council meeting number 104, held on the 23rd April 2020, as amended, on the proposal of Mr. Hugo Bonar, and seconded by Dr. Ailis Quinlan.

Agenda Item D – Agreement on the Meeting Agenda

Issue

The President invited members of Council to give notice of any items they wished to submit under item K, Any Other Business.

Information

Mr. Roy Hogan and Ms. Veronica Treacy each gave notice of items they wished to table for discussion by Council under Any Other Business.

Decision Approved, and/or Action Requested by Council

The President agreed to their request.

Agenda Item E.1 – Report from the Registrar

Issue

The Registrar reported to Council on the PSI’s response to the COVID-19 Public Health Emergency, and progress against the objectives in Service Plan 2020.

Information

The Registrar congratulated Ms. Joanne Kissane, and Mr. Michael Lyons, on their election, following a vote of Council, as President, and Vice President, respectively.

The Registrar paid tribute to PSI staff for their on-going dedication, commitment, and flexibility during the public health emergency. He informed Council that work had commenced on the planning required under the Government’s *Return to Work Safely Protocol*, but that staff would continue to work from home, for the immediate future with restricted access to PSI House. He informed Council that the PSI’s COVID-19 response group continued to coordinate and manage PSI COVID-19 related workstreams, as detailed in the Registrar’s Report circulated prior to this meeting.

Council queried what measures would be taken to assist respondents giving evidence during Fitness to Practise hearing when they resumed on-line. The Registrar noted that the Executive was engaged in planning the resumption of sanction, and FTP hearings. He noted the importance of resuming these, both in the interests of complainants, and respondents, and in coordination with their respective representatives. He acknowledged that changes to previous procedures concerning Fitness to Practise hearings had the potential to create additional stress for respondents and that the PSI was conscious of the requirement to ensure fair procedures for all parties involved.

Decision Approved, and/or Action Requested by Council

Council noted the Report.

Agenda Item E.2 – Service Plan Update

Issue

Q2 Service Plan 2020 Update.

Information

The Registrar informed Council that the Executive would work to develop a revised Service Plan within a revised timeframe and budget to bring before Council at its 23 July meeting, as pressure arising from the initial response to the Covid-19 pandemic had now abated. He stated that he was cautiously optimistic that important elements of this year's Plan could still be delivered.

Decision Approved, and/or Action Requested by Council

Council asked to be kept informed of the Executive's progress with regard to reform of the 2007 Pharmacy Act. The Registrar agreed that the Council would be kept informed.

Agenda Item E.3 – PSI Council Corporate Strategy Sub-group Update.

Issue

The Registrar provided Council with an update on the progress being made by the Council Strategy Sub-Group in developing the PSI's next Corporate Strategy.

Information

The Registrar informed Council that he hoped to be able to bring a draft strategy document to Council for review, at its meeting on July 23rd, pending which it would be circulated for public consultation.

Decision Approved, and/or Action Requested by Council

Council noted the update and had no questions.

Agenda Item E.4 – Request for approval by Council of the recommendations of the accreditation team on the MPharm programmes

Issue

Council was asked to consider the reports submitted by the respective Accreditation Teams, and to continue to grant its recognition and approval of the Master's degree in pharmacy provided by the RCSI, TCD, and UCC, specifying the period of accreditation which will take effect from 18th June 2020.

Information

Both Ms. Joanne Kissane and Prof. Brian Kirby had declared a conflict of interest for this item and left the meeting. The Vice President took the Chair.

Decision Approved, and/or Action Requested by Council

Decision Approved Council considered and approved the reports submitted by the respective Accreditation Teams, and approved the granting of its recognition, and approval of the master's degree in pharmacy provided by;

- the Royal College of Surgeons in Ireland, on the proposal of Dr. Shane McCarthy, seconded by Ms. Marie Louisa Power,
- Trinity College, Dublin, on the proposal of Mr. Hugo Bonar, second by Ms. Veronica Treacy,
- University College Cork on the proposal of Mr. Fintan Foy, seconded by Mr. Mark Jordan

with effect from 18th June 2020. The Council approved the period of recognition as being 5 years for each of the MPharm Programmes provided by the respective HEIs.

