

**Minutes of the Regulatory and Professional Policy Committee Meeting  
held in hybrid format in PSI House and on Microsoft Teams  
on 16 February 2023**

**Agenda Item A - Apologies**

<b>Name</b>	<b>Role</b>	<b>Present (Yes/No)</b>
Ms Katherine Morrow	Chair	Yes
Prof Brian Kirby		Yes
Ms Marie Louisa Power		Yes
Ms Gráinne Power		Yes
Ms Ann Sheehan		Yes
Mr Peter Dennehy		Yes
Ms Dorothy Donovan		Yes
<b>Members of PSI staff in attendance for part or all of the meeting included:</b>		
<i>Mr John Bryan</i>	<i>Head of Community Pharmacy Assurance</i>	
<i>Ms Aoife Mellett</i>	<i>Head of Practitioner Assurance</i>	
<i>Dr Lorraine Horgan</i>	<i>Head of Corporate Services and Acting Head of Strategic Policy and Communication</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 Andrea Boland</i>	<i>Professional Standards Coordinator</i>	
<i>Ms Ciara Dooley</i>	<i>Regulatory Risk Coordinator</i>	
<i>Ms Agnieszka Mazurek</i>	<i>Regulatory Project Coordinator</i>	
<i>Ms Elizabeth O'Halloran</i>	<i>Research Officer</i>	
<i>Ms Therese Anglim</i>	<i>Communication Project Executive</i>	
<b>Staff from Grant Thornton in attendance (in part):</b>		
<i>Mr Robert Howard-James, Mr Enda Dempsey and Mr Niall O'hUallachain</i>		
<i>The Meeting commenced at 10:02am. The Chair welcomed Ms Dorothy Donovan to the Committee.</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

The Chair and Mr Brian Kirby declared a conflict of interest for item H. Ms Gráinne Power declared a conflict of interest for item K.

## Agenda Item C – Approval of meeting agenda

### Issue

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 was informed that agenda item K would proceed in the form of a verbal update.

### Decision Approved, and/or Action Requested

The Committee approved the agenda of the meeting, on the proposal of Prof Brian Kirby and seconded by Ms Ann Sheehan.

## Agenda Item D – Approval of Minutes – 1 December 2022 meeting

### Issue

Approval of the Minutes of the Regulatory and Professional Policy Committee meeting held on 1 December 2022.

### Information

The Chair noted that the draft minutes of the Regulatory and Professional Policy Committee Meeting held on 1 December 2022 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 1 December 2022, on the proposal of Ms Marie Louisa Power and seconded by Mr Peter Dennehy.

### Agenda Item E – Approval of Committee Workplan 2023

#### Issue

The Committee was provided with the draft Regulatory and Professional Policy Committee Workplan 2023 in advance of the meeting.

#### Information

Committee discussed the draft workplan that sets out the key strategic projects from the PSI Service Plan 2023 that will be overseen by the Regulatory and Professional Policy Committee, in addition to the core and ongoing work falling under the remit of the Committee.

The Committee noted the considerable indicative schedule of work to be carried out in 2023 and discussed the feasibility of achieving all of the items in the Workplan. Committee suggested that the wording could be more precise for some of the project outputs.

Committee sought more information on the timelines of the Workforce project. Committee heard that as much of the management of the project was being carried out by Grant Thornton on behalf of PSI, it was expected that the projected milestones for the project were achievable at this point.

Committee also sought further information on the deliverables of the Rolling Patient Experience Programme project, highlighting the importance and complex nature of the project. Committee heard that due to competing work priorities this project is due to begin later in 2023 and that the patient experience programme roadmap is expected to be delivered in 2024.

The Committee was asked to consider the draft RPP Workplan 2023 for approval.

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

**Decision Approved:** The Committee approved the RPP Workplan 2023, on the proposal of Ms Maria Louisa Power and seconded by Prof Brian Kirkby.

### Agenda Item F – Update on project progress – Assess emerging risks to the continued availability of a professional pharmacy workforce within community and hospital pharmacy

## Issue

In advance of the meeting the Committee was provided with a memo and presentation on the Emerging Risks to the Future Pharmacy Workforce project.

Grant Thornton joined the meeting at 10.15am to present this item to Committee and left immediately afterwards at 11.41am.

## Information

Grant Thornton presented an overview of the project's progress to the Committee including an overview of the literature review, workforce survey responses and an overview of working group and focus group meetings. The Committee thanked Grant Thornton for their presentation, noting the significant level of work that had been undertaken on the project to date, overseen by PSI.

Committee discussed the literature review, including the benefit of widening the review to include other comparable health and social care professionals such as occupational therapists and physiotherapists, who are often self-employed or employed by the private sector.

Committee inquired whether the governance of national and international models had been examined during the literature review, in relation to PSI's role. Committee heard that governance aspects had been examined during the literature review and would be included in the report.

Committee stressed the importance of the project's recommendations being implemented and effective. Committee also noted the limitations of international benchmarking as aspects such as demographics vary across jurisdictions.

