Minutes of the Regulatory and Professional Policy Committee Meeting held at PSI House and Online via MS Teams on 11 March 2026

Agenda Item 1 - Apologies

Name	Role	Present (Yes/No)
Mr Richard Hammond S.C.	Chairperson	Yes
Ms Geraldine Crowley		Yes
Mr Peter Dennehy B.L.		Yes
Ms Margaret Donnelly		Yes
Ms Dorothy Donovan B.L.		No
Mr Mark Jordan		Yes
Prof John Given		Yes
Ms Áine Mac Grory		No
Prof Laura Sahm		Yes
Members of PSI staff in attendance for part or all of the meeting included:		
Ms Joanne Kissane	Registrar and Chief Officer	
Dr Cora Nestor	Head of Pharmacy Practice, Policy, and Engagement	
Mr Dan Burns	Head of Registration and Education	
Mr Des Butler	Acting Head of Legal Affairs, Governance and Programme Delivery (joined at 13.30)	
Ms Damhnait Gaughan	Head of Community Pharmacy Assurance	
Ms Ruth Baily	Corporate Governance Executive	
Mr Pádraig Corbett	Pharmacy Practice and Policy Manager	
Ms Orla Carroll	Pharmacy Practice Officer	
Ms Laura Irwin	Quality and Safety Manager	
Ms Ciara Dooley	Education and Professional Standards Coordinator	
Ms Elizabeth O'Halloran	Pharmacy Practice Research Officer	
Ms Ursula Feeney	Pharmacy Practice Officer	
Ms Sinead Donnellan	Senior Inspector	
Ms Louise Hamra	Education And Professional Standards Officer	
Ms Laura Nyhan	Education And Professional Standards Manager	
Dr Theresa Terstegen	Pharmacy Practice Coordinator	
The meeting commenced at 12 pm.		

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

Agenda Item 2 – Declaration of Interests

Issue
Declaration of interests by Committee members.

Information
The Chairperson invited Committee members to declare any conflicts of interest regarding the items scheduled for discussion. No conflicts of interest were declared.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 3 – Agreement on the meeting agenda

Issue
The meeting agenda had been circulated in advance of the meeting.

Information
No changes were proposed to the meeting agenda as circulated.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 4 – Approval of Minutes – 27 November 2025 meeting

Issue
Approval of the minutes of the Regulatory and Professional Policy Committee meeting held on 27 November 2025

Information
The Chairperson noted that the draft minutes of the previous Regulatory and Professional Policy Committee meeting, held on 27 November 2025, had been circulated to Committee members in advance.

Decision Approved and/or Action Requested
Decision Approved:

The Committee approved the minutes of the meeting of 27 November 2025.

Agenda Item 5 – Regulatory and Professional Policy Committee Workplan 2026

5.1 – Approval of Draft RPP Committee Workplan 2026*

Issue
Approval of Draft RPP Committee Workplan 2026*

Information
The Committee was asked to approve the Draft RPP Committee Workplan 2026 as prepared by the executive. It reflects the PSI Service Plan 2026 and contains an indicative schedule of work.

Decision Approved and/or Action Requested
Decision Approved: The Committee approved the Draft RPP Committee Workplan 2026.

Agenda Item 6 – Delivering the Recommendations of the Workforce Intelligence Report - Safe Staffing Guidelines

6.1 – Approval of Consultation Report on Draft Safe Staffing Guidelines
6.2 – Approval of Draft PSI Guidance on Safe Staffing*

Issue
Approval of Consultation Report on Draft Safe Staffing Guidelines (6.1) Approval of Draft PSI Guidelines on Safe Staffing* (6.2)

Information
Items 6.1 and 6.2 were discussed together. A presentation of the results of the public consultation was provided to the Committee by the PSI Executive. The draft guidelines were issued for public consultation to all pharmacists, pharmacies and pharmacy owners and the general public from January 2026 to February 2026. The responses to the public consultation have been analysed, and a public consultation report has been prepared and circulated to the Committee. A wide range of feedback and comments were received during the course of the public consultation, and the main themes identified were outlined to the Committee. As a result of the feedback provided a small number of changes were incorporated into the Guidelines.

The Committee considered the public consultation report and approved it to recommend to the Council for adoption. The Committee engaged in a discussion on the purpose, provenance and standing of the Guidelines. The proposed changes to the original text were considered and accepted subject to minor typographical corrections. The Committee approved the amended Draft PSI Guidelines on Safe Staffing for recommendation to the Council.

Decision Approved and/or Action Requested
The Committee approved all proposed changes to the original draft guideline and agreed to recommend the consultation report and draft guideline to Council for approval at its meeting on 26 March.

