

**Minutes of the Regulatory and Professional Policy Committee Meeting
held in a hybrid format in PSI House and on Microsoft Teams
on 13 April 2023**

Agenda Item A - Apologies

Name	Role	Present (Yes/No)
Ms Katherine Morrow	Chair	Yes
Prof Brian Kirby		No
Ms Marie Louisa Power		Yes (in part, signed offline at 11.30am)
Ms Gráinne Power		Yes
Ms Ann Sheehan		Yes (in part, signed online at 11.00am)
Mr Peter Dennehy		No
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>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Ms Aoife Mellett</i>	<i>Head of Practitioner 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 Emma Pierce</i>	<i>Senior Regulatory Executive</i>	
<i>Ms Agnieszka Mazurek</i>	<i>Regulatory Project Coordinator</i>	
<i>Ms Therese Anglim</i>	<i>Communication Project Executive</i>	
Staff from Mazars in attendance (in part):		
<i>Mr Sam Kendlin and Ms Rosanna Cassidy</i>		
<i>The Meeting commenced at 10:01am.</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

No conflicts of interest were declared.

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 items B, C, D and G would take place at 11.00am to ensure a quorum for decision items.

The Committee noted that some items on the indicative schedule of the 2023 Workplan were deferred to the June 2023 Committee meeting.

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 Dorothy Donovan.

Agenda Item D – Approval of Minutes – 16 February 2023 meeting

Issue

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

Information

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

Agenda Item E.1 – Develop a CPD model for pharmaceutical assistants - Update on the project process.

Issue

The Committee was provided with a presentation on the development of a CPD model for pharmaceutical assistants.

Mazars joined the meeting at 10.06am to present this item.

Information

Mazars presented an overview of the project's status to the Committee. The overview included an outline of the methodology used to develop the proposed model; a comprehensive desk-based review of relevant documentation, academic literature and legislation; an overview of the consultation process undertaken with a variety of domestic and international stakeholders, emergent findings and key themes and outline of the project's next steps.

The Committee heard that pharmaceutical assistants are generally positive towards the proposed introduction of a structured model for CPD, and that there was limited appetite for a completely bespoke new model, with stakeholders cognisant of the size and composition of the Register of Pharmaceutical Assistants.

The Committee also heard that the infrastructure developed for the CPD Model for pharmacists works well and aspects of this could be adapted to support a proposed model for pharmaceutical assistants.

Mazars and the Executive are collaborating to deliver a final report in time for the June RPP and Council meetings.

The Committee thanked Mazars for their presentation, noting the significant work that had been undertaken on the project to date, overseen by the Executive.

The Committee commended the good level of engagement with stakeholders.

The Committee inquired about the practical aspects and the implementation of a CPD model for pharmaceutical assistants – i.e. how the project would be operationalised. A recommendation regarding the most appropriate delivery arrangement for the proposed model will be included in the final report. The Committee also heard that pharmaceutical assistants had access to the training courses available through the IIOP, and that some utilised this.

The Committee also sought further information on the involvement of pharmaceutical assistants in this project. The Committee heard that a preliminary meeting was held before the project commenced to receive feedback from representatives of pharmaceutical assistants, and they continue to be kept up to date on the project's progress.

Decision Approved and/or Action Requested

The Committee noted the update.

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 – Review of the CPD Model for pharmacists – Update on project process

Issue

The Committee was provided with a presentation on the review of the CPD model for pharmacists.

Information

Mazars presented an overview of the project's status to the Committee. A detailed desk-based review of academic literature, relevant legislation in Ireland, documentation about the current CPD Model, and details about CPD models used by

pharmacists internationally and other healthcare professionals in Ireland were included in the methodology. A detailed description of the project's future stages was also presented to the Committee, along with emergent findings and key themes from a consultation process that Mazars undertook with a range of domestic and international stakeholders.

The Committee commended Mazars for their thorough presentation, recognising the substantial work involved, and expressing their satisfaction that public health was one of the project's primary motivators.

Mazars left immediately following this agenda item at 10.55am.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item F.2- Review of the CPD Model for pharmacists - Project Health Card Update

Issue

The Committee was provided with the health card for the project.

Information

The Committee inquired whether the Department of Health was working on this initiative with the Executive. The Executive confirmed that the Medicines, Controlled Drugs & Pharmacy Legislation Unit were consulted.

The Committee emphasised the complexity of the project and the numerous elements that needed to be considered particularly the timing. The Committee heard that the final report should be ready for the Council meeting in June, according to the timeframe that was being carefully considered.

The Committee requested more information on the current CPD model. The Executive provided an overview of the design of the CPD model, and confirmed that further information would be circulated after the meeting.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

Agenda Item G.1– Third Country Qualification Recognition Route - Approval of draft PSI (Registration)(Amendment) Rules 2023 after public consultation

Issue

In advance of the meeting, the Committee was provided with an update via a memo, consultation report and the proposed amendments to the PSI (Registration) Rules 2008 (S.I. No. 494 of 2008).

Information

The Committee was provided with an update by John Bryan. A brief background of the project was presented to the Committee through presentation slides.

Following Council approval on 6 October 2022 to proceed to public consultation on draft Rules to amend the Pharmaceutical Society of Ireland (Registration) Rules 2008, as amended, a consultation opened on 24 February and closed on 19 March 2023. The Committee was asked to consider the outcome of the public consultation and make a recommendation to Council to approve the proposed Amendment Rules.

The Committee discussed the draft Amendment Rules and the consultation report. The Committee sought clarification on Council's delegation to the Executive in relation to the revised qualification recognition process. The Committee heard that this was provided for in the Pharmacy Act 2007.

