

Council Notes

A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 17th July 2008, in the Society's House, 73 University Street, Belfast. BT7 1HL

Present

Mr R Anderson (President)
Ms A Bowen (Vice-President)
Ms J Dougan (Honorary Treasurer)
Ms A McCollum
Mr M Nelson
Mrs M Singleton
Dr G Fleming
Ms R Tasker
Mr P Kelly
Dr K McClelland
Ms S McGrath
Dr L Byers
Mrs M Smith
Mrs P O'Neill
Dr C Fitzpatrick

Apologies

Prof. J McElnay
Mrs H Buchanan
Prof. S Gorman
Mr T Patterson
Mr M Neale

In Attendance

Mr B Kerr (Registrar)
Mr R Price (Policy Advisor)
Ms N Ramsbottom (Clerical Officer)

1. Introduction and Welcome, Apologies

The President welcomed everyone to the meeting and noted that July's Council meeting was well attended. He then presented the apologies of those who were unable to attend.

2. Minutes of the Council Meeting of 19th June 2008

These were presented to Council.

3. Matters of Accuracy

The President noted that the motion needed to be added to the wording in the paragraph under "Assembly debate 27/5" on page 5, and also that the statement "Agreed by Council" should be inserted after motions were proposed and seconded by the relevant parties on pages 9 and 10.

The minutes of the Council meeting of 19th June were proposed by Mr M Nelson and seconded by Ms R Tasker. These were then agreed by Council.

4. Matters Arising

Liaising with Pharmacy in Scotland

The President noted that the Director and Head of Public Affairs had attended a meeting with Bill Scott in Edinburgh on 26th June and that more detail was contained in the Director's report.

Statutory Committee Hearings

The President noted that this subject was covered in the Registrar's report.

PSNI Newsletter

The President reported that the latest issue of the PSNI newsletter had been distributed to all members of the Society and that most members had been sent this by email with the exception of those who had notified the office that they would prefer a hard copy posted out to them.

5. Tabling of Any Other Business

The Registrar tabled the Annual General Meeting and NCAS pharmacy project staffing interviews.

6. Correspondence

(i) 30.06.08 A letter was received by the Director from Dr N. Morrow, DHSSPS accepting the invitation to address Council at the September meeting and detailing the topics which he wished to discuss.

(ii) 02.07.08 A letter was received by the Director from Dr N. Morrow, DHSSPS regarding the "Confidence In Care Programme – Pharmacy Workstream," to invite the Society to offer a nomination to the project team. He suggested that the Registrar, given his previous involvement and experience could be made available.

The President asked Council if they were in agreement that the Registrar be made available to the project team. This decision was proposed by Ms R Tasker, seconded by Mr P Kelly and agreed by Council. A formal nominee will be proposed at the next meeting.

(iii) 11.07.08 A letter was received by the Director from Joyce Cairns, DHSSPS regarding "Regulation of the Pharmaceutical Profession in Northern Ireland," and outlining the Department's position.

The President noted that this would be discussed in detail in the Head of Public Affairs report.

7. Staff Reports

(i) Director's Report

The Registrar presented the Director's report in his absence.

White Paper Work

The Registrar updated Council on the current White Paper work. Following the meeting with Mr Bill Scott, our motion and full proposal will be forwarded to PRLOG. The Department have agreed to produce a paper on their view of the way forward for PSNI, to bring forward legislation on sanctions. A communication mechanism has been established through the staff and offices for all formal contact in future. The Registrar noted that a separate paper within the Head of Public Affairs report details key issues raised.

Database and Website

The Registrar noted that both issues were progressing slowly. The intention is to have a formal launch of the new website in September after Council approval.

Key Engagements

The Registrar detailed a list of meetings the Director had recently attended on behalf of the Society, in particular the meeting with the PSI on the 8th July.