Committee then discussed the survey findings, highlighting that the project was very timely, in particular, in relation to an increased understanding of the importance of wellbeing and flexibility of the health and social care workforce. Committee discussed the low number of survey participants who reported having protected lunch breaks, the high level of reported stress and burnout among community pharmacy survey participants and the potential impacts of these on workforce availability. Committee also discussed the advance practice of pharmacists and work satisfaction among survey participants.

Committee discussed the scope of the survey, which focused on those who held patient facing roles. Committee asked whether the survey had identified differences between urban and rural based pharmacists, or between genders. Committee also requested that more qualitative analysis be provided. Committee heard that qualitative analysis wasn't included in the presentation due to time constraints, but would be provided in the report, as well as more detailed analysis breaking down any significant differences between

participant groups. Committee heard that the presentation had also been shared with the project working group.

Committee commented that there were many aspects of the survey findings which PSI could examine further. Committee highlighted however, the limitations of the survey which, as a sentiment survey, could not be definitive in terms of its findings.

Committee suggested that Council discuss the project findings further at the Council Development Day. Committee heard that that extra time would also be scheduled at the next RPP Committee meeting to give the Committee more time to discuss and consider the report.

### Decision Approved, and/or Action Requested

The update was noted by the Committee. Committee requested if any additional comments or questions from the Committee could be sent to the Executive following the meeting, due to the substantial amount of information contained in the presentation. The Executive confirmed that they would welcome any additional comments and would share the slides with the Committee following the meeting.

Following item F, Committee took a short break. The meeting resumed at 11.52am.

### [Agenda Item G –Update to PSI Training Information for Vaccinations and Emergency Medicines in Response to NIAC changes on the Management of Anaphylaxis, following Vaccination](#)

#### Issue

The Committee was provided in advance of the meeting with an update on PSI Training Information for Vaccinations and Emergency Medicines in Response to NIAC changes on the Management of Anaphylaxis, following Vaccination.

#### Information

The Committee was provided with an update by Pádraig Corbett on draft changes to the PSI Training Algorithm. The changes were made following a number of queries from pharmacists and other stakeholders seeking clarification on what training would be required to safely administer adrenaline (epinephrine) in emergency circumstances in the community setting and the appropriate administration of adrenaline in circumstances of anaphylaxis other than following administration of a vaccine.

Committee discussed the draft changes, highlighting the importance of pharmacists using their professional judgement. The Executive agreed that professional judgement was an

important aspect of pharmacist medicines administration, but that due to the emergency nature of such circumstances, it was considered that the update would provide clarity.

Committee recommended that the information contained in the update be highlighted on the PSI website and in the next PSI newsletter to registrants.

The Committee was asked to consider the proposed changes to the PSI Training Algorithm, for recommendation to the Council at its meeting on 2 March.

### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee recommended that the proposed changes to the PSI Training Algorithm be approved by Council at its next meeting, on the proposal of Ms Maria Louisa Power and seconded by Ms Ann Sheehan.

## Agenda Item H – Approval of Schools of Pharmacy annual reports 2021/22

### Issue

The Committee was provided with an annual report from each of the three Schools of Pharmacy for the 2021/22 academic year, in advance of the meeting.

The Chair and Prof Brian Kirby absented themselves from the meeting for this item and the item was temporarily chaired by Ms Gráinne Power.

### Information

The Committee discussed the annual reports including their purpose in relation to the accreditation process. Committee sought clarification on the schools' fitness to practise processes and PSI's role in relation to this. Committee heard that the schools' fitness to practise processes are a requirement of PSI accreditation standards and that PSI's role is to ensure there are robust systems in place, rather than direct involvement in individual cases.

Committee heard that a communication was sent in January 2023 to all registered pharmacies and pharmacists highlighting a number of considerations around the appropriate supervision of experiential learning placements and pharmacy students' role and responsibilities while on pharmacy placement.

### Decision Approved, and/or Action Requested

The Committee decided to advise the Council that satisfactory annual reports have been received from each of the three Schools of Pharmacy for the 2021/22 academic year, on the proposal of Ms Ann Sheehan and seconded by Mr Peter Dennehy.

## Agenda Item I - Quarterly update on IOP operations and developments

### Issue

The Committee was provided with a quarterly update on the Irish Institute of Pharmacy's operations and developments for Quarter 4 of 2022, in advance of the meeting.

### Information

The Committee was provided with a brief update on IOP operations and developments. Committee heard that the e-Portfolio Review 2022/23 is currently underway, and an update will be provided to the Committee in April. Committee also heard that participants for the upcoming April Practice Review had been selected and preparations for the event are ongoing by IOP.

### Decision Approved, and/or Action Requested

The update was noted by the Committee.

## Agenda Item J.1 – Update on project progress – Operationalisation of Third Country Qualification Recognition route

### Issue

The Committee was provided with a verbal update on the progress of the Operationalisation of the revised Third Qualification Recognition route.

### Information

An update on the progress of the project was provided by John Bryan. Committee were informed that PSI were continuing to progress procurement preparation for the project, which was significant and complex, and that work was also being undertaken in relation to testing the holistic assessment process.