Agenda Item E.5 – Request for approval by Council to Amend the PSI (Registration) Rules 2008.

Issue

Council was asked to consider the feedback received from the public consultation and to decide if any of the issues raised warranted a change to the proposed Rules, and to approve the proposed Rules, (or an amended version), for submission to the Minister for Health for his consent.

Information

Prof Brian Kirby and Ms. Joanne Kissane returned to the meeting. Ms Kissane took the Chair.

Council considered the submissions received during the public consultation, as well as a thematic analysis, and a consultation report, based on the submissions. It was noted that the effect of the proposed rules related to the recognition of qualification, and that the requirements in respect of registration, remained unchanged, namely, the satisfaction of language competence, and fitness requirements. Council was informed of disquiet reflected in a number of consultation responses, which related to the potential impact on employment within the profession.

Council queried if a requirement for knowledge of Irish pharmacy legislation would be encompassed in any recognition decision taken and if this would be affected by the proposed Rules. Council was informed that while there was a requirement to be satisfied as to the equivalence of a qualification presented, it would not necessarily include a component requiring forensic knowledge of Irish pharmacy legislation, but rather that of the home state of the applicant. Recognition and registration decisions were solely a means to access the Register. The responsibility inherent on employers and the professional practitioner themselves, arising from Regulations, the Code of Conduct, and the Core Competency Framework, remained in place, irrespective of the country of origin of the qualification.

The learnings arising from the operation of the process was also discussed. Council noted that information regarding public consultations might be best sent to registrants in standalone emails, as opposed to incorporated in the weekly COVID-19 update email.

Decision Approved, and/or Action Requested by Council

Decision Approved: Following consideration by Council of the feedback received during the public consultation, Council approved the proposed Rules without amendment, for submission to the Minister for Health for his consent to be enacted, on the proposal of Ms. Muireann Ní Shúilleabháin, seconded by Mr. Graham Knowles.

Agenda Item F. Audit & Risk Committee Report to Council.

Issue

Mr. Paul Turpin, Chair of the Audit & Risk Committee, presented the Audit & Risk Committee's Report to Council

Information

Mr. Turpin informed Council that the Audit & Risk Committee had met on May 19th, 2020 and had agreed to review the PSI's Corporate Governance Framework at its next scheduled meeting, which was due to take place on August 25th. He invited Council members to contact him directly if they wished to raise any matter regarding the current Corporate Governance Framework, in advance of this.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.1 – Performance and Resources Committee Report to Council.

Issue

A copy of the Performance and Resources Committee Report to Council had been circulated to Council members in advance of the meeting. The Chair of the Performance and Resources Committee, Mr. Graham Knowles, invited questions from Council.

Information

Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.2 – Request for Approval by Council of Management Accounts to 31 March 2020

Issue

Council was asked to approve the PSI management accounts to 31 March 2020, a copy of which had been circulated to Council in advance of the meeting.

Information

Mr. Graham Knowles, Chair of the Performance and Resources Committee, informed Council that due to COVID-19 he believed the PSI's deficit in 2020 would be substantially less than had been budgeted for. He advised the Council that more meaningful data on this would become available in Q3, following a detailed forecasting exercise by the Executive in July to be presented to the P&R Committee at its August meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the management accounts to 31 March 2020 on the proposal of Ms. Marie Louisa Power, seconded by Dr. Shane McCarthy.

Agenda Item G.3 – Request for approval by Council of APPEL's Business Case for the reallocation of approved Tutor Training Funding

Issue

Council was asked to approve APPEL's request to:

1. Expand the scope of training to allow for online Tutor Training and Development and the use of subject matter experts to address training needs identified by Trainers, outside the scope of the Practice Educator role.
2. Extend the period of funding drawdown for Tutor Training and Development from August 2020 to December 2021

Information

Ms Joanne Kissane excused herself from the meeting for this item due to a conflict of interest. Mr Michael Lyons, Vice President, took the Chair. Council noted the content and reasons for the proposal. Indicative costs quoted in APPEL's business case were discussed. Council was reassured that costs quoted should be viewed as indicative and that these had been discussed with APPEL. All claims would be on a cost-recovery basis supported by appropriate invoicing as per standard procedure.