The President noted that this was a positive meeting, and that the PSI would request the Society to participate in the Pharmacy Forum they will be holding in November. Topics such as "Road Safety and the Border," and "Controlled Drugs" will be addressed.

CESG Meeting

The Registrar updated Council on the meeting which Gavin Larner and Harry Cayton attended.

CHRE and Devolution

The Registrar noted that a separate paper attached to the Director's report sets out the proposal made to CHRE.

Dr Morrow Proposed Visit in September 2008

The Registrar referenced Dr Morrow's attendance at the September Council meeting and the correspondence between the Director and Dr Morrow.

The Director had in his letter sought clarification of the capacity in which Dr Morrow was to address the Council and he also requested further information on the topics which will be discussed.

The Registrar asked Council on behalf of the Director if they were in agreement with the clarification sought. The President noted his view that the Council did need clarity on what Dr Morrow's role at this meeting would be. He further noted

that as this meeting was 'on the record' the Council should therefore require further details from Dr Morrow before the September meeting takes place. The President asked Council if they were in agreement with this position.

Council indicated that they were in agreement.

Directors and Officers Insurance

The Registrar reported that this was now in place.

Legislation Update

The Registrar updated Council on the recent meeting with Ms Gail Anderson, DHSSPS. She had advised that she has commenced work on an update to the 1976 Order, in relation to Fitness to Practise, Governance and CPD legislation.

Governance

The President briefly discussed the job description and person specification for Council members which had been previously circulated by the Director. He asked Council for feedback.

As the corporate governance documents also included many elements of the job descriptions and personal specifications which had been circulated, Council agreed that these would be mapped to each other and new documentation produced.

A discussion then followed on this subject. Dr K McClelland noted that appraisals for Council members would also need to be considered next. Dr G Fleming stated that she would like some reference to research in the descriptions as well as skills and experience.

The President asked Council how to progress further with this issue. He asked if Council were content with the circulated documents provided the comments of Council members were addressed and included. He further suggested that all Council members putting themselves forward for re-election to Council should be asked to cross-reference themselves against these documents.

The President also recommended that these documents be circulated to potential new Council members.

This was proposed by the President, seconded by the Honorary Treasurer and agreed by Council.

Ms M Smith noted that these documents should be put on to the PSNI website, once adopted.

There was a further discussion on setting up similar competency based criteria, which would then be sent to all Council members for completion. Further discussion then arose around whether this was an assessment process. It was agreed that this initially could be a self assessment tool and would be useful in building towards a formal appraisal process. The President asked if All Council were content to use this format as a form of assessment and if so that a self checking form should be constructed and distributed to Council for completion. Council agreed on this decision.

Discretionary Office Closure at Christmas/New Year Period

The Registrar asked if Council would approve the discretionary day of closure at Christmas 2008 to be the 2nd January 2009.

Council was in agreement.

(ii) Registrar's Report

Registration

The Registrar asked Council to confirm the registrations of seventy seven new pharmacists added to the register (detailed in the appendix included in the report). There were also three restorations and two reciprocal registrations from GB.

These registrations were proposed by the Vice-President and seconded by the President.

The Registrar noted that as there is no August meeting of Council, he was asking Council to approve the motion to give the Registrar the directive to register those pharmacists who have fulfilled the requirements for registration with the Society if he was content that all was satisfactory. Ratification of those registered will then be considered at the next meeting of Council.

This was proposed by the Vice-President and seconded by Dr K McClelland and agreed by Council.

Personal Registration

The Registrar noted that a vast amount of work had recently been completed on the annual registration process.

On the 17th July, the following figures were available:

Pharmacists registered:	1721
Incomplete registration:	12
No response:	161
Pharmacists withdrawn:	35
On 1 st July Letters sent by statutory notice:	340

Database

Work is steadily progressing on the database with Harrison Health.

Website Development

The Registrar visualised to Council a PowerPoint presentation on the proposed structure of the new website, and that the Head of Public Affairs report contained a detailed proposed structure of the site.

