

## Minutes of the Regulatory and Professional Policy Committee Meeting held online via Microsoft Teams at 10 am on 30 November 2023

### Agenda Item A - Apologies

Name	Role	Present (Yes/No)
Mr Rory O'Donnell	Chair	Yes
Ms Gráinne Power		Yes
Ms Marie Louisa Power		Yes
Mr Peter Dennehy		No – apologies
Ms Dorothy Donovan		Yes
Mr Mark Jordan		Yes
Ms Geraldine Crowley		Yes
Dr Laura Sahm		Yes
<b>Members of PSI staff in attendance for part or all of the meeting included:</b>		
<i>Ms Joanne Kissane</i>	<i>Registrar and Chief Officer</i>	
<i>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Ms Damhnait Gaughan</i>	<i>Head of Practitioner Assurance</i>	
<i>Mr Dan Burns</i>	<i>Head of Strategic Policy, Research and Communication</i>	
<i>Ms Cora O'Connell</i>	<i>Professional Standards Manager</i>	
<i>Ms Laura Irwin</i>	<i>Community Pharmacy Quality and Safety Manager</i>	
<i>Ms Orla Carroll</i>	<i>Strategic Policy Officer</i>	
<i>Ms Andrea Boland</i>	<i>Professional Standards Coordinator</i>	
<i>Ms Róisín Duffy</i>	<i>Communication and Engagement Officer</i>	
<i>Ms Elizabeth O'Halloran</i>	<i>Research Officer</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

Dr Laura Sahm declared a conflict of interest with agenda item L. There were no other conflicts of interest declared by the Committee.

### 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.

#### Decision Approved and/or Action Requested

**Decision Approved:** The Committee approved the agenda of the meeting on the proposal of Mr Mark Jordan and seconded by Ms Marie Louisa Power.

### Agenda Item D – Approval of Minutes –16 November meeting

#### Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 16 November 2023.

#### Information

The Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 16 November 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 16 November 2023 on the proposal of Ms Dorothy Donovan and seconded by Ms Marie Louisa Power.

### Agenda Item E.1 Update on operationalising the TCQR route process leading to registration as a pharmacist.

#### Issue

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

#### Information

The Committee were provided with an update on the market-sounding exercise conducted in relation to the provision of an adaptation placement service for the revised TCQR route.

It was confirmed to the Committee that the current TCQR route will remain open to receiving applications until the new route is operationalised in 2024. An update was also provided on the equivalence examinations, which have already taken place in 2023, and those scheduled for 2024.

### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item E.2- Operationalisation of Third Country Qualification Recognition Route - Application fee waiver policy - eligibility

#### Issue

Approval of TCQR application fee waiver policy.

#### Information

The Committee were provided with the memo in advance of the meeting. The Committee heard the historical context of this policy. The PSI Council, at its meeting on 21 June 2018, adopted a policy under the provisions of Rule 5 of the Pharmaceutical Society of Ireland (Fees) Rules 2014-2020 to waive the application fee for recognition of third-country qualification in the case of applicants availing of protections under the Irish Refugee Protection Programme in Ireland.

Subsequently, at the Council meeting on 28 April 2022, the PSI Council adopted the same position for applicants availing of Temporary Protection status in Ireland under the EU

Temporary Protection Directive. For the application fee to be waived, on submission of an application under the Third Country Qualification Recognition (TCQR) process, applicants should include a copy of their relevant document from the Department of Justice confirming their status (i.e., Refugee or Temporary Protection status).

The Committee discussed the application fee waiver policy and broadly agreed it was a necessary change.

#### **Decision Approved and/or Action Requested**

**Decision Approved:** The Committee recommends that the application fee waiver policy be approved by Council on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

#### **Agenda Item E.3- Operationalisation of Third Country Qualification Recognition Route - 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.1 - Update on advancing our actions to contribute to Ireland's second National Action Plan on Antimicrobial Resistance 2021-2025 (known as iNAP2)**

##### **Issue**

The Committee was provided with a verbal update by Orla Carroll.

