

Minutes for Public Council Meeting No. 51
Thursday 17th October, 2013.
PSI House, Fenian Street, Dublin 2

The Public session of the 51st meeting of the Council of the Pharmaceutical Society of Ireland established under the Pharmacy Act, 2007 was held at 9.30am on 17 October at PSI House, Fenian Street, Dublin 2.

Present: Mr Eoghan Hanly, President, Mr Noel Stenson, Vice-President, Mr Jim Brophy, Mr John Corr, Ms Leonie Clarke, Mr Richard Collis, Ms Nicola Cantwell, Dr Jean Holohan, Dr Chantelle Macnamara, Mr Pat O'Dowd, Mr Keith O'Hourihane, Prof Caitriona O'Driscoll, Prof Ciaran O'Boyle and Mr Conor Phelan.

PSI Staff: Ms Marita Kinsella, Registrar, Ms Ciara McGoldrick, Mr Tom McGuinn, Mr John Bryan, Mr Tony Reilly, Dr Lorraine Horgan, Ms Damhnait Gaughan, Dr Cheryl Stokes, Dr Cora Nestor, Ms Louise Canavan, Ms Muireann McKeown and Mr Tim Hanrahan.

Also in attendance: Ms Marian Shanley, Chair of the National Forum.

The President opened the Public Council Meeting Number 51 at 9.40am.

The President welcomed the new Registrar, Ms Marita Kinsella who took up the position of Registrar on Monday 14th October, 2013.

The President thanked Ms C McGoldrick, who held the post of Acting Registrar in the interregnum period, for her work and commitment during that period.

On the advice of the President, the Council took the blue (for information) agenda items as read.

1. Apologies

Mr Fionán O'Cuinneagáin, Dr Ann Frankish, Ms Rita Purcell, Prof Kieran Murphy.

2. Declaration of Interests

Under item 2 of the Council Agenda, the Presidency 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 and by members of the PSI's committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that Council members "*be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.*"

Dr J Holohan advised Council that she may be conflicted regarding agenda item 8 (Approval of the Report and Recommendations of the Accreditation Panel ('the Visitors') on the Bachelor of Science in Pharmacy degree programme delivered by the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College). Dr Holohan explained the circumstances of the possible conflict. The President, with Council's agreement, considered that it would not be necessary for Dr Holohan to absent herself from that part of the meeting.

3. Draft Minutes of Public Council Meeting no 49 held on Friday 16 August 2013

The President noted that the draft minutes of Public Council Meeting Number 49 had been circulated previously to Council members and that no amendments were proposed.

The minutes were approved on the proposal of Mr K O'Hourihane and seconded by Prof C O'Boyle.

4. Registrar's Report (Acting Registrar)

The Registrar's report had been circulated to Council for noting by Ms C McGoldrick. Ms L Clarke advised Council that discussions have taken place at the Inspection and Enforcement Committee regarding hospital pharmacy standards and that this is a priority issue for the Committee. Ms C McGoldrick advised that a proposal has been received from Crowe Horwath in relation to possible next steps on this issue. This proposal is currently being evaluated by the Executive. An update will be provided to the Council at its next meeting.

5. Irish Institute of Pharmacy Steering Group (IloP) (Registrar/Dr L Horgan):

a) Approval of revised Terms of Reference

b) Appointment of members to the Steering Group

Dr L Horgan addressed Council.

a) Approval of Revised Terms of Reference

Council had been circulated with the Irish Institute of Pharmacy (IloP) Steering Group revised Terms of Reference for approval. One minor amendment to page 3 of the Terms of Reference document, which had been previously approved by Council at its meeting in March 2013, was noted.

The revised Steering Group of the IloP Terms of Reference were approved on the proposal of Mr Conor Phelan and seconded by Mr Jim Brophy.

b) Appointment of Members to the Steering Group

Dr Horgan reminded Council that it had already appointed 9 members to the Steering Group at its August meeting.

