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## Report of the Regulatory and Professional Policy Committee

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From: Richard Hammond S.C., Chairperson of the Regulatory and Professional Policy Committee

The Regulatory and Professional Policy Committee met on Wednesday, 11 March 2026, at 12.00 pm. The meeting was held in person at PSI House and online via MS Teams.

The agenda items below refer to one matter for information and seven matters before Council for decision.

The full agenda for the meeting can be found in Annex 1, which highlights additional items discussed and items for information only.

### **Agenda item 5 -Approval of Draft Regulatory and professional Policy Committee Workplan 2026**

The Committee reviewed 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 for 2026. The Committee approved the Draft RPP Committee Workplan 2026.

### **Agenda Item 6.1 &6.2 Approval of Consultation Report and Draft PSI Guidance on Safe Staffing**

The Committee was updated on the results of the public consultation on the draft guidelines on safe staffing. The responses to the public consultation have been analysed, and the 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 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 considered the public consultation report and the amended Draft PSI Guidelines on Safe Staffing and recommended them both to the Council for approval.

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

A presentation on the revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business was delivered to the Committee. It outlined the commitment by the Department of Health in the Community Pharmacy Agreement 2025 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 discussed the revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business and agreed to recommend the draft guidelines to the Council for public consultation.

### **Agenda item 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**

The Committee reviewed the draft Policy Proposals for the Reform of the Fitness to Practice Process in the Pharmacy Act 2007. The policy proposals are drafted in response 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 to be submitted to the Department of Health 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. The Committee agreed to recommend the draft policy proposals for approval by Council.

### **Agenda Item 9.1– Draft IOP Annual Workplan 2026**

The Committee was updated a versioning error in relation to the approved IOP Annual Workplan for 2026. The matter was noted by the Committee, who were satisfied for the matter to be highlighted to Council.

### **Agenda item 9.2 – CPD Review Policy for Pharmacists (IOP)**

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

### **9.3 – Quality Assurance of CPD Activities Policy (IOP)**

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

#### **9.4 – ePortfolio Review Exemption Policy**

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

## Annex 1

**Agenda for the PSI Regulatory and Professional Policy Committee  
held on 11 March 2026 at 12:00pm.**

The meeting will be **in person at PSI house with an online hybrid option via MS Teams.**

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

Agenda Notation: \* = document in advance; \*\* = presented in slide deck, \*\*\* = verbal update

Indicative time	Item and descriptor		Presenter
12.00	1	Apologies	Chair
12.01	2	Declaration of Interests (See appendix A below)	Chair
12.02	3	Agreement on the Meeting Agenda*	Chair
12.03	4	Approval of Minutes - 27 November 2025 Meeting	Chair
12.05	5	Regulatory and Professional Policy Committee Workplan 2026	
	5.1	Approval of Draft RPP Committee Workplan 2026*	Chair
<b>Objective 1: Regulate Pharmacists and Pharmacies to Deliver Essential and Expanded Pharmacy Services in the Healthcare System</b>			
12.15	6	Delivering the Recommendations of the Workforce Intelligence Report  Safe Staffing Guidelines	
	6.1	Approval of Consultation Report on Draft Safe Staffing Guidelines	D Gaughan
	6.2	Approval of Draft PSI Guidance on Safe Staffing*	D Gaughan
	6.3	Delivering the Recommendations of the Workforce Intelligence Report (WIR)-Project Health Card	Dan Burns

12.35	7	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)	Cora Nestor
	7.2	Implementation of Agreed Policy Changes with the Department of Health, including the Community Pharmacy Agreement – Project Health Card	Cora Nestor
Objective 2: Evolve our Regulatory Approach to Drive Safe Patient Outcomes in the Delivery of Pharmacy Care			
1.00	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	Cora Nestor
	8.2	Reform of the Pharmacy Act – Project Health Card	Cora Nestor
Regulatory activities			
1.30	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)	Dan Burns
	9.2	CPD Review Policy for Pharmacists (IIOp)	Dan Burns
	9.3	Quality Assurance of CPD Activities Policy (IIOp)	Dan Burns
	9.4	ePortfolio Review Exemption Policy	Dan Burns
	9.5	Quarterly update on IIOp Operations and Developments	Dan Burns
1.45	10	MPharm Programme Activities	
	10.1	Summary Report on the 2024/2025 MPharm Accreditation Process	Dan Burns
Project Health Card updates			
2.00	11	2026 Work Plan Projects – Project Health Card updates	
	11.1		Cora Nestor

	11.2	Implement Taskforce Recommendations on the Expansion of Pharmacy Practice*	Cora Nestor
	11.3	Regulatory response to Digital Health*	Cora Nestor
	11.4	Update on Patient and Public Involvement in our Work*	Des Butler
	11.5	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*	D. Gaughan
2.10	12	Self-Evaluation of Regulatory and Professional Policy Committee	
		Outputs of Self-Evaluation Survey December 2025	Chair
		AOB - Close of meeting -	Chair

***We anticipate the meeting should end at approximately: 2.30pm***

#### **APPENDIX A**

##### ***Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests***

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

(a) shall at the meeting, disclose that fact and the extent of the interest,

(b) may not influence or seek to influence a decision to be made in relation to the matter,  
(c) shall absent himself or herself from the meeting or that part of the meeting during which the  
matter is being discussed,  
(d) may not vote on a decision relating to the matter, and  
(e) may not take part in any further deliberation of the Council or any of its committees relating to  
the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member's course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.