##### **Information**

The Committee was given an overview of the Executive's initiatives to raise awareness of antimicrobial resistance and promote a One Health approach. The actions included promoting pharmacist resources in a recent PSI newsletter, disseminating worldwide AMR initiatives using PSI's social media channels, and attending a collaborative forum.

The Committee discussed the importance of public targeting for this information and inquired if there was an opportunity for further promotion to reach both the public and pharmacists. The Committee heard that a dedicated landing webpage is currently being

developed, and this would be promoted by sharing the link to the webpage via our social media channels.

The Committee also discussed the resources currently available to pharmacists via HSE, the PAMs net network, and the IOP.

#### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item G.1 – Patient Safety and Quality Initiatives – Guidance for Pharmacy Governance Roles

#### Issue

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

#### Information

The Committee was informed that guidelines on the roles and responsibilities of those in pharmacy governance roles are being drafted and are due to be published in Q4 2023. However, due to the announcement from the Minister for Health to progress the first recommendation of the Expert Taskforce in expanding the role of pharmacies and pharmacists, we are considering the guidance in this context to ensure that it is reflective of any Taskforce recommendations.

The Committee heard that the draft guidelines will be sent to the RPP Committee for consideration in February 2024.

#### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item G.2- Patient Safety and Quality Initiatives - Delineation of Retail Pharmacy Businesses

#### Issue

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

#### Information

The Committee were provided background information on the concept of delineation and the development of guidelines for the delineation of retail pharmacy businesses. PSI is currently engaging with the Department of Health on this matter, as an amendment to the

Regulation of Retail Pharmacy Businesses Regulations 2008 (as amended) (S.I. 488 of 2008) will be required to facilitate delineation in pharmacies.

The Committee were informed that the Department of Health is supportive of progressing delineation in pharmacies.

#### Decision Approved and/or Action Requested

The Committee noted the update.

#### Agenda Item H.1 - Development of CPD Model for Pharmaceutical Assistants - Update on the implementation of the CPD Model for PAs

##### Issue

The Committee was provided with a verbal update by Andrea Boland.

##### Information

The Committee was given background on the development of the CPD model for the Pharmaceutical Assistants project.

The Committee heard that a meeting took place with the Chairperson and Secretary of the Pharmaceutical Assistants Association on 26 October 2023, and feedback was gathered on the report and proposed model.

The Committee also heard a workshop with approximately 10 members from the PAA to agree on continuing professional development (CPD) themes, as proposed in the report, is scheduled for February 2024.

The Committee was updated on the development of a provision on our registration system for a self-declaration by pharmaceutical assistants at continued registration to confirm that they are undertaking appropriate CPD, which is expected to go live in Q1 of 2024. The Committee heard that the PA CPD model is intended to be implemented in 2025.

The Committee congratulated the Executive on the project's success to date. It enquired about the number of PAs on the register, and whether the number of PAs participating in the workshop would be a representative sample. The Committee was told that there were currently 210 members on the register, with PAA recommending 10 people to participate in the workshop.

The Committee queried expectations of the procurement market. . The Executive noted that the intent is to conduct a joint procurement process for both the pharmacists and PA

CPD models, and that it would anticipate having a better insight when the direction for the CPD model for pharmacists is approved. The risk that there would be a lack of interest in the marketplace was also mooted.

#### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item I.1- CPD Model for Pharmacists - Memo on Review of CPD Model for Pharmacists

#### Issue

The Committee was provided with an update via a memo.

#### Information

None.

#### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item I.2 – Report of the Review of the Continuing Professional Development Model (Pharmacists)

#### Issue

Approval of the report for the Review of the Continuing Professional Development Model (CPD).

#### Information

The Committee was afforded two opportunities to review drafts of the report for the Review of the Continuing Professional Development Model: the first at a dedicated meeting on 16 November and the second at the 30 November meeting.