Dr Horgan drew Council's attention to further nominations for appointment to the Steering Group. Council was invited to approve the following further nominations to the Steering Group which result from the recent call for expressions of interest from the Register of Pharmacists:

Nominee:	Practice area:	Current Role:
Margaret Doherty	Community (owner-operated, 1-5 in group)	Supervising/Superintendent Pharmacist, Raphoe Pharmacy, Co. Donegal
Dr Catriona Bradley	Community (pharmacy group of more than five pharmacies)	Divisional Capability Manager, Boots Ireland
Ms Maria Creed	Hospital	Chief II Pharmacist, Mater Misericordiae University Hospital
Dr John Michael Morris	Industry/Regulatory Affairs/Research	Director of Scientific Affairs, Irish Medicines Board

Two further appointments by Council were proposed as a result of direct nomination as follows:

Nominee:	Current Role:	Nominated by:
Prof Ciaran O'Boyle	Director, Institute of Leadership, RCSI	PSI Council - Public Interest Nominee
Ms Mary O'Connell	Hospital Pharmacist	HPAI

Council approved the above nominations on the proposal of Ms L Clarke and seconded by Mr P O'Dowd.

6. Irish Institute of Pharmacy: Approval of Draft Service Plan 2014 for the Department of Health Funding (Dr L Horgan)

Dr L Horgan addressed Council. Council had been circulated with the IloP Draft Service Plan 2014. Council was reminded that the contract signed recently between the Royal College of Surgeons in Ireland (RCSI) and PSI sets out the governance procedure with regard to Department of Health (DoH) funded activities and services to be delivered. That governance mechanism requires the IloP's Steering Working Group to develop a proposal for an Annual Service Plan. This Annual Service Plan must be approved by the HSE and the Council before the document is sent to DoH for approval. In light of the time constraints arising from the August commencement of the IloP's operations, the Council was asked to consider the approval of the 2014 DoH-funded activities in parallel to the HSE approval process.

Mr K O'Hourihane sought guidance as to whether he had a conflict of interest in light of the fact that he is a member of the IloP Steering Group. The Council agreed that Mr O'Hourihane would be excluded from the discussion on this issue. Prof C O'Boyle also queried if he had a conflict of interest on this item. Dr Horgan advised that Prof C O'Boyle had not been appointed to the Steering Group at the time of the Steering Group's approval of the Service Plan. Consequently, Council noted that Prof O'Boyle did not have a conflict of interest.

The Irish Institute of Pharmacy Draft Service Plan for 2014 was approved, subject to the approval of the HSE, for submission to the Department of Health on the proposal of Mr N Stenson and seconded by Mr J Corr.

7. Approval of Revised Marks and Standards Document for the MPharm Provided by the RCSI (2013-2014 Academic Year) (Dr L Horgan)

Dr L Horgan addressed Council. Council had been circulated with the revised Marks and Standards document in relation to the MPharm Programme. It was outlined that Council had approved the Marks and Standards document at its meeting in August 2013 but, subsequent to this, the RCSI requested an amendment to the research component to comply with the advice of the MPharm Programme examiners.

The revised Marks and Standard document was approved on the proposal of Ms L Clarke, and seconded by Dr J Holohan.

8. Approval of the Report and Recommendations of the Accreditation Panel ('the Visitors') on the Bachelor of Science in Pharmacy Degree Programme Delivered by the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College (Dr. L. Horgan):

- a) **Main report of the statutory visit to the level 8 BSc Pharmacy Degree Course at Trinity College Dublin**
- b) **Summary report of the statutory visit to the level 8 BSc Pharmacy Degree Course at Trinity College Dublin**

Dr L Horgan addressed Council. Council had been circulated with the main report and summary report arising from the Statutory Visit to Trinity College Dublin (TCD) in March 2013. The reports were presented to Council with comments and observations by TCD together with the response of the Accreditation Panel Chairperson and Rapporteur and the PSI's Head of Professional Development and Learning, in line with the accreditation process. It was outlined that TCD had acknowledged receipt of the revised draft reports. Council noted that the summary report of the visit would be published on the PSI website.

