

The Public session of the 20th Meeting of the Pharmaceutical Society of Ireland established pursuant to the Pharmacy Act 2007 was held on Thursday 30th September 2010 at 12.45pm at the offices of An Bord Altranais, Blackrock, Co. Dublin.

Council Members present:: Ms. N. Harvey, President, Mr. P. Fahey, Vice-President, Mr. S. Boyle, Mr. J. Collins, Ms. L. Clarke, Ms. M. Doherty, Dr. A. Frankish, Prof. P. Gallagher, Ms. C. Hallahan, Mr. E. Hanly, Mr. A. Horan, Dr. B. Leddy, Ms. D. Larkin, Ms. K. Mulvenna, Ms. M. Ní Longáin, Ms. R. Purcell

PSI staff in attendance: Dr. A. McLoughlin (Registrar), Ms J. Aylward, Mr. J. Bryan, Ms. B. Chamberlaine, Ms L. Horgan, Ms. C. McGoldrick, Mr. T. McGuinn, Ms. K. O'Flaherty, Ms. E. Shine, Dr. C. Stokes.

1. Apologies

Dr. J. Hillery, Mr. Sean Hurley, Ms. I. Kelleher, Prof. J. Nunn, Asst. Comm. Noirín O'Sullivan

2. Declaration of Interests (Appendix A)

The President referred to Appendix A in Council documentation.

"Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they "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."

A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included as Appendix A and all members of the Committee are strongly advised to familiarise themselves with its contents.

3. Draft Minutes of Public Council meeting No.18 and Public Council meeting No. 19: (Appendices B(i) and B(ii): Registrar)

The Draft Minutes of Public meeting number 18 held on 25th May 2010 and meeting number 19 held on 1st June 2010, were approved.

The Minutes were proposed and seconded by:

- | | |
|-----------------|-----------------|
| 1. Dr. B. Leddy | 2. Mr. S. Boyle |
|-----------------|-----------------|

Action¹: Office of the Registrar

4. Approval of the Tutor Training & Accreditation Programme (Appendix C: Prof. P. Gallagher)

Prof. P. Gallagher explained that this proposal outlines a methodology for Phase 1 (2010-2011) of the training and accreditation of tutor pharmacists in Ireland. The document was approved by the Professional Development and Learning Committee at their August meeting. Prof. Gallagher drew Council's attention to the Explanatory

Memorandum on this document which was prepared by Ms. L. Horgan. He confirmed that the preparation of the Tutor Training and Accreditation Programme had been overseen by a Project Steering Group which was established in February 2010 and comprised of representatives of all areas of pharmacy. Prof. Gallagher confirmed that all tutors will be required to engage with this proposed programme and that therefore the same process will apply for all tutors, whether experienced or new entrants to the programme. Prof. Gallagher undertook to provide all Council members with a DVD of the online programme. Council noted that the Programme will be showcased at the event taking place to launch the educational reform programmes with the Minister for Health & Children on 15 October next.

The Tutor Training and Accreditation Programme was unanimously approved.

Action²: Professional Development and Learning

3.3 Approval of proposed appeals procedure under Rule 18 of the Pharmaceutical Society of Ireland (Education & Training) Rules 2008 (Appendix D and D(i): Prof. P. Gallagher)

Prof. P. Gallagher stressed the importance of this document and drew attention to Ms. L. Horgan's explanatory memorandum. He outlined the detailed appeal process and confirmed that this document resulted from considerable input from legal advisers and the PD&L Committee. The appeals process is outlined within the Pharmaceutical Society of Ireland (Education and Training) Rules 2008 (S.I. No. 493). Prof. Gallagher outlined the necessity for an appeals process and indicated that it was essential to have this in place as soon as possible.

Prof. Gallagher confirmed that any wording amendments and clarifications suggested by Council would be taken into consideration and brought to the next Council meeting, following review by legal advisers to the PD&L Committee. On this basis Council approved this proposed Appeals process.

The Appeal Process under Rule 18 of Pharmaceutical Society of Ireland (Education and Training) Rules 2008 was approved in principle.

Action³: Professional Development and Learning

3.4 Third Country Qualification Recognition Process: Approval of proposed process for applicants wishing to appeal the decision of the Professional Development & Learning Committee arising from the Equivalence Examination stage (Appendix E: Prof. P. Gallagher)

Prof. Gallagher outlined that this document was to allow an appeals process for Third Country Qualification Recognition applicants who wished to review the decision of the Professional Development and Learning Committee arising from the outcome of the Equivalence Examination.

The proposed process for applicants wishing to appeal the decision of the Professional Development & Learning Committee arising from the Equivalence Examination stage was unanimously approved.

Action⁴: Professional Development and Learning

3.5 Professional Registration Examination:

3.5.1 Approval of the Examiners for the November 2010 sitting of the Professional Registration Examination (Appendix F: Prof. P. Gallagher)

3.5.2 Approval of the Examination and Appeals Procedure for the Professional Registration Examination (Appendix F(i): Prof. P. Gallagher)

Prof. P. Gallagher explained the documents before Council and confirmed that the next sitting of the Professional Registration Examination is to be held on 6 November.

