

Appointment of Chairs and Acting Chairs to the PSI's Disciplinary Committees

Information Booklet



May 2025

About PSI – The Pharmacy Regulator

The Pharmaceutical Society of Ireland (PSI) is a public body established in law to protect the health, safety, and wellbeing of patients and the public by regulating pharmacists and pharmacies.

As the pharmacy regulator we set the standard for pharmacists' education and training in Ireland and create the standards and supports to promote good professional practice in pharmacy. We register pharmacists, pharmaceutical assistants, and pharmacies, carry out inspections of pharmacies, and take action when we receive a complaint about a pharmacist, or pharmacy. Our statutory functions are set out in the Pharmacy Act 2007.

It is estimated that two million visits are made to pharmacies in Ireland, each month. Most service users have high levels of trust and confidence in their pharmacist and pharmacy, but errors do occur. Medication is complex, and concerns can arise about the care or treatment that is received from a pharmacist or pharmacy. The PSI is responsible for receiving and handling fitness to practise complaints about a registered pharmacist or pharmacy, and managing those complaints pursuant to the statutory process as set out in Part 6 of the Pharmacy Act. Complaints are heard before statutory Disciplinary Committees, comprising of a lay majority of non-pharmacists, as well as pharmacists.

Expression of Interest

We are inviting expressions of interest for the roles of **Chair /Acting Chair** of the PSI's Disciplinary Committees. Any current vacancies will be filled immediately from the expression of interest process. If there are a greater number of applicants than there are vacancies, then shortlisted candidates will be placed on a reserve panel from which future vacancies will be filled.

Eligibility Criteria

In order to be eligible to submit an application you must:

1. Meet the competencies required for the role of Chair/Acting Chair; and
2. Be available to attend meetings onsite at PSI House, Dublin 2, when required.

Please note:

If you have previously served as a member of any of the PSI's Disciplinary Committees, you must not have exceeded the maximum permitted term of eight years on a PSI Disciplinary Committee.

Term of Appointment

The appointment of a Chair/Acting Chair, who is not already a member of a PSI's Disciplinary Committee, will be for an initial term of four years, up to a maximum term of eight years (two consecutive terms), subject to the approval of the PSI Council.

If you are currently a member of one of the PSI's Disciplinary Committees, then any appointment will be in line with the duration of your current term noting that any successful applicants currently sitting on the Preliminary Proceedings Committee will not be eligible for appointment as Chair/Acting Chair of either the Professional Conduct or Health Committee for at least three years, in order to avoid conflicts of interest.

Disciplinary Committees

Three Disciplinary Committees form part of the PSI's complaints process under Part 6 of the Pharmacy Act 2007:

1. Preliminary Proceedings Committee

This Committee reviews complaints at a screening stage. It advises the Council of the PSI on whether:

- the complaint should be referred to hearing before a Committee of Inquiry,
- the complaint should be referred to mediation,
- no further action should be taken in relation to the complaint.

Meetings of the Preliminary Proceedings Committee are held in private.

2. Committees of Inquiry

There are two Committees of Inquiry which can hear a complaint.

(a) The Professional Conduct Committee (PCC): This Committee hears complaints which have been referred to it primarily on grounds of professional misconduct and poor professional performance. A selection of Committee members (normally three) sit when an inquiry is due to be heard. The hearings normally take place in public.

(b) Health Committee: This Committee hears complaints which have been referred to it, usually on the grounds of the inability of a pharmacist to practise due to health impairment. A selection of Committee members (normally three) sit when an inquiry is due to be heard. It is usually held in private.

Hearings before both the Professional Conduct Committee or the Health Committee are similar to hearings before a court or tribunal.

The Committee hears evidence from the parties to a complaint. When the Committee has considered the evidence, it decides whether there are findings to be made against the pharmacist or pharmacy.

Where the Committee makes findings against a pharmacist or pharmacy, it recommends to the PSI Council the sanction which it thinks should be applied to the pharmacist or pharmacy.

Who sits on the Disciplinary Committees?