The main and summary reports and recommendations of the accreditation panel on the Bachelor of Science in Pharmacy degree programme delivered by the School of Pharmacy and Pharmaceutical Sciences in the University of Dublin, Trinity College were approved on the proposal of Ms N Cantwell and seconded by Prof C O'Boyle.

9. Appointments to the Advisory Committees (President)

The President thanked all Council and Committee members for allowing their names to be put forward for nomination. Council had been circulated with documentation outlining the existing and proposed memberships to the various Advisory Committees. The President proposed that all of the nominations be taken as one item.

The appointments to the Advisory Committees were approved on the proposal of Mr K O'Hourihane and seconded by Mr N Stenson.

10. Pharmaceutical Assistants and Section 30 of the Pharmacy Act 2007 (Mr J Byran)

Mr J Bryan addressed Council. Council had been circulated with a memorandum from the Registration and Qualification Recognition Committee and the Inspection and Enforcement Committee recommending that a policy position be developed to enable and facilitate the drafting of rules in line with the provisions of section 30(2) of the Pharmacy Act 2007 (the Act). Ms L Clarke outlined the background to the qualification of "pharmaceutical assistant".

It was outlined that during inspections it has been found that some Pharmaceutical Assistants have been working outside the terms of the Agreement with the Pharmaceutical Assistants Association regarding covering temporary absences.

Mr J Bryan outlined that the Executive will prepare a draft policy document with a view to preparing draft statutory rules under section 30 of the Act. The PSI will engage with the Pharmaceutical Assistants Association and carry out a public consultation.

The recommendation that a policy position be developed to enable and facilitate the drafting of rules in line with the requirements of Section 30(2) of the Act was approved on the proposal of Mr K O'Hourihane and seconded by Ms L Clarke.

11. Policy Review in Relation to Restoration Procedure

Ms D Gaughan addressed Council. Council had been circulated with a memorandum from the Registration and Qualification Recognition (RQR) Committee, together with a draft self-assessment tool based on the Core Competency Framework intended to be used for the purposes of self-assessment when restoring to the Register, and a draft Application for Restoration form. Ms D Gaughan outlined to Council the RQR Committee's proposal.

The President acknowledged to Ms D Gaughan the high standard of quality of the Core Competency Framework document. Ms L Clarke suggested some typographical changes to the form. Ms D Gaughan agreed to discuss these with Ms L Clarke, and amend as necessary while maintaining the policy position outlined.

Council approved the proposed policy position in respect of restoration to the register for applicants who have been absent from the Register and wish to restore, and the use of the proposed forms subject to minor amendment of language on the proposal of Dr J Holohan and seconded by Dr C Macnamara.

12. Risk Register

The Risk Register of the PSI was circulated to Council for noting. The President enquired about Operational Risk 5 regarding inadequate level of staffing. Ms C McGoldrick advised that PSI had requested approval from the Department of Health for 17 additional posts, but only 11 posts were approved by the Department. In accordance with public sector employment procedures, the PSI engaged in a redeployment process with the Public Appointments Service. No suitable expressions of interest were received and consequently a recruitment process had commenced which should be concluded shortly. The PSI will raise the issue of increasing the PSI's staff complement again with the Department. Prof C O'Boyle commented that notwithstanding the shortfall of staff, the staff at PSI work to a very high standard.

13. Inspection and Enforcement Policy Document

An Inspection and Enforcement Policy document had been circulated to Council for noting.

Mr R Collis raised the issue of notified inspections and enquired if the PSI has begun giving 24-hour notice for routine inspections. The President confirmed that giving 24-hour notice of routine inspections is being conducted on a trial basis. Ms L Clarke advised that the Inspection and Enforcement Committee had committed to examine this issue as a priority.

Action: It was agreed that the matter would be considered further at the next Inspection and Enforcement Committee meeting, with a view to the Inspection and Enforcement Committee preparing a report for Council at its first meeting of the New Year in February 2014.

Ms N Cantwell enquired if the PSI has a Memorandum of Understanding with the Department of Agriculture. Ms C McGoldrick advised that the process of agreeing a Memorandum of Understanding with the Department of Agriculture is being explored.