Council members asked questions regarding the presentation. The Registrar stated that this was a current development and this would be circulated to Council members for comment.

Statutory Committee

The Registrar updated Council on the latest developments for the recruitment of Statutory Committee laypersons. Training is planned for October 2008 and will include the DHSSPS and possibly PSI and CFR observers.

Notice was given for a potential new hearing of the Statutory Committee based on legal advice from the Society's solicitors.

Legislation Reform

Dialogue is continuing with the DHSSPS in regard to updating pharmacy regulation as referenced in the Director's report.

The European prescription legislation has been signed off by the Secretary of State, London and the Minister of Health in NI and will be implemented on the 2nd November 2008. This will allow Pharmacies in the UK to dispense EEA prescriptions as private prescriptions with the exemption of controlled drugs.

A meeting to discuss the draft Responsible Pharmacist regulations was held at the DoH London on the 3rd July which the President attended. The Registrar discussed the details of this meeting, which were distributed in a handout for all Council members and noted that guidance associated to these regulations would take one year to develop and therefore they should come into effect at the end of 2009.

Health and Disability

The Registrar stated that the Policy Advisor, Mr R Price would discuss this subject later.

MOU with the DHSSPSNI Inspectorate

The Registrar noted that a recent response on initial FTP investigations highlighted the need to develop the MOU with the DHSSPS urgently

Complaints

The Registrar stated that complaints are increasing and we had received three recent complaints about pharmacists.

Professional Services – Paracetamol Fatality

The Registrar referenced the issue of a recent fatality due to paracetamol. The media had contacted the Society regarding this issue and the Registrar commended both the President and the Policy Advisor on their diligent work in progressing this matter.

The President stated that the message was one of reassuring the public on the use of paracetamol. One aspect to note from the incident was that it was noticeable that the Society has become an important port of call for local journalists in regards to medicine issues.

(iii) Head of Public Affairs's Report

Departmental Meeting – 20th June

The Registrar updated Council on the meeting with the DHSSPS on 20th June. A detailed account was included in the Council packs as appendix A, and the Registrar informed Council of the outcomes so far.

Since the meeting the Director received a response from Ms Joyce Cairns, DHSSPS, which was included in the correspondence section of the packs.

The President suggested that Council review the Department's response, and how if at all this would relate to the Section 60 Orders.

The future proposals for pharmacy regulation have just been received in the Society's office, and the issue of the communication process has now been detailed to the Permanent Secretary and it was agreed that all future communication would be through the Director.

Website Update

The Registrar highlighted the detailed structure of the proposed new website attached as appendices B and C as previously mentioned.

Membership Communication

The Registrar stated that the PSNI newsletter was posted out a few weeks ago and for the next newsletter the Society is keen to have contributions for the profession locally. The Registrar noted that the Head of Public Affairs has asked that Council members think of issues they would like to see covered and contact him with some ideas.

8. Consultations and Annual Report

The Policy Advisor, Mr R Price gave a presentation to Council giving an overview of eighteen consultations. Some consultations were brought to Council early as there would be no Council meeting in August. Each consultation was discussed individually and the pathway of action was decided.

Annual Report

The Policy Advisor updated Council on the Annual Report and noted that he was hoping to compile and circulate this by the end of August for Council to comment on. He stated that this would be progressed by email.

The President asked Council if they were happy with this decision. The Honorary Treasurer stated that the annual report would need to be sent to all members in hard copy form this year and then next year consideration could be made to it being sent by email.

It was then agreed by Council that a good quality presentation would be distributed in hard copy form. Timelines for this were then discussed and it was noted that this would be circulated by the third week of August for approval.

9. Report from Committee Meetings

(i) Education

Dr G Fleming briefly updated Council on recent developments for the Education Committee.

CHRE and Request from QUB for lecture on PSNI & Professionalism

Dr D McAree will facilitate on both of these issues.

