

MINUTES

A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 19th February 2009, in the Society's House, 73 University Street, Belfast. BT7 1HL

Present

Ms A Bowen (Vice-President)
Ms J Dougan (Hon. Treasurer)
Mrs R Tasker
Mr M Nelson
Mrs M Singleton
Ms A McCollum
Dr L Byers
Mr P Kelly
Dr G Fleming
Dr K McClelland

Apologies

Mr R Anderson (President)
Prof J McElroy
Mrs M Smith
Ms S McGrath

In Attendance

Mr T Patterson (Director)
Mr B Kerr (Registrar)
Mr M Neale (Head of Public Affairs)
Mr R Price (Policy Advisor)
Ms M McCorry (Specialist Pharmacist)
Dr D McAree (Post-Registration Facilitator)
Ms N Ramsbottom (Clerical Officer)

Public Attending

1. Introduction and Welcome, Apologies

The Vice-President welcomed everyone to the meeting and presented the apologies of Council members who were unable to attend the meeting.

2. Minutes of the Council Meeting of 15th January 2009

The minutes of January's Council meeting were then presented to Council.

i. Matters of Accuracy

The Honorary Treasurer noted that her name was absent from the apologies of the January Council minutes. Ms N Ramsbottom will amend the previous month's Council minutes.

ii. Adoption of Minutes

January's Council minutes were proposed by Mr P Kelly, seconded by Mr M Nelson and agreed by Council.

iii. Matters Arising

The Vice-President detailed items of discussion on the agenda

3. Tabling of Any Other Business

The subject of Workforce Planning was put forward as an item to be discussed during the course of the meeting.

4. Correspondence

The Vice-President briefly detailed some items of correspondence which had been received at the Society, with particular reference to Professor Gorman's letter notifying the President of his intention to step down from Council after a period of eight years. He had recently been appointed Dean of the Faculty of Medicine, Health and Life Sciences and the new Head of the School of Pharmacy from February 1st is Professor David Woolfson.

The Vice-President noted that she was saddened by the news of Professor Gorman's resignation and after discussion Council expressed their gratitude for his hard work and dedication and wished him well for the future.

The Vice-President stated that Professor Gorman's resignation would create a further vacancy for a Queens University representative and asked Council whether they wanted to contact Queens seeking two nominations at this time. A discussion then ensued on this topic and on the structure and make up of Council members and timeframe for the introduction of new structures.

It was agreed by Council that the Society would write to Queen's University asking for the nomination of two representatives to the Council of the PSNI.

Action: The Society to write to QUB asking for a nomination of two representatives to the Council of the PSNI.

A letter had been received by the President from Mr Graeme Crawford re NI Committee for Postgraduate Pharmaceutical Education and Training (NICPPET) membership. Ms Anne Friel was unsure whether her membership of the Committee was still appropriate as she was no longer a member of the PSNI Council. The Vice-President invited Council to discuss the issue.

In the discussion which followed it was confirmed that the place was reserved for a representative of the Pharmaceutical Society of Northern Ireland and that it was normally filled by a serving Council member. It was agreed that a new nominee would be required in the circumstances. The Vice-President asked Council if anyone had an interest in training and development and was interested

in serving. Dr K McClelland stated that she was interested and would be happy to serve. This suggestion was agreed unanimously by Council.

Action: The Society to write to Graeme Crawford, NICPPET re Dr K McClelland's nomination to the Committee.

5. Code of Ethics and Professional Standards and Guidance

Ms Michelle McCorry, Specialist Pharmacist presented a presentation on the Code of Ethics to Council members in which she detailed the guidance documents she had completed work on and had sent to Council members prior to the meeting and noted that she required formal acceptance of those documents.

Ms M McCorry stated that she proposed to deal with any project issues and write an end project report. She also hoped to secure and archive project documents and move to the next phase within standards and premises. Ms McCorry asked if anyone had any questions they wished to raise.

A discussion then took place surrounding version control. The Director stated that further work would be done and measures would be put in place to ensure appropriate distribution and marking of updates or changes. The DHSSPS inspectorate would be involved as they would be inspecting against the standards.. He then asked Council if they were happy with the content of the document. Council then commended Ms McCorry on an excellent piece of work.