The PSI's Disciplinary Committees must include:

- Lay members (non-pharmacists);
- Registered pharmacists; and
- Registered pharmacists who are pharmacy owners (either a sole trader, or a director of, or a shareholder in a corporate body which carries on a retail pharmacy business)

Main Duties and Responsibilities of Committee Members

Depending on the Disciplinary Committee, Committee members are required to:

- work together to consider information and evidence presented to them;
- reach fair and well-reasoned decisions about pharmacists and pharmacies when considering complaints;
- consider allegations against pharmacists and pharmacies at fitness to practise hearings;
- participate in collaborative decision-making regarding fitness to practise hearings;
- consider information and evidence and arrive at clear and consistent decisions;
- attend training that is provided by the PSI so that members are competent to participate in the work of the Committee.

Time Commitment

It is important that sufficient time be devoted by Disciplinary Committee members to Committee business to facilitate its effective and efficient operation, which includes reading a substantial number of documents in advance of Committee meetings.

Consequentially, it is expected that a member may need to set aside significant reading time (approximately 2-3 days) for reviewing meeting papers in advance of each meeting of the Disciplinary Committee of which they are a member.

Committee meetings and fitness to practise hearings held by the Committees of Inquiry are normally held at the offices of the PSI [in Dublin 2](#). The Executive, in consultation with the Chair (or in their

absence the Acting Chair), and subject to legal advice, may permit the convening of an online or hybrid meeting, provided that such meetings are not contrary to the interests of justice. Under such circumstances, on-line attendance may be permitted.

The frequency of meetings is set out below.

- **The Preliminary Proceedings Committee (PPC)** meets approximately every six weeks to consider complaints. This Committee operates on a fixed schedule and the meeting dates are normally agreed at the beginning of each year. The quorum for this Committee is five members and the Committee must consist of a lay majority. Meetings can last from a half-day to a full day, depending on the number of complaints under consideration.
- **The Professional Conduct Committee (PCC) and the Health Committee (HC)** meet, as required, when a matter is ready for inquiry hearing, or to deal with callovers, (case management meetings), or preliminary applications prior to inquiry hearings. Both Committees must consist of a lay majority, and when sitting to consider complaints, consist of three Committee members one of which is a pharmacist. An independent Legal Assessor who is a qualified lawyer, sits with each Committee when it is considering complaints, and in the event that it requires legal advice. An independent Medical Assessor also sits in addition to the Legal Assessor with the Health Committee to provide advice to the Committee as required on any medical matters. Many inquiries last for one or two days; however, some inquiries can run for more than two days. Callovers and preliminary applications typically take half a day. The PSI contacts all Committee members in advance of a hearing to ascertain availability to sit for a particular date or dates. Members of the Professional Conduct Committee, and the Health Committee are not required to participate in every meeting which considers complaints; however, they are expected to make themselves available where possible and an attendance rate of at least one inquiry per year is expected. The PSI is under no obligation to provide a Committee member with any guaranteed minimum number of days participating in hearings per annum.
- All three Committees have training days and at least one meeting per annum at which the administration of Committee business is reviewed. Committee members are expected to use their best endeavours to attend all such meetings, and to attend at least one training session per annum.
- The Executive will convene Committee meetings as and when required, in consultation with the Chair of each Committee.
- Committee members will be required to devote as much time to the duties of the Committee as necessary for the proper and efficient discharge of their duties. This will include time to read material relating to complaints in advance of Committee meetings or fitness to practise hearings; to assist with the drafting of minutes and reports where necessary; and to attend other activities such as training and other ad hoc meetings, as required. By applying for the position, it is assumed that the applicant will be able to meet this time commitment.

Fees and Expenses

Disciplinary Committee members are remunerated for their work at a rate of €322 per day. When sitting as Chair or Acting Chair of the Committee, the rate is paid at €500 per day. Committee members are not paid for days preparing for meetings, including reading time, or preparing reports and minutes. Committee members who are public or civil servants do not qualify for remuneration.

The day rate is only applicable for attendance at meetings or inquiries, and in the case of Committees of Inquiry, extends to sitting with the Legal Assessor when the Committee is convened separately to deliberate on a complaint and/or prepare its report for the Council of the PSI.