3.5.1 Approval of the Examiners for the November 2010 sitting of the Professional Registration Examination

Prof. Gallagher confirmed that Council was being asked today to confirm the appointment of Prof. David Croke who has been proposed by the RCSI as External Examiner to the PRE as well as Prof. June Nunn and Dr. Stephen Byrne as the PSI Council nominees. Prof. Gallagher pointed out that there are also NUI appointed external examiners involved in the quality assurance process for the MPharm programme which incorporates the PRE.

Prof. David Croke, Prof. June Nunn and Dr. Stephen Byrne were unanimously approved by Council as the PSI's External Examiners for the PRE.

Action³: Professional Development and Learning

3.5.2 Approval of the Examination and Appeals Procedure for the Professional Registration Examination

Prof. Gallagher indicated the comprehensive nature of the document before Council and requested Council's approval.

The Examination and Appeals Procedure for the Professional Registration Examination was unanimously approved.

Action⁴: Professional Development and Learning

3.6 National Pharmacy Internship Programme:

3.6.1 Approval of programme document for the National Pharmacy Internship Programme (NPIP) (Appendix G: Ms. L. Horgan)

3.6.2 Approval of Marks and Standards 2009-2010 document for the MPharm (Appendix G(i): Prof. P. Gallagher)

Prof. P. Gallagher indicated a conflict of interest for items 3.6.1 (Approval of programme document for the National Pharmacy Internship Programme (NPIP) and 3.7 (Approval of accreditation standards for the Level 9 Master's degree awarded on the successful completion of the National Pharmacy Internship Programme) and indicated that he would leave the room for these. He therefore requested that item 3.6.2 be considered first.

3.6.2 Approval of Marks and Standards 2009-2010 document for the MPharm

Prof. P. Gallagher notified the meeting that the Marks and Standards document is before Council for approval. It was explained that the Marks and Standards document is an academic requirement for the MPharm degree programme.

3.6.1 Approval of programme document for the National Pharmacy Internship Programme

Ms. L. Horgan addressed the meeting and reminded Council that the National Pharmacy Internship Programme (NPIP) had been approved by Council in September 2009. Ms. Horgan confirmed that for the sake of good order Council approval of the programme document was necessary. She confirmed that the Marks and Standards document (see agenda item 3.6.2) was part of the process for delivery of the NPIP.

The Programme document for the National Pharmacy Internship Programme (NPIP) and the Marks and Standards 2009-2010 document for the MPharm degree were unanimously approved by Council.

Action⁵: Professional Development and Learning

3.7 Approval of accreditation standards for the Level 9 Master's degree awarded on the successful completion of the National Pharmacy Internship Programme:

3.7.1 Outcome of consultation process on the accreditation standards (Appendix H:Ms. L. Horgan)

3.7.2 Approval of accreditation standards and accreditation process (Appendix H(i) and H(ii): Ms L. Horgan)

Council was reminded of the explanatory memorandum that had been issued to Council prior to the meeting in relation to agenda items 3.7.1 and 3.7.2.

The above documents were unanimously approved by Council.

Action⁶: Professional Development and Learning

3.8 Terms of Reference of PSI Advisory Committees (Registrar)

The Registrar invited Dr. C. Stokes to address the meeting at this point. Dr. Stokes confirmed that the Terms of Reference of two Committees were before Council today for approval:

- Administration and Finance – Appendix I(i)
- Chairpersons - Appendix I(ii)

The Terms of Reference of the Administration and Finance and Chairpersons Committees were duly approved by Council.

3.9 Terms of office of Advisory Committee members (Appendix J: Registrar)

The Terms of Office of Advisory Committee members was presented by Dr. C. Stokes and was unanimously approved by Council.

Action⁷: Registrar's Office

Co-opted Member to the I&E Committee (Appendix J(i): Registrar)

Mr Al Donnelly proposed as nominee to Inspection and Enforcement Committee and was duly unanimously approved by Council.

3.10 Deed of Rectification: Retiring Trustee of PSI Pension Scheme (Appendix K: Registrar)

The Registrar explained that this document was an amendment to the document previously laid before Council in May last. The amendment involved signature by Mr. Colm Fagan as Retiring Trustee of the PSI Pension Scheme, an amendment requested by Zurich Insurance.

Deed of Rectification: Retiring Trustee of PSI Pension Scheme was unanimously approved.

Action⁸: Registrar's Office

3.11 Memorandum of Understanding between the PSI and HIQA (Appendix L: Registrar)

The Registrar strongly recommended approval of this document which was designed to assist both organisations to work effectively in the interests of patient safety.

Memorandum of Understanding between the PSI and HIQA was approved.

Action⁹: Registrar's Office

The Registrar indicated that Mr. T. Reilly, Head of ICT, would be in contact with Council members to discuss alternative methods of document circulation.

The meeting ended at 1.20pm.

Next Council meeting: Thursday 4th November.

Signed: A. Harvey (President)

Date: 4/11/10