The Committee noted that the consultation received both favourable and critical responses. The Committee reviewed the feedback from the consultation report and agreed that the response from the Executive was appropriate. The Committee emphasised the significance of clear communication, consistency in the application process, and transparency from the Executive once the revised TCQR route is operational.

The Committee queried whether the level of specificity provided in the draft Amendment Rules regarding the five-stage approach was required, given that some flexibility in the process may be required. The Executive clarified that the draft Amendment Rules provide for the various stages of the revised route to be applied as appropriate, allowing for a degree of flexibility in the operation of the revised qualification recognition route.

Decision Approved and/or Action Requested

Decision Approved:

The Committee approved the PSI (Registration)(Amendment) Rules 2023 for submission to Council at its next meeting on 27th April, on the proposal of Ms Dorothy Donovan and seconded by Ms Ann Sheehan.

Agenda Item G.2- Update on operationalising the TCQR route process leading to registration as a pharmacist.

Issue

The Committee was provided with an update on operationalising the TCQR route process.

Information

None.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item G.3 - Update on Project Health Card

Issue

The Committee was provided with the health card for the project.

Information

The Committee noted that the project health card didn't detail the project owner. The Committee heard that the project owner will be agreed shortly, and the health card would be amended accordingly.

Decision Approved and/or Action Requested

The Committee noted the project health card update.

Following the completion of agenda item G, the Committee took a short break. The meeting resumed at 11.43am.

Agenda Item H.1 – Advance reform of the Pharmacy Act - Update on project approach agreed with the Department of Health

Issue

The Committee was provided with an update outlining the status of the project through presentation slides.

Information

The Committee heard that the Executive and Department of Health met in March 2023 to discuss the project's future stages. The meeting heard that the Department is happy for the PSI to move on with commissioning an evidence-based study to look at the regulation of pharmacies. The Committee heard that a group to advise on pharmacy regulation

would be formed. The Executive added that the advisory group would be established by the end of May 2023.

The Committee inquired about the type of organisation that would be hired to do the evidence-based review and was informed that a tendering process will be used, and an external contractor will be appointed to complete this review, and might include for example a commercial, consultative organisation.

The Committee inquired about what kind of individuals were being considered for the advisory panel. The Committee heard that a variety of stakeholders and experts were being considered.

The Committee sought further information about how this project has been communicated so far and whether it has been made public. The Executive clarified that the Registrar's report, the Service Plan, and the Corporate Strategy all included information on this initiative.

Decision Approved and/or Action Requested

The Committee noted the update.

[Agenda Item I.1 - Assess emerging risks to the continued availability of a professional pharmacy workforce within community and hospital pharmacy – Health Card Update](#)

Issue

The Committee was provided with the health card for the project.

Information

The Committee heard how the Executive was presented with recommendations from Grant Thornton in a draft report informed by the project's literature review, workforce survey, and focus groups.

The Committee heard that project's Working Group had met for a third time in March and that the fourth Working Group meeting is being scheduled for May. The purpose of the next meeting is to seek agreement on assigned owners and timelines associated with the recommendations and actions being included the draft final report.

The Committee were advised that the draft report will be shared with members for their review in May and a stand-alone meeting will then be held to discuss feedback. This feedback will be incorporated into a further draft of the report, which will be discussed at

the June Committee meeting. The Committee will then be asked to recommend the report to Council at its 22 June meeting.

The Committee emphasised the importance of the Executive and the Working Group agreeing an implementation plan to progress the recommendations in the report that would continue beyond completion of the project. The significant role for the Department of Health in strategic workforce planning was called out in particular. The Executive concurred, saying that this initiative couldn't succeed in isolation, and confirmed that implementation of the recommendations is being discussed at the meetings of the Working Group.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item J.1 – Adopt revised Core Competency Framework (CCF) for Pharmacists - Update on the roadmap for implementation of revised CCF

Issue

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

Information

Aoife Mellett provided an update on the progress of the project.

The Committee was provided with a brief update on the proposal from IIOF on the implementation of the revised Core Competency Framework (CCF).

There were no comments or questions from the Committee on the project.

Decision Approved and/or Action Requested

The Committee noted the update.

Agenda Item K– Quarterly update on IIOF operations and developments

Issue

The Committee was provided in advance of the meeting with a memo and a report.

Information

An update on the progress of the project was provided by Aoife Mellett.

The Committee were provided with a quarterly update on IOP operations, developments and a report relating to the IOP accredited or delivered training programmes.

There were no comments or questions from the Committee.

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 current terms of reference, including its composition, membership structure, competencies, and quorum.

The Committee highlighted that the Regulatory and Professional Policy Committee regularly make decisions on complex and technical pharmacy matters.

The Committee heard that Committee members must undergo a thorough evaluation prior to their appointment to a committee, including their skill set, degree of experience, and capacity for making decisions.

The Committee highlighted the tight quorum and observed that this could pose a risk to the Committee's capacity to make decisions in the future. The Committee also noted that the terms of reference allowed for external, non-Council members to join the Committee should it be the case that essential skills are not available within the Council membership.

Decision Approved, and/or Action Requested

The terms of reference will be discussed at the Committee next meeting.

Agenda Item M – 2023 Work Plan Projects – Update 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 was provided with an update by Orla Carroll.

The Committee heard the development of the stakeholder map and strategy is presently underway, and the project is in the planning stage.

The Committee heard that this project's key milestone consisted of a briefing paper for the Council that was based on stakeholder engagement regarding the role of pharmacy in integrated care delivery as envisaged in the Sláintecare plan and the regulatory oversight that any changes would necessitate.

The Committee inquired whether the briefing paper was still on schedule to be completed by the October deadline and heard that the briefing paper was on schedule to be delivered on time.

Decision Approved, and/or Action Requested

The Committee noted the update.

Agenda Item N – 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 12:16pm

Signed by:

Chair

Date