### Decision Approved, and/or Action Requested

The update was noted by the Committee.

## Agenda Item J.2 – Project Health Card update – Operationalisation of Third Country Qualification Recognition route

### Issue

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

### Information

Committee asked for clarification on whether a public consultation had taken place on the draft rules. Committee heard that a public consultation on the draft rules was being prepared and that this would be presented to the Committee following the public consultation.

Committee also sought clarification on the responsible persons for managing the project. Committee heard that this had not yet been confirmed but that there was a project team working on the project.

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

The Committee noted the project health card update.

### Agenda Item J.3 – Third Country Qualification Recognition route: Recommendations for approval to the adaptation period training placements criteria

#### Issue

The Committee was provided with a memo and a draft amended application form for Adaptation Period Approval, in advance of the meeting.

#### Information

Committee were asked to consider two proposed amendments to the PSI adaptation period training placements criteria.

The first amendment is to allow for a tutor pharmacist at an approved adaptation period training establishment to be permitted to supervise more than one (up to three maximum) adaptation period trainees and/or APPEL students, at the same time, in certain circumstances and subject to the approval of the PSI.

The second amendment is to allow applicants to undertake a part-time adaptation period, subject to the approval of the PSI and where the total duration of part-time training still equals the overall adaptation period duration the trainee has been advised they must complete.

Committee was asked if, to provide administrative flexibility, the draft amended application form could be provided to Committee for information only, rather than approval.

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

**Decision Approved:** The Committee agreed to recommend that the two proposed amendments to the adaptation period training placements criteria be approved by Council at its next meeting, on the proposal of Ms Dorothy Donovan and seconded by Ms Gráinne Power.



### Agenda Item K – Mystery shopper exercise report

#### **Issue**

The Committee was provided with a verbal update on the progress of the report of the recent mystery shopper exercise carried out by the PSI.

Ms Gráinne Power absented herself from the meeting during discussion of this item.

#### **Information**

The Committee was informed that a mystery shopper exercise had been carried out by PSI in relation to the supply of codeine containing products and that a report on the exercise was currently being drafted. Committee heard that the report would be brought to Committee in April and would include information on any follow-up actions that had been taken by PSI and the visited pharmacies in relation to the exercise.

Committee discussed the update, highlighting that there were limitations to how the data could be used, due to the sample size not being representative.

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

The update was noted by the Committee.

### Agenda Item L – Delineation in retail pharmacy businesses (RPBs)

#### **Issue**

The Committee was provided with a verbal update on the delineation in retail pharmacy businesses.

#### **Information**

The Committee was informed that draft guidance was being developed in relation to the delineation of the retail pharmacy business from the rest of the premises. It was highlighted to Committee that communication with patients will be an important consideration. Committee heard that it was hoped that the draft guidance would be presented at the next Committee meeting in April.

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

The update was noted by the Committee.

### Agenda Item I - Report on ongoing work on COVID-19 response

### Issue

The Committee was provided with a verbal update on the PSI's response to COVID-19 since the Committee's last meeting.

### Information

Committee received a verbal update from Dan Burns on the COVID-19 response, highlighting the high numbers of COVID-19 and influenza vaccinations carried out in pharmacies during the 2022-23 season and the significant role that pharmacists play in the two national vaccination programmes, in particular in providing vaccinations to difficult to reach cohorts.

Committee commented on the significant contribution of pharmacy teams to national vaccination programmes and recommended that the statistics be shared with all registered pharmacists. The Executive agreed that these would be shared in the next newsletter to registrants.

### Decision Approved, and/or Action Requested

The update was noted by the Committee.

## [Agenda Item N – 2023 Work Plan Projects – Project Health Card updates](#)

### Issue

The Committee was provided with an update on the projects in its 2023 Committee Workplan. The health cards were provided to Committee in advance of the meeting.

### Information

The Committee noted the following project health cards:

- Review the CPD Model for pharmacists
- Develop a CPD model for pharmaceutical assistants
- Community Pharmacy - Standards based regulatory model
- Advance reform of the Pharmacy Act
- Development of a rolling patient experience programme
- Stakeholder engagement with DoH and HSE on Sláintecare implementation and pharmacy integration

Committee sought clarification in relation to the timelines of the Standards based regulatory model project health card. The Committee heard that the items indicated as red status, were actually on track and should be green.

### Decision Approved, and/or Action Requested

The update was noted by Committee.

## Agenda Item O – Proposed meeting dates for the remainder of 2023 and AOB

### Issue

Proposed meeting dates for the remainder of 2023 were circulated to the Committee in advance of the meeting, by way of the agenda.

### Information

The Committee was provided with the proposed dates for the remainder of 2023:

- Thursday, 13 April
- Thursday, 8 June
- Thursday, 21 September
- Thursday, 30 November

No other business was declared.

### Decision Approved, and/or Action Requested

The Committee approved the meeting dates for the remainder of 2023 on the proposal of Ms Gráinne Power and seconded by Ms Dorothy Donovan.

**The meeting concluded at: 12:50pm**

**Signed by:**

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**Chair**

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**Date**