

**Minutes of the Regulatory and Professional Policy Committee Meeting
held in a hybrid format in PSI House and on Microsoft Teams
on 08 June 2023**

Agenda Item A - Apologies

Name	Role	Present (Yes/No)
Ms Katherine Morrow	Chair	Yes
Prof Brian Kirby		Yes (in part, signed offline at 11.00am)
Ms Marie Louisa Power		Yes
Ms Gráinne Power		Yes
Ms Ann Sheehan		No
Mr Peter Dennehy		Yes
Ms Dorothy Donovan		Yes
Members of PSI staff in attendance for part or all of the meeting included:		
<i>Ms Joanne Kissane</i>	<i>Registrar and Chief Officer</i>	
<i>Ms Lorraine Horgan</i>	<i>Head of Corporate Services</i>	
<i>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Ms Éilis Crimmins</i>	<i>Quality and Safety Manager (Community Pharmacy)</i>	
<i>Mr Dan Burns</i>	<i>Professional Standards Manager</i>	
<i>Mr Pádraig Corbett</i>	<i>Professional Standards Officer</i>	
<i>Ms Orla Carroll</i>	<i>Strategic Policy Officer</i>	
<i>Ms Elizabeth O'Halloran</i>	<i>Research Officer</i>	
<i>Ms Andrea Boland</i>	<i>Professional Standards Coordinator</i>	
<i>Ms Agnieszka Mazurek</i>	<i>Regulatory Project Coordinator</i>	
<i>Ms Therese Anglim</i>	<i>Communication Project Executive</i>	

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

Agenda Item B – Declaration of Interests

Issue

Declaration of interests by members of the Committee.

Information

The 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

Ms Gráinne Power declared a conflict of interest with agenda item H.1. The other members of the Committee declared no conflicts of interest.

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

The meeting agenda had been circulated in advance of the meeting. The Committee were informed that agenda item I would take place after agenda D to ensure a quorum for decision items, and agenda item G was updated to an information item.

Decision Approved and/or Action Requested

The Committee approved the agenda of the meeting on the proposal of Ms Marie Louisa Power and seconded by Prof Brian Kirby.

Agenda Item D – Approval of Minutes – 25 May 2023 meeting

Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 25 May 2023.

Information

The Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 25 May 2023 had been circulated to Committee members in advance of the meeting.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the minutes of the meeting held on 25 May 2023 on the proposal of Mr Peter Dennehy and seconded by Prof Brian Kirby.

Agenda Item E – Development of a CPD Model for Pharmaceutical Assistants

Issue

The Committee was provided with a background of the project on the Development of a CPD Model for Pharmaceutical Assistants by Dan Burns.

Information

The Committee heard the project tasked with proposing a Continuing Professional Development ('CPD') model for pharmaceutical assistants had been undertaken with support from Mazars. A draft report on a proposed model was presented to the Committee for consideration and recommendation to Council for approval.

The Committee was given an overview of the project's background, including the procurement process and appointment of Mazars, meetings with the Pharmaceutical Assistants Association (PAA), and an overview of the research and stakeholder engagement activities. The Committee had been briefed by the Project Lead from Mazars at its meeting on 13 April 2023. At this meeting, an update on the project and the likely direction of travel were provided based on the findings up to that point.

Decision Approved and/or Action Requested

The Committee noted the update.

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

Issue

Approval of the draft report on Development of a CPD Model for Pharmaceutical Assistants

Information

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 (IIP) in managing the new Continuing Professional Development (CPD) model once implemented was discussed, and it was confirmed that any potential provider to be engaged 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 appropriate to the role of Pharmaceutical Assistants and with the context that the Pharmaceutical Assistant Register is closed.

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.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the draft report on the Development of a CPD Model for Pharmaceutical Assistants on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

Agenda Item E.2- Develop a CPD model for pharmaceutical assistants - Project Health Card

Update

Issue

The Committee was provided with a project health card in advance of the meeting.

Information

None.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

Agenda Item F – Emerging Risks to the Future Pharmacy Workforce project

Issue

The Committee was provided with a draft Workforce Intelligence Report, a draft Survey Analysis Report and the project health card in advance of the meeting.

Information

The Committee was provided with an update presented by Dan Burns. The Committee heard that the Executive undertook this multi-annual project, which commenced in 2022 and was committed to in the Corporate Strategy 2021-2024, to examine the emerging risks to the future pharmacy workforce.

The Committee heard this project aims to establish a baseline view of the pharmacy workforce. Furthermore, it seeks to assess risks to the continued availability of a professional pharmacy workforce within community and hospital pharmacy in Ireland and propose mitigating actions for implementation with agreement from relevant stakeholders.

The Committee had previously discussed the draft Workforce Intelligence Report at a dedicated meeting on 25 May. The Committee also considered the draft Survey Analysis Report. This report contains additional results and a more in-depth analysis of the Workforce Survey conducted in Q4 2022. Both reports are intended for publication on the PSI website upon approval by Committee and Council.

The purpose of this update was to summarise the project life cycle, highlight information on changes made to the draft reports, and request a recommendation of approval of the reports by the Committee to Council.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item F.1- Draft Workforce Intelligence Report (including Survey Analysis Report)

Issue

Approval of the draft Workforce Intelligence Report and the draft Survey Analysis Report.

Information

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.

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 the project delivery. The actions assigned to the PSI to address identified risks to the future sustainability of the pharmacist workforce were considered realistic and reasonable by the Committee. The Committee 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 the extensive stakeholder engagement throughout the project life cycle.