5 Year Undergraduate Programme

The new Pre-registration facilitator will undertake the development of this issue, when she takes up post in September.

Registration Examination

This exam has now taken place and the Registration Examination Committee had approved the examination report.

Prize Night

Dr Fleming presented a motion to Council to recommend that the prize night which is currently held in collaboration with QUB, would now be an occasion solely for the Society to promote the profession and welcome new registrants onto the register.

The President asked Council if they were happy with this suggestion. The Registrar noted that Dr E Scott had phoned and spoken with Professor S Gorman who was also content with this suggestion. Dr K McClelland said that she fully supported this decision.

This was proposed by the Vice-President, seconded by Ms S McGrath and agreed by Council.

The minutes of the Education Committee were proposed by the President, seconded by the Vice-President and agreed by Council.

(ii) Ethics and Law

Mrs M Singleton briefly updated Council on the ongoing work of the committee.

Progress with the Update of parts 2-5 of the Ethics and Practice Guide

Ms M McCorry had sent out documentation for comments and feedback from the Ethics and Law Committee.

The first meeting of the Stakeholder Group was scheduled for the 9th July.

This work is progressing well.

MLX 350 – Consultation on amendments to Medicines for Human Use (Marketing Authorisations etc) Regs 1994 to clarify pharmacovigilance requirements.

The MHRA has proposed that the EU should introduce a number of changes to this legislation. This consultation posed two questions to stakeholders to be addressed in the response. .

The Chair will draw up a response based on the comments raised by the Committee and liaise with the Registrar.

Annual Report

Mrs Singleton circulated copies of the draft Pro-Forma (issued by Richard Price) for the Annual Report and asked the Committee to submit points they wished to have included.

AOB

Mrs Singleton advised Council that it would be appropriate to hand over the Chairmanship of the Ethics and Law Committee to someone else as she had held this position for many years now. Mrs Singleton considered that the position should rotate in line with the current governance guidance.

The issue of the timing of the meetings was discussed to try and facilitate the attendance of as many members as possible. The current timing of afternoon meetings results in much more work being able to be completed, but with less

attendance of members. The President noted that this issue needed to be addressed.

Brendan Kerr briefed the Committee on the Medicines (Pharmacies) (Responsible Pharmacist) Regs. 2008 and the Medicines for Human Use (Prescribing by EEA Practitioners) Regs. 2008.

The minutes of the Ethics and Law committee were proposed by Mrs Singleton, seconded by Ms A McCollum and agreed by Council.

(iii) Finance and House

The Honorary Treasurer, Ms J Dougan briefly updated Council on Finance and House issues.

CW Young Fund

The Honorary Treasurer discussed the CW Young Fund and stated that the committee will be reviewing the criteria for the fund for September 2008.

Retention Fees

The Honorary Treasurer advised Council that the Registrar had covered the issue of retention fees and statutory notices in his report.

The Honorary Treasurer asked Council if they had any queries on the Society's accounts. Council stated they did not.

The minutes of the Finance and House committee were proposed by the Honorary Treasurer, seconded by the President and agreed by Council.

(iv) Practice committee

Mr M Nelson updated Council on the ongoing work of the committee

Pharmaceutical Services Improvement Programme

Mr M Nelson advised Council that the Policy Advisor, Mr R Price had tabled a paper updating the Practice Committee on the status of the Pharmaceutical Services Improvement Programme. Key points included: The first three year programme has concluded; the second three year programme is in the process of development; workshops and stakeholder groups are being instituted; and Mr Mark Timoney, Programme Director has offered to present to the Practice committee on the status of developments.

It was agreed that Mr M Timoney should be invited to speak to the Practice committee in late September. The President asked Council to feed back any comments to Mr Nelson which would then be passed on to Mr M Timoney.

Widening the Jury Pool Consultation

Mr M Nelson noted that this consultation had just been signed off. The Practice committee agreed the minimum period between being called for jury service should be ten years.

