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## Agenda Item E.1, Agenda Item F.1, Agenda Item H.1 and Agenda Item I

### Report on material decisions of the Regulatory and Professional Policy Committee

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From: Katherine Morrow, Chair of the Regulatory and Professional Policy Committee

The Regulatory and Professional Policy Committee met on Thursday, 8 June 2023, at 10 am. The meeting was held in a hybrid format, in PSI House and online via MS Teams.

The agenda item(s) below refer to the matter(s) before Council for decision.

The full agenda for the Committee meeting can be found in Annex 1, and this highlights the additional items discussed and items for information only.

#### Agenda Item E.1 – Draft report on the Development of a CPD Model for Pharmaceutical Assistants

The Committee discussed the report. The Committee stated that the report was well-researched, the high level of collaboration with important stakeholders was noted, and the recommendations included were deemed sensible and reasonable.

The Committee enquired about the project's implementation and how this would be managed. It was confirmed that pending approval by the Council of the proposed model, an implementation plan would need to be developed and statutory rules drafted, which would be subject to public consultation. The potential role of the Irish Institute of Pharmacy (IIOP) in managing the new Continuing Professional Development (CPD) model once implemented was discussed, and it was confirmed that this would be subject to procurement. The Committee was also advised that the draft report went through numerous iterations, and the aim was to propose an appropriate CPD model that considers the role of pharmaceutical assistants and the closed nature of the Register.

The Committee discussed the significance of introducing a CPD model for pharmaceutical assistants and how it will benefit the public, pharmaceutical assistants and pharmacists. The Committee also heard that the Pharmaceutical Assistants Association (PAA) were consulted during this project, and they responded positively when provided with an overview of the proposed recommendations in the report.

The Committee is recommending that the report proposing a CPD model for pharmaceutical assistants be approved by Council.

## Agenda Item F.1 – Draft Workforce Intelligence Report

The Committee were afforded two opportunities to review drafts of the Workforce Intelligence Report, the first at a dedicated meeting on 25 May and the second at the 8 June meeting. They were also provided with the Survey Analysis Report, which is also intended to publish on the PSI website.

Feedback from the Committee was that the project and its outputs had delivered on its original scope, with reference to the PSI Corporate Strategy 2021-24, the Service Plan 2023, and the Request for Tender document for the procurement of services to support project delivery. It was also considered that the actions assigned to the PSI to address identified risks to the future sustainability of the pharmacist workforce were realistic, reasonable, and important. It was discussed how important the outputs of the project will be in providing an evidence base for change, and a baseline view has now been established against which future data can be compared. The Committee commended the Executive on the careful management and delivery of the project and on the extensive stakeholder engagement that has taken place throughout.

There were no further comments on the Survey Analysis Report.

It was suggested that some additional minor changes to the Executive Summary and Conclusion sections of the Workforce Intelligence report might be beneficial before the report is submitted to Council. It was also requested that the Foreword by the Registrar and PSI President reference some of these context-setting points:

- Further clarity on the rationale for the PSI as a regulator to be undertaking a project of this nature.
- Emphasising that that the PSI are one of a number of stakeholders involved, and that the responsibility for strategic workforce planning for pharmacy falls to multiple organisations, with primary ownership for health sector workforce planning sitting with the Department of Health.
- Highlighting that much of the evidence presented in the report is based on pharmacist sentiment gathered through the Workforce Survey and focus groups.

The Committee were advised that the Working Group members had been asked to provide their confirmation on the updated recommendations and actions within the report and that this engagement could result in some further minor changes. The Committee requested that a revised report with information on how it was updated (based on feedback from the Committee and any requested changes from the Working Group) be circulated before the Council meeting to be further reviewed by the Committee.

An overview of the proposed next steps was discussed, including plans for the publication of the report.

The Committee advised on the importance of the report's positioning and dissemination, as well as appropriate communication with the DOH on the planned schedule for publication. The Committee was informed that an official launch event is being planned for the Autumn.