6.3 – Delivering the Recommendations of the Workforce Intelligence Report (WIR)-Project Health Card

Issue
Delivering the Recommendations of the Workforce Intelligence Report (WIR)-Project Health Card

Information
The Committee were presented with the Health Card for the project setting out the objectives for the year and the latest updates. A verbal update was provided on the outputs of the Employer and Employee Pharmacist Forum, chaired by Mary Rose Burke, that was set up in response to a recommendation by the Workforce Intelligence Report. The Forum focused on workforce challenges in community pharmacy including sustainability, working conditions, and professional autonomy. Its mandate was to create a collaborative environment for employers and employees to co-develop solutions. Key findings included those related to working patterns, staffing models, career progression and professional autonomy. The report includes a number of recommendations such as the development guidance on rest periods, initiatives to support employee wellbeing, and providing enhanced leadership, delegation and clinical confidence training. The Committee were advised that progress on actions associated with the work of the Forum, and of the Workforce Working Group, will continue to be provided at future meetings. A report on the progress made by the Working Group in 2025 is also due to be published in the coming months.

Decision Approved and/or Action Requested

The Committee noted the updated Health Card and the information provided on the report of the Employee Employer Forum.

Agenda Item 7 – PSI Implementation of Agreed Pharmacy Policy Changes with Department of Health

7.1 – Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business (Draft for Proposed Public Consultation)

Issue
Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business (Draft for Proposed Public Consultation)

Information
A presentation on the revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business was delivered to the Committee. It outlined the Community Pharmacy Agreement 2025 commitment by the Department of Health to amend legislation to allow electronic recordkeeping in community pharmacies. The presentation also updated the Committee on the work of the Department of Health Electronic Record Keeping Implementation Group, of which PSI is a key stakeholder, and highlighted the changes to the draft PSI Guidelines designed to support pharmacies in maintaining paper based or electronic records in line with upcoming legislative amendments. The Committee was asked to review and approve the revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for recommendation to the Council for public consultation. The Committee discussed the document regarding endorsing requirements, cybersecurity and the implications of other relevant legislation such as the General Data protection Regulation (GDPR). The Committee members suggested to emphasise the importance of GDPR and the need for data back-ups for electronic record keeping.

Decision Approved and/or Action Requested
The Committee agreed to recommend the draft guidelines to Council for approval for public consultation.

7.2 – Implementation of Agreed Policy Changes with the Department of Health, including the Community Pharmacy Agreement – Project Health Card

Issue
Implementation of Agreed Policy Changes with the Department of Health, including the Community Pharmacy Agreement – Project Health Card

Information
Item 7.2 the update on the ongoing work had been covered as part of agenda 7.1.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 8 – Reform of the Pharmacy Act

8.1 – Reform of the Pharmacy Act – Draft Policy Proposals for Reform of the Fitness to Practise Process for Submission to the Department of Health

Issue
Reform of the Pharmacy Act – Draft Policy Proposals for Reform of the Fitness to Practise Process for Submission to the Department of Health

Information
The Committee reviewed the draft policy proposals for the Reform of the Fitness to Practice Process in the Pharmacy Act 2007. The policy proposal responds to a request from the Department of Health and aims to ensure a streamlined fitness to practice process, aligned with other healthcare professional regulators. The submission is due by the end of Q1 2026 (1 April 2026) and will undergo a review by a legal adviser before submission. The Committee discussed the proposal and suggested some corrections and additions including clarification of the appeal process in the current process and highlighted the need for support for the Registrar in the increased responsibilities as part of the proposed reforms.

Decision Approved and/or Action Requested
The Committee agreed to recommend the draft policy proposals for approval by Council.

8.2 – Reform of the Pharmacy Act – Project Health Card

Issue
Reform of the Pharmacy Act – Project Health Card

Information

The Committee noted the updated Project Health Card.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 9 – Irish Institute of Pharmacy (IIOP) updates

9.1 – IIOP Annual Workplan 2026 error in version sent to PSI Council for approval (correct version approved by RPP)

Issue
IIOP Annual Workplan 2026 error in version sent to PSI Council for approval (correct version approved by RPP)

Information
The versioning error was highlighted to the Committee and will be highlighted to Council as well at the Council meeting on 26 March 2026.

Decision Approved and/or Action Requested
The matter was noted by the Committee, who were satisfied for the matter to be highlighted to Council.

9.2 – CPD Review Policy for Pharmacists (IIOP)

Issue
CPD Review Policy for Pharmacists (IIOP)

Information
The Committee was presented with a draft CPD Review Policy for Pharmacists and reminded that the requirement for this was set out in Rule 5 of Part 2 of the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2025 (S.I. No. 508 of 2025). The policy sets out the requirements and procedures by which pharmacists' engagement with CPD will be assured via the ePortfolio Review Process. This is in preparation for a move to annual submission for ePortfolio Review 2026/27. The Committee was asked to consider and if content to do so, to recommend the draft policy for approval by Council at the 26 March meeting.

Decision Approved and/or Action Requested

The Committee agreed to recommend the draft to Council for approval at its 26 March meeting.