Dr J Holohan raised the issue of follow-up inspections after findings have been made or undertakings have been given in disciplinary procedures. Ms L Clarke advised that this link between Inspection and Enforcement and Fitness to Practise will be discussed at the next Inspection and Enforcement Committee meeting and the matter will be brought back before Council.

Mr K O'Hourihane noted that the PSI has approval to recruit two additional Authorised Officers and asked whether it would be the intention to carry out the first cycle of follow up inspections as soon as further Authorised Officers are recruited. Ms C McGoldrick outlined the processes to maintain oversight of a pharmacist where conditions have been imposed under Part 6 of the Pharmacy Act 2007 ie an independent assessment of the pharmacy is conducted; a mentor is appointed to work with the pharmacist who reverts to the Registrar on the pharmacist's progress.

14. Quarterly Report of the Chair of the National Forum for Pharmacy Education and Accreditation

The quarterly report of the Chair of the National Forum for Pharmacy Education and Accreditation had been circulated to Council for noting.

Ms N Cantwell enquired if Pharmacists in Industry Education and Regulation (PIER) has been included in the recent meetings that had taken place. Ms M Shanley confirmed that the industry pharmacists appointed by Council to the National Forum were two of the founding members of PIER.

15. Report on FIP Congress Dublin

The report on the 2013 FIP World Congress had been circulated to Council for noting. Ms L Clarke addressed Council and acknowledged the huge time commitments that both the President and Vice President had given during FIP. The President acknowledged the significant work of the staff of the PSI in the organisation of the event.

The President advised that we will take agenda items 16 and 17 together.

16. Draft Guidelines on the supply of non-prescription medicines from a Retail Pharmacy Business (to facilitate compliance with Regulation 10 of the Regulation of Retail Pharmacy Businesses Regulations 2008 (S.I. No. 488 of 2008))

16.1 Memo to Council on Guidelines on the Supply of Non-prescription Medicines from a Retail Pharmacy Business

Council had been circulated with a memo on the Draft Guidelines on the supply of non-prescription medicines from a Retail Pharmacy Business for noting.

16.2 Draft Guidelines on the Supply of Non-prescription Medicines from a Retail Pharmacy Business for Public Consultation

Council had been circulated with the Draft Guidelines on the supply of non-prescription medicines from a Retail Pharmacy Business for noting. The draft guidelines will be released for public consultation.

17. Revised Guidance on the Supply by Pharmacists of Medicines to Patients in Residential Care Settings

17.1 Guidance on the Supply by Pharmacists in Retail Pharmacy Businesses of Medicines to Patients in Residential Care Settings (including Nursing Homes)(updated Practice Notice 1/2010)

Council had been circulated the revised Guidance on the Supply by Pharmacists in Retail Pharmacy Businesses of Medicines to Patients in Residential Care Settings for noting.

18. Financial Report to 30 June 2013

The Management accounts and notes to the accounts outlining the financial position of the PSI as at 30 June 2013 were circulated to Council for noting.

Mr R Collis enquired if it is possible to send some abridged form of accounts out with the fee notification to registrants. The President advised that, in accordance with the Act, the PSI's Annual Report is published, laid before the Houses of the Oireachtas and made publically available.

Action: The Administration and Finance Committee were asked to consider the publication and distribution of the accounts and Annual Report with the notification for continued registration.

19. Renewal of Lease for Office Accommodation in Cork

The Council noted the renewal of lease for PSI office accommodation in Cork.

20. Council Members' Time

Ms N Cantwell addressed Council with reference to Locum Agencies. Ms Cantwell asked whether guidance could be drawn up for superintendent pharmacists and/or supervising pharmacists who engage the services of a pharmacist via locum agencies.

Mr J Bryan clarified that the pharmacy owner, superintendent and supervising pharmacist are responsible for locum pharmacists that are engaged to work in a pharmacy and, consequently, any guidance prepared should be addressed to them.

Action: The President asked the Executive to consider whether the newsletter could be used as a means to remind superintendent and supervising pharmacists and owners of their responsibilities for staffing and the hiring of locums.

The President thanked Council. The meeting ended at 11.30am