Feedback from the Committee on 16 November was that, in general, the recommendations within the report were appropriate, and the premise thereof was accepted; however, some rephrasing of the recommendations should be considered to enhance clarity. The Committee also recommended a number of updates to the body of the report. The Committee agreed that the key deliverables required from the report were met with reference to the tender request.

Two versions of the report were circulated to the Committee members, a tracked version and a clean version to illustrate the updates implemented. The Committee heard that

feedback from the IOP on factual matters in the review would be included in the final draft for Council's review and consideration.

The Committee commended the Executive and was satisfied to recommend to Council that the report be accepted and recommendations approved.

#### Decision Approved and/or Action Requested

**Decision Approved:** The Committee recommends that the report for the Review of the Continuing Professional Development Model be accepted, and the recommendations approved by Council on the proposal of Dr Laura Sahm and seconded by Ms Marie Louisa Power.

### Agenda Item J – Update on Accreditation Standards for CPD Programmes Project

#### Issue

The Committee was provided with a verbal update by Andrea Boland.

#### Information

The Committee heard that there is a requirement set out in the *Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015* to review the accreditation standards for CPD programs and courses for pharmacists at intervals not exceeding 5 years. This review commenced in July 2023. However, the Committee were advised that, after reflecting on the ongoing project to review the CPD model for pharmacists, the Executive decided that it would be beneficial to postpone the review until the conclusion of the review of the CPD model for pharmacists.

#### Decision Approved and/or Action Requested

The Committee noted the update.

### Agenda Item K.1 - IOP Updates - Quarterly update on IOP operations and developments

#### Issue

The Committee was provided with an update via a memo in advance of the meeting.

#### Information

None.

#### Decision Approved and/or Action Requested

The Committee noted the update.



### Agenda Item K.2 - IOP Updates - Annual Workplan

#### Issue

Approval of the IOP Annual Workplan.

#### Information

The Committee was provided with the IOP Annual Workplan in advance of the meeting. The Committee discussed the Workplan and found the proposed CPD initiatives for 2024 were relevant and beneficial for the profession. The Committee discussed the expense of some of the courses in relation to attendance levels, highlighting that increased promotion of these courses by the IOP may help improve attendance levels. The Committee also noted that access gained by pharmacists to HSeLand, the HSE online training platform, has been useful and a positive addition to CPD for pharmacists.

The Committee also discussed further opportunities for training and development on the medicines supply chain and dealing with medicine shortages. It was discussed that the webinar format of training delivery is useful in addressing these types of issues as it is agile, and it was highlighted that this topic is included in the draft workplan for delivery via a webinar. The Committee asked if there was any flexibility in making changes to the Workplan during the year. The Committee was advised that a certain amount of flexibility was available if necessary.

#### Decision Approved and/or Action Requested

**Decision Approved:** The Committee approved the draft IOP Annual Workplan for 2024 on the proposal of Ms Marie Louisa Power and seconded by Ms Dorothy Donovan.

### Agenda Item L – Annual Reports from Schools of Pharmacy

#### Issue

Approval of Annual Reports from Schools of Pharmacy.

#### Information

The Committee heard that the three Schools of Pharmacy (TCD, RCSI and UCC) are required to submit an annual report to the Registrar of the PSI. The annual reports demonstrate how the Schools of Pharmacy continue to meet the accreditation standards for the Master of Pharmacy (MPharm). The last accreditation visits to the Schools of Pharmacy occurred in 2020, with the next visit scheduled for 2025. Once received by the

Professional Standards Unit, the annual reports are sent to the respective Chairpersons of the most recent accreditation visits for consideration and response.

The Committee was advised that, having reviewed the annual reports and the responses from the respective Chairs, that the annual reports are satisfactory and that each School of Pharmacy appears to continue to meet the Accreditation Standards.