Decision Approved, and/or Action Requested by Council

Decision Approved:

1. Council approved the expansion of the scope of training to allow for online Tutor Training and Development, and the use of subject matter experts to address training needs identified by Trainers, outside the scope of the Practice Educator role, on the proposal of Dr. Shane McCarthy, seconded by Mr. Hugo Bonar.
2. Council approved the extension of the period of funding drawdown for Tutor Training and Development, from August 2020 to December 2021, and that this would be funded from the reserves in 2020 and 2021, on the proposal of Dr. Shane McCarthy, seconded by Mr. Hugo Bonar.

Agenda Item G.4 – Request for Approval by Council of re-appointments to PSI Disciplinary Committees

Issue

Council was asked to approve re-appointments to PSI Disciplinary Committees, details of which had been circulated to Council members in advance of the meeting.

Information

Ms. Joanne Kissane returned to the meeting for this item and took the Chair. The proposed reappointments were before the Council for its consideration to ensure that the PSI Disciplinary Committees remain quorate in accordance with the Pharmacy Act 2007.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the following reappointments:

- To the PSI Preliminary Proceedings Committee (PPC): Mr. John Hillery MPSI, Mr. Garvan Lynch MPSI, Mr. Andrew Barber MPSI, on the proposal of Mr. Hugo Bonar, seconded by Dr. Ailis Quinlan
- To the PSI Professional Conduct Committee (PCC): Dr. Martin J. Duffy, Mr. Maurice O’Connell MPSI, Ms. Mary Leech MPSI, on the proposal of Prof. Brian Kirby, seconded by Ms. Marie Louisa Power.
- To the PSI Health Committee: Ms. Anne Harty MPSI, Ms. Katharine Bulbulia, Mr. Criofan Shannon MPSI, on the proposal of Dr. Paul Gorecki, seconded by Mr. Fintan Foy.

Agenda Item H.1 - Regulatory and Professional Policy Committee Report to Council.

Issue

Ms. Muireann Ní Shúilleabháin, Chair of the Regulatory and Professional Policy Committee, presented the Regulatory and Professional Policy Committee Report to Council and invited questions.

Information

Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item H.2 - Approval of proposed Memorandum of Understanding with Sport Ireland.

Issue

Council was asked to approve a Memorandum of Understanding with Sport Ireland.

Information

A draft copy of the Memorandum of Understanding had been circulated to Council members in advance of the meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Memorandum of Understanding with Sport Ireland on the proposal of Mr. Hugo Bonar, seconded by Mr. Paul Turpin.

Agenda Item H.3 Request for approval by Council of Addendum to Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses

Issue

Council was asked to approve an addendum to Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses relating to the Provision of an Influenza Vaccination Service for Children aged 6 months old and older.

Information

Council was informed that appropriately trained pharmacists were authorised by legislation to administer influenza vaccination since October 2011. The purpose of the Guidance on the Provision of an Influenza Vaccination Service for Children aged 6 months and older, was to assist pharmacy owners, superintendent pharmacists and supervising pharmacists who wish to expand their influenza vaccination service to include young children.

Council noted that pharmacists providing this service would require training and that this, and any related risks would need to be individually assessed by superintendent pharmacists who are responsible for any clinical service provided in any pharmacy they supervise. Council noted that a pharmacist would also need to notify their professional indemnity insurance providers should they opt to provide such a service in their pharmacy.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Addendum to Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses: Provision of an Influenza Vaccination Service for Children aged 6 months old and older, on the proposal of Mr. Mark Jordan, seconded by Mr. Fintan Foy.

[Agenda Item H.4 - PSI Practical Guidance when Providing a pharmacy vaccination service during the COVID-19 pandemic.](#)

Issue

Update to Council on the draft document [PSI Practical Guidance when Providing a Pharmacy Vaccination Service during the COVID-19 Pandemic.](#)

Information

Council was informed that an internal Steering Group was set up to provide direction and feedback during the drafting of the [PSI Practical Guidance when Providing a Pharmacy Vaccination Service during the COVID-19 Pandemic.](#)

A targeted consultation was carried out; comments were received from a number of key stakeholders including the National Immunisation Office (NIO), the HSE, Irish Institute of Pharmacy (IIOP), Irish Pharmacy Union (IPU), and APPEL, as well as representatives from the pharmacy chains, pharmacy symbols groups, and independent pharmacy. The document has been reviewed and updated in light of all comments received and would continue to be redrafted before being considered by the Council at its next meeting.