Committee members including Chairs and Acting Chairs will be required to attend training days which are remunerated at a rate of €300 per day, and €150 per half day. All reasonable vouched expenses are discharged in line with the PSI's travel and subsistence policy.

Equality Diversity and Inclusion

The PSI is committed to promoting equality, diversity and inclusion at every level of the organisation.

The PSI believes that diverse and inclusive Disciplinary Committees impact positively on the work of the PSI, and the service it provides its stakeholders. To this end we would encourage applicants from all backgrounds, to consider putting themselves forward for appointment.

Conflict of Interests

Please give careful consideration to the possibility of any potential conflict of interest that may exist, should you be appointed to a Committee.

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise, or appear to compromise, their judgment, decisions, or actions.

All Committee members appointed will be required to submit details relating to their employment and all other business interests including shareholdings, professional relationships etc. which could involve or be perceived to involve, a conflict of interest that could materially influence their work as a Disciplinary Committee member.

Competencies

Core Competencies Required for Chairs/Acting Chairs

Personal Qualities

- Absorbs and analyses information with ease.
- Personal commitment to the public interest and the principles of good regulation.
- Integrity and independence of mind, sound judgement and decisiveness.
- Manages time efficiently.

Understands and values diversity and deals fairly

- Commitment to equality, diversity and inclusion; impartiality and fair treatment.
- Aware of own biases (conscious and unconscious) and manages these appropriately.
- Listens with patience and courtesy.

Authority and Communication Skills

- Inspires respect and confidence.
- Questions effectively.
- Engages constructively in debate, challenges others appropriately and works collaboratively with the Executive in relation to Committee business

Effective Chairing

- Maintains firm and effective control of hearings; maintains authority when challenged.
- Explains the procedure and any decisions reached clearly and succinctly to all those involved.
- Challenges Committee members' biases both conscious and unconscious and supports Committee members in managing these appropriately.
- Excellent drafting skills, with the ability to produce clear, accurate, well-structured decisions.

Core Competencies Required of all Members of the PSI Disciplinary Committees

- A clear understanding of, and commitment to public interest and public protection.
- A proven ability to work collaboratively and constructively with others.
- Understanding of, or interest in, regulatory/legislative environments or frameworks.
- Ability to absorb and analyse information critically and use effective judgement to make fair and reasoned decisions.
- Ability to communicate effectively, and good interpersonal skills.
- Understands, and values equality, diversity, and inclusion.

Assessment Process

All expressions of interest received will be reviewed by an Assessment Panel which will consist of two external members, approved by the PSI Registrar, one of whom will be appointed Panel Chair, and the two remaining Panel members will comprise of two members of the PSI's Special Purposes Committee, which oversees appointments to all of the PSI's Committees.

The review and selection process will be as follows:

1. The Assessment Panel will meet to assess each application and curriculum vitae (CV) received against the core competencies required for the role.
2. The Assessment Panel will create a shortlist of applicants consisting of those applicants who are deemed to have achieved the minimum required score in each of the core competencies.
3. Shortlisted applicants will then be interviewed by an Interview Panel consisting of the President of the PSI Council and/or a member of the PSI's Special Purposes Committee, and a member of the Executive who oversees the management of the PSI's Disciplinary Committees.
4. The Interview Panel will submit its shortlist to the PSI's Special Purposes Committee.
5. The Special Purposes Committee will make recommendations to Council for the appointment of shortlisted candidates to a panel, for a term not exceeding 4 years, from which vacancies for Chair and Acting Chair will be filled, as they arise. Successful candidates will be informed of their appointments to the panel, once it has been approved by the PSI Council.
6. Any applicant who is not successful in being shortlisted will be advised of this outcome in writing.

Submitting Your Expression Interest

If you are interested in applying to become Chair or Acting Chair of a PSI's Disciplinary Committee please return your completed application form and a copy of your CV to eoi@psi.ie no later than 22 May 2025.

Confidentiality

The PSI will process any personal data in relation to your application in accordance with Data Protection legislation. The data will be kept for no longer than is necessary for its purpose, and it shall be kept in a manner that ensures appropriate security of the data, including preventing against the unauthorised or unlawful processing of data.

More information is available in our [Data Protection Statement](#).