9.3 – Quality Assurance of CPD Activities Policy (IIOP)

Issue
Quality Assurance of CPD Activities Policy (IIOP)

Information
The Committee was presented with a draft Quality Assurance of CPD Activities Policy. The requirement for the development of this policy is set out in Rule 6 of Part 2 of the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2025 (S.I. No. 508 of 2025). The policy on quality assurance processes for CPD activities delivered through the Institute referenced in the Rules is intended to provide a framework to ensure that the quality of CPD activities is managed and quality assured such that the IIOP can demonstrate that there are robust procedures in place for monitoring and reviewing CPD activities, developing, designing and approving CPD activities, and evaluating the implementation of the policy. The Committee was asked to consider, and if satisfied to do so, to recommend to Council for approval, the draft Policy.

Decision Approved and/or Action Requested
The Committee agreed to recommend the draft to Council for approval at its 26 March meeting.

9.4 – ePortfolio Review Exemption Policy

Issue
ePortfolio Review Exemption Policy

Information
The Committee was presented with a draft ePortfolio Review Exemption Policy (previously known as ePortfolio Review Extenuating Circumstances Policy). Members were informed that the revised policy is intended to modernise and streamline the exemption process, reflecting learnings from previous years of applications. It strengthens clarity and transparency for registrants while enhancing documentation and verification requirements to support PSI staff in managing the expected increase in applications, now that all pharmacists will be required to submit their ePortfolio annually (from Jan 2027).

The Committee was asked to consider, and if satisfied to do so, to recommend to Council for approval, the draft Policy.

Decision Approved and/or Action Requested
The Committee agreed to recommend the draft to Council for approval at its 26 March meeting.

9.5 – Quarterly update on IIOP Operations and Developments

Issue
Quarterly update on IIOP Operations and Developments

Information
The Committee noted the update on IIOP Operations and Development.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 10 – MPharm Programme Activities

10.1 – Quarterly update on IIOP Operations and Developments

Issue
Summary Report on the 2024/2025 MPharm Accreditation Process

Information
The Committee noted the update on the Summary Report on the Accreditation Process.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 11 – 2026 Work Plan Projects – Project Health Card updates

11.1 – Implement Taskforce Recommendations on the Expansion of Pharmacy Practice*

Issue
Implement Taskforce Recommendations on the Expansion of Pharmacy Practice*

Information

The Committee noted the update on the Implementation Taskforce. The Common Conditions Service has been launched, supported by a public information campaign and a formal event attended by the Minister for Health and the PSI registrar. The Department of Health signalled that the introduction of a pharmacy-based contraception service is progressing and will be discussed in the working group in April.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

11.2 – Regulatory response to Digital Health*

Issue
Regulatory response to Digital Health*

Information
The Committee noted the update on the response to Digital Heath. PSI continues to support several HSE-led digital health initiatives, including e-prescribing, Digital for Care advisory group, and developments related to health identifiers for patients, professionals, and organisations. There has been significant progress on the National Medicinal Products Catalogue, with user testing underway for their web browser.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

11.3 – Update on Patient and Public Involvement in our Work*

Issue
Update on Patient and Public Involvement in our Work*

Information
The Committee noted the update on the Patient and Public Involvement in our work at PSI. The HRB-funded research project on strategies to integrate PPI into healthcare regulation will be delivered in partnership with RCSI and is underway since January. RCSI has appointed a full-time postdoctoral researcher and a part-time programme manager to lead the project in its initial research-focused phase. PSI will hold regular update meetings with the project team and report back to the committee as the work advances.

Decision Approved and/or Action Requested

There were no decisions or actions from this item.

11.4 – Embed person-centred approach across PSI's regulatory processes, commencing with reform of FTP processes to support enhanced communication, transparency, and efficiencies in our processes*

Issue
Embed person-centred approach across PSI's regulatory processes, commencing with reform of FTP processes to support enhanced communication, transparency, and efficiencies in our processes*

Information
The Committee noted the update on the person-centred approach to regulation. Work under Objective 2 of the 2026 Service Plan is progressing. A working draft report has been developed following extensive research across Ireland, the UK, Canada, and New Zealand, as well as engagement with bodies such as the Medical Council, NMBI, and the Professional Standards Authority. The next step will focus on stakeholder feedback, which is already being gathered from registrants, their representatives, complainants, unions, and committee chairs.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

11.5 – Practice a more risk based approach to regulation

Issue
Practice a more risk based approach to regulation

Information
The Committee noted the update on a risk-based approach to regulation. PSI willreview its regulatory statement and examines how inspection and investigation processes may need to evolve for a more a risk-based approach and resource use. The aim is to ensure that PSI's quality assurance is aligned with changes in pharmacy practice. A more detailed programme of work, including engagement with registrants and patients, is planned for later in the year.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

Agenda Item 12 – Self-Evaluation of Regulatory and Professional Policy Committee

Issue
Outputs of Self-Evaluation Survey December 2025

Information
The Committee discussed potential improvements to its operation and organisation. Improvements regarding training, communication, hybrid and in person meetings and scheduling were suggested by the members.

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

AOB

Issue
None.

Information
n/a

Decision Approved and/or Action Requested
There were no decisions or actions from this item.

The meeting concluded at 13.53 pm.

Signed by:

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Chairperson **Date**