The Vice-President proposed a motion, subject to minor amendments discussed and those tabled by Mrs Singleton that this document be adopted to be launched on June 11th 2009 with an implementation date of 1st July 2009.

This was proposed by Dr K McClelland, seconded by Mr P Kelly and agreed by Council.

Action: The Code of Ethics document and guidance to be further proofread before finalisation to ensure incorporation of changes

The Head of Public Affairs detailed that the Code of Ethics document would be sent to all pharmacists on the register by the middle of May and information evenings will be held at the end of May or beginning of June.

The Honorary Treasurer stated concern that this document would be in circulation before the Pre-registration students' exam. A discussion then developed on this subject. The Director noted that the Society would write to all Pre-registration students to alert them about this.

Action: The Society to write to all Pre-registration students to alert them about the new Code of Ethics document. They will receive a copy of the new document in September 2009.

Ms M McCorry left the Council chamber.

6. Staff Reports

(i) Director's Report

White Paper Work

The Director updated Council on the progress within this area and stated that the Head of Public Affairs would be attending a meeting with Mr Philip Robinson on the 20th February. Key issues which will be discussed are (i) legislative issues (ii) PRLOG (iii) negotiations (iv) the good progress the Society has made within our committee structure – Best Practise Forum.

The Director asked Council for permission to allow staff to develop a response to recent correspondence on legislation rather than wait until the next Council meeting in March.

This motion was proposed by the Honorary Treasurer, seconded by Mr M Nelson and agreed by Council.

CESG Meeting

The Director attended a meeting of the Chief Executives Steering Group in London on the 28th January 2009. The HPC and GDC have expressed an interest in using the Society's facilities for FTP meetings after DDA works are complete.

Long Term Strategy

The Director updated Council on possible long term strategies for the PSNI which was detailed in appendix B of his report and had been circulated to Council prior to the meeting. He noted that there were three possibilities listed for the way forward but that these were not the only options available. There was significant discussion on the options with each being considered on its merits. Council then discussed the current proposals that are with the Department on the future arrangements and concluded that these represented the best option for the foreseeable future.

Action: No further action is currently required on Long term strategy

Professional Forum

The Director updated Council on the proposals for the Professional Forum which was detailed in appendix C of his report and had been circulated to Council prior

to the meeting. He asked Council to look at the options detailed in the paper and agree timeframes as outlined.

Some questions were then asked by Council members. The Director suggested three types of model for the governing body for the Forum which were detailed on page two of the paper – (i) fully elected Board (ii) fully selected Board (iii) a combined Board. He then asked Council if they were in agreement that all three types should be consulted on and that the reference group develop this further before it comes back to Council. Council agreed that they were content with the governance models and the timeframe of a probable effective date in the first quarter of 2010 which was suggested.

Scrutiny Committee

The Director updated Council on appendix D of his report concerning The Scrutiny Committee Rules 2009. He stated that the proposed changes were minor and highlighted them asking Council to approve the changes.

A discussion then ensued on the previously agreed Scrutiny Committee document and the issue of the registrant or complainant being invited or seeking presence at a meeting of the Committee. The Vice-President asked whether Council would be happy to accept the Scrutiny Committee Rules as they were with the understanding that the parties would not normally be present as stated in Part 3 , 2.5 of the rules . The Director noted that if Council were content to approve the changes to this document procedures would be put in place, based upon legal advice, before the Scrutiny committee would be able to permit either the complainant or registrant to attend a meeting..

This was proposed by Dr K McClelland, seconded by Mr P Kelly and agreed by Council.

Action: Procedures to be put in place, based upon legal advice, before the Scrutiny committee to permit either the complainant or registrant to attend a meeting

(ii) Head of Public Affairs Report

Assembly Affairs

The Head of Public Affairs updated Council on recent and upcoming meetings and attendance at political party conferences.

Public Patient Involvement (PPI)

The Head of Public Affairs updated Council on recent PPI developments. Mr M Neale had attended the Regulators PPI meeting in London on 22nd January 2009 where the key outcome of the meeting was that all regulators will be looking at how patients can be involved in Education.

The PPI group are also looking at producing a leaflet promoting the work of all healthcare regulators and signposting members of the public to the appropriate body

We now also have our first volunteer – the Head of NI British Heart Foundation - for PPI