The Committee discussed the annual reports and inquired if they are published. The Committee were advised that the annual reports are not published. However, the accreditation reports are published on the PSI website. The Committee also noted the increase in student enrolment across the three Schools of Pharmacy, stating that this is significant in light of the Workforce Intelligence Report findings.

#### **Decision Approved and/or Action Requested**

**Decision Approved:** The Committee approved the Annual Reports from the Schools of Pharmacy on the proposal of Mr Mark Jordan and seconded by Ms Dorothy Donovan.

### **Agenda Item M - 2023 Work Plan Projects – Project Health Card updates**

#### **Issue**

The Committee was provided with an update on the Work Plan Projects via the Health Cards, which were provided to the Committee in advance of the meeting.

#### **Information**

The Committee noted the following project health cards:

- Community Pharmacy - Standards-based regulatory model
- Emerging Risks to the Future Pharmacy Workforce project
- Advance Reform of the Pharmacy Act
- Development of a Patient Experience Programme

The Committee were reminded that the Community Pharmacy - Standards-based regulatory model project has been paused.

The Committee heard that due to competing work priorities, in particular, supporting PSI's role on the Expert Taskforce to support the expansion of the role of pharmacists in Ireland, the 'Development of a Patient Experience Programme' project has been placed on hold for 2024. It will be proposed to Council that research carried out to date on other patient experience programmes nationally and internationally will be used to support the design of a rolling patient experience programme under the next Corporate Strategy. The

Committee also heard that in 2024, there may be standalone patient engagement activity undertaken to support the delivery of the Service Plan. This is likely to relate to outputs from the Expert Taskforce and the implementation of associated recommendations.

The Committee also received an update on the Advance Reform of the Pharmacy Act project. It is proposed that commissioning an evidence-based review on the regulation of pharmacies be put on hold until the latter half of 2024 and progression on the reform of the regulation of pharmacy professionals be prioritised instead, pending approval of the Service Plan 2024 by PSI Council and agreement on this approach from the Department of Health.

#### **Decision Approved, and/or Action Requested**

The Committee noted the updates.

### **Agenda Item N – PSI draft 2024 Service Plan**

#### **Issue**

The Committee was provided with an update by Joanne Kissane.

#### **Information**

The Committee was provided with an update on the development of PSI Service Plan 2024. The Committee was informed that all the advisory committees of the Council had received the draft 2024 Service Plan for discussion and consideration.

The Committee discussed projects listed in the Service Plan including the regulatory work programmes identified. The Committee was informed that KPIs relating to PSI's regulatory activities will be included in the version, which will be sent to Council in advance of the 14 December meeting.

The Committee asked about progress on the establishment of new Schools of Pharmacy. The Committee heard the Executive have had engagement with potential new schools and have been advised that formal application for accreditation may be made in Q4 2024. However, this is dependent on the required funding being secured. The Committee requested that they be kept apprised of any developments in this area.

The Committee commented that it was an ambitious Service Plan and asked how priorities were planned. The Committee heard that capacity planning had been undertaken as part of the development of the plan and that a prioritisation exercise had been carried out to identify which projects would be included for progression. This also considered the

anticipated activity and work that will be required in response to the recommendations of the Expert Taskforce, in addition to any additional requests from the DOH.

#### Decision Approved, and/or Action Requested

The Committee noted the update.

### Agenda Item O – Proposed meeting dates for 2024 and AOB

#### Issue

Proposed meeting dates for 2024 were circulated to the Committee in advance of the meeting by way of the agenda.

#### Information

The Committee was provided with the proposed meeting dates for 2024:

- Wednesday, 21 February
- Thursday, 11 April
- Thursday, 6 June
- Thursday, 19 September
- Thursday, 28 November

No other business was declared.

#### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee approved the meeting dates for 2024 on the proposal of Mr Mark Jordan and seconded by Ms Gráinne Power.

**The meeting concluded at 11:33 am.**

**Signed by:**

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**Chair**

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**Date**