Following the meeting, changes to the report were implemented by Grant Thornton. An updated version of the Workforce Intelligence Report was subsequently circulated via email, and the Committee provided confirmation via email that they were satisfied the requested changes had been made.

The Committee is recommending that the Workforce Intelligence Report and Survey Analysis Report be approved by Council.

## Agenda Item H.1 - Specialist Surveyor Report into the compliance of community pharmacies with the published PSI guidance on the safe supply of non-prescription medicinal products containing codeine.

The Committee discussed the report. The Committee inquired, due to the small sample size, if there were plans to undertake a second exercise to collect more qualitative data. The Committee was informed that the execution of a second exercise was planned for 2023, but this was contingent on the resources available and the completion of a procurement exercise.

The Committee heard that if the Committee and Council approve the report, it will be submitted to the Department of Health and the Health Products Regulatory Authority. The report will then be made available on the PSI's website.

The Committee is recommending that the report be approved by Council.

## Agenda Item I - IOP ePortfolio Review Policy

The Committee were provided with the IOP ePortfolio Review Policy in advance of the meeting. The ePortfolio Review Policy was reviewed internally by the IOP on 23 May, and no material changes or substantive updates were required to the policy.

The Committee is recommending that the proposed IOP ePortfolio Review Policy be approved by Council.

## Annex 1



### **Agenda for PSI Regulatory and Professional Policy Committee**

**held on 8 June 2023 at 10am.**

**The meeting will be in hybrid format held at PSI House and on Microsoft Teams.**

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

**Agenda Notation: \* - document provided in advance; \*\* - will be presented in slide deck at meeting;**

**\*\*\* - verbal update**

Indicative time	Item and descriptor		Presenter
10.00	A	Apologies	Chair
10.02	B	Declaration of Interests (See appendix A below)	Chair
10.03	C	Approval of Meeting Agenda*	Chair
10.04	D	Approval of Minutes – 25 May 2023 meeting*	Chair
10.05	E	Development of CPD Model for Pharmaceutical Assistants	D Burns
	E.1	Draft report on Development of CPD Model for Pharmaceutical Assistants*	
	E.2	Project Health Card Update*	
10.25	F	Emerging Risks to the Future Pharmacy Workforce project	D Burns
	F.1	Draft Workforce Intelligence Report (including Survey Analysis Report)*	
	F.2	Project Health Card Update*	

11.10	G	Review of CPD model for Pharmacists* - Revised Timeline	A Mellett
	G.1	Project Health Card Update*	
11.30	H	Stakeholder Engagement on patient safety and quality initiatives	J Bryan
	H.1	Draft Specialist Surveyor Report into the compliance of community pharmacies with the published PSI guidance on the safe supply of non-prescription medicinal products containing codeine *	
	H.2	Project Health Card Update*	
12.00	I	IOP ePortfolio Review Policy*	A Mellett
12.10	J	Report on ongoing work on COVID-19 response***	Dan Burns/Orla Carroll
12.20	K	Third Country Qualification Recognition Route	J Bryan
	K.1	Project Health Card Update*	
12.30	L	Review of RPPC Terms of Reference*	J Bryan/Chair
12.40	M	Review of Committee 2023 Workplan*	J Bryan
12.50	N	2023 Work Plan Projects – Project Health Card	
	N.1	Advance reform of the Pharmacy Act*	O Carroll
	N.2	Stakeholder Engagement with DoH and HSE on Sláintecare implementation and pharmacy integration*	O Carroll/ L Horgan
1.00	O	AOB close of meeting Next meeting Date: 21 September 2023	Chair

*We anticipate the meeting should end at approximately: 1pm - Katherine Morrow, Chair of the Regulatory and Professional Policy Committee.*

## **APPENDIX A**

### ***Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests***

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter,
- (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member's course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.