Tobacco Control

Mr R Price had tabled a paper setting out the key points of this consultation.

DHSSPS Cardiovascular Framework Consultation

This consultation response has now been postponed until two days after the next Council meeting in September. Work will continue to be ongoing.

Pharmacist Prescribers

Mr Nelson pointed Council to the tabled paper included at the back of the Practice Committee's report which the Registrar had compiled on this subject. He asked Council for comments and suggestions on this issue.

Council discussed this issue in detail and the President suggested that all comments would be compiled and brought to the next Council meeting to be signed off.

Medicines for Human Use (prescribing by EEA practitioners) Regulations 2008

Further guidance will be required to be developed for practitioner both medical and pharmaceutical. The Registrar will liaise with the RPSGB and update the next Practice meeting.

Skills for Health

The NVQ level 2 will cease to exist from October 2009. The new framework is being developed to replace the NVQ qualifications and a skill matrix is being developed for pharmacy support staff. The Registrar will discuss this issue with Ms Julie Jordan, NICPPET and report back to the Practice committee.

The minutes of the Practice Committee were proposed by Mr M Nelson, seconded by Dr K McClelland and agreed by Council.

10. Completion of the Elected Terms of Six Council Members Retiring by Rotation

There was a discussion held by Council on the subject of six Council members retiring. The consensus was that as the organisation was going through a period of significant change that there was merit in having continuity in the membership of Council. Dr McClelland informed Council of discussions at CHRE who were of the view that the Chairmen of the various regulatory bodies should hold office for periods of more than two years.

After some initial discussion the three Officers of Council offered to leave the room to allow free discussion on the issue. A discussion then took place regarding Dr K McClelland's suggestion that the President, Vice-President and Honorary Treasurer consider remaining in office for another term.

A broad and full discussion developed in which Council agreed that it was appropriate to ensure continuity, acknowledging that the officer team had done a good job to date in ensuring the delivery of Council policy. It was agreed that any request to remain should be made as soon as possible to allow Officers time to come to a decision. Council members then unanimously agreed to ask the President, Vice-President and Honorary Treasurer to consider remaining in office from October 2008.

The three officers returned to the Council chamber and Council asked them if they would consider continuing in their current positions until March 2009 when this would be reviewed again.

The President noted that he appreciated knowing this was the view of Council at this time as he had many commitments and had a number of factors to consider. He also stated that he felt that it was important to see through current changes. He will come back to Council with an answer as soon as he can.

The Honorary Treasurer stated that she was grateful for Council's confidence in her work so far. The Vice-President said she would do whatever was Council's will in the matter of roles and responsibilities.

Council members noted that the Society is now a very different organisation than it was a couple of years ago, and thanked the Officers for all of their dedicated hard work.

11. Any Other Business

Annual General Meeting

The Registrar discussed possible dates for the next Annual General Meeting with Council.

Letter from Which? Magazine

The Registrar updated Council on a letter he had received inviting him to attend a meeting in London.

NCAS

The Registrar updated Council on the subject of NCAS services. Dr C Fitzpatrick had contacted him in relation to this matter as there is a project developing

between NCAS and the RPSGB. Advertisements have been placed for a pharmacist to join the NCAS project team and Dr Fitzpatrick had been asked to sit on the appointments panel.

Dr C Fitzpatrick detailed this project, stating that a meeting with Dr N Morrow had been arranged.

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Dr Fitzpatrick stated that he would give a presentation to Council regarding the details of NCAS. The President asked that he keep in contact with the Registrar and keep the Society informed on the progress.

The President asked Council if anyone else had any items to be discussed as any other business. There was none. He wished everyone an enjoyable break wherever they may be and stated that he looked forward to seeing them in September.

12. Date of Next Meeting

The next Council Meeting is scheduled for Thursday 18th September 2008 at 6.30pm in the Society House.

The Council Meeting concluded at 10.20pm