There were no further comments on the Survey Analysis Report.

The Committee suggested some minor changes to the Executive Summary and Conclusion sections of the Workforce Intelligence report before the report is submitted to Council.

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 further engagement could result in some minor changes. The Committee requested that a revised report be circulated before the Council meeting to be further reviewed by the Committee. It was agreed that this further review could take place via email with Committee members.

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.

Decision Approved: The Committee approved the draft Workforce Intelligence Report (including Survey Analysis Report) on the proposal of Ms Marie Louisa Power and seconded by Mr Peter Dennehy.

Agenda Item F.2- Emerging Risks to the Future Pharmacy Workforce project - Project Health Card Update

Issue

The Committee was provided with a project health card in advance of the meeting.

Information

None.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

Agenda Item G.1 - Review of CPD model for Pharmacists- Revised Timeline - Project Health Card Update

Issue

The Committee was provided with an update via a project health card.

Information

Dan Burns provided the Committee with a verbal update.

The Committee heard that the presentation of this project's final report had been moved to September. The Committee asked if there would be an impact on the contract with Mazars and whether this had been extended to reflect the new project timetable. The Committee was informed that discussions with Mazars were ongoing concerning the revised project timelines and any associated budgetary impacts. The Committee were informed that any budgetary increases related to the extension to the project timeline would be brought to the Performance and Resources (P&R) Committee for noting and/or approval.

The Committee also inquired about the contract with the IIOP to deliver the current model. The Committee was informed that the current contract extension with RCSI of 12 months runs until May 2024, but that provision for a further 12-month extension is available, and it is likely that this will be sought to allow any changes proposed as part of the project to be planned and implemented.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item 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

Issue

The Committee was provided with an update on the report by Éilis Crimmins. Ms Gráinne Power left the meeting due to a conflict of interest.

Information

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 further 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 be made available on the PSI website.

Decision Approved and/or Action Requested

Decision Approved:

The Committee approved the Draft Specialist Surveyor Report for submission to Council at its next meeting on 22 June, on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

Agenda Item I - IIOP ePortfolio Review Policy

Issue

Approval of the IIOP ePortfolio Review Policy.

Information

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

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the IIOP ePortfolio Review Policy on the proposal of Ms Marie Louisa Power and seconded by Prof Brian Kirby.

Agenda Item J – Report on ongoing work on COVID-19 response

Issue

The Committee was provided with an update on the ongoing work on the COVID-19 response.

Information

The Committee heard that a communication was issued to all registrants on April 28 concerning the HSE COVID-19 Booster Vaccination Campaign for Spring 2023, PSI approval of the HSE's National Immunisation Office training for Spikevax® bivalent Original/Omicron BA. 4-5, and an update on guidance around mask-wearing in healthcare settings.

The Committee heard that the Executive continues to be represented at fortnightly meetings of the National COVID-19 Vaccination Programme Pharmacy Workstream Working Group.

The Committee inquired about the available data regarding community pharmacies supplying the vaccine. The Committee heard that an online HSE tracker to find a pharmacy participating in the COVID-19 vaccines programme is being kept up-to-date.

The Committee heard that when the current campaign ends in June, the next significant activity will be the Autumn Vaccination Campaign which will focus on flu and COVID-19 vaccination.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item K.1– Third Country Qualification Recognition Route – Project Health Card Update

Issue

The Committee was provided with the Project Health Card in advance of the meeting.

Information

The Committee was provided with a verbal update from John Bryan.

The Committee was updated on procurement activity and timeframes concerning the Adaptation Placements and Equivalence Examination. The Committee inquired about applicants in the existing route when the revised route commences. The Committee heard that once the revised TCQR route is open, eligible applicants may be invited to switch to this route.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item L – Terms of Reference of Committee- Request for Approval of Revised RPPC Terms of Reference

Issue

A copy of the current terms of reference was circulated to the Committee in advance of the meeting.

Information

The Committee discussed the Terms of Reference.

The Committee discussed the Committee's current membership number and the occasional challenges in meeting the quorum requirement, noting that this might affect the Committee's ability to make decisions in the future. The Committee noted that new Council members would be inducted soon and that the terms of reference allowed non-Council members to join the Committee and consideration should be given to expanding the current membership number.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item M –Review of Committee 2023 Workplan

Issue

The updated Committee Workplan was circulated to the Committee in advance of the meeting.

Information

The Committee suggested that an amended RPP Workplan, including project work such as the CPD Model review discussed in the April meeting, should be incorporated in a revised Workplan for review at the September meeting.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item N.1 – 2023 Work Plan Projects - Advance reform of the Pharmacy Act

Issue

In advance of the meeting, the Committee was provided with an update outlining the health card status of the project.

Information

The Committee heard that in accordance with the project timeline, one of the project's key milestones, 'Evidence reviews commissioned to support policy proposals for reform,' will be delivered by October 2023.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item N.2 – Stakeholder Engagement with DoH and HSE on Sláintecare implementation and pharmacy integration

Issue

In advance of the meeting, the Committee was provided with an update outlining the health card status of the project.

Information

The Committee heard that the project was on schedule, that the project health card reflected the timeline, and that stakeholder engagement meetings were planned.

Decision Approved, and/or Action Requested

None.

Agenda Item O – Any Other Business

Issue
The Committee was asked if there was any other business to discuss.

Information
None was raised.

Decision Approved, and/or Action Requested
None.

The meeting concluded at 12:21 pm.

Signed by:

Chair

Date