Decision Approved, and/or Action Requested by Council

Council noted the update.

Agenda Item H.5 - Request for Approval by Council of PSI Guide to Sanctioning.

Issue

Request for Approval by Council of PSI Guide to Sanctioning which aims to provide guidance to the PSI Council and PSI Committees of Inquiry (Health Committee and Professional Conduct Committee) in respect of the imposition of sanction on a Registrant (pharmacist/pharmacy owner) who has been the subject of a fitness to practise inquiry.

Information

Council was informed that if approved, the Guide to Sanctioning would take effect in advance of the next meeting of Council (23rd July 2020) and that the Guide would include an effective date.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the PSI Guide to Sanctioning on the proposal of Ms. Nicola Cantwell, seconded by Mr. Mark Jordan

Council requested that documents of this nature should in future contain a table of contents.

Agenda Item I.1 - For noting; Confirmation of the result of email vote on 19th May 2020, by Council

Issue

Council voted to approve the proposed Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2020 be issued for public consultation.

Information

Following a vote of Council as requested by the President, which was cast by email, to expedite the matter and provide Council with the opportunity to express its view on measures it was being asked to approve, and to help mitigate the current COVID-19 public health emergency, a majority of Council members voted to approve that the proposed Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2020 be issued for public consultation.

Decision Approved, and/or Action Requested by Council

Council noted the result of the vote.

Agenda Item I.2 - For noting; Confirmation of the result of email vote on June 2nd, 2020, by Council

Issue

Council voted to approve the proposed draft amendment to the Pharmaceutical Society of Ireland (Fees) Rules 2014, (As amended), be submitted to the Minister for Health for his consent to their making, without any further change.

Information

Following a vote of Council as requested by the President, which was cast by email, to expedite the matter, and provide Council with the opportunity to express its view on measures it was being asked to approve, and to help mitigate the current COVID-19 public health emergency, a majority of Council members, following public consultation, voted to approve the proposed draft amendment to the Pharmaceutical Society of Ireland (Fees) Rules 2014, (As amended), be submitted to the Minister for Health for his consent to their making, without any further change(s).

Decision Approved, and/or Action Requested by Council

Council noted the result of the vote.

Agenda Item J - Business Transformation Programme Board Report to Council

Issue

Reports of the Business Transformation Programme Board's meeting held on the 1st May 2020 had been circulated to Council in advance of the meeting.

Information

Mr. Fintan Foy, in his capacity as Chair of the Business Transformation Programme Board, informed Council that spending on the programme was in line with projections. Council queried if the current public health emergency would impact on user testing, and were informed that mitigations were in place to lessen any adverse impact.

Decision Approved, and/or Action Requested by Council

Council noted the Report.

Agenda Item K – Any Other Business

Issue

As tabled under item D

Information

Council noted that the use of Healthmail to electronically transfer prescriptions was a welcome introduction during the public health emergency, however, there were limitations to the system and queried if a longer-term solution was being considered. The Registrar informed Council that work on the matter was on-going with the HSE. Stakeholders recognised that the use of Healthmail was an interim solution and the system had limitations and that work needed to commence on a national e-prescribing infrastructure in line with the recommendations of HIQA. Experience to date would also inform the approach.

Council noted that it was occasionally being provided with complex and lengthy meeting papers at short notice, based on which it was being asked to make significant decisions. The Executive was asked, as far as possible, to adhere to providing meeting papers seven days in advance of meetings.

Decision Approved, and/or Action Requested by Council

It was agreed that the Registrar would follow up with information at the next meeting on the matter previously raised about opt-in contributions from registrants to the Pharmacists Benevolent Fund when applying for continued registration.

The meeting concluded at 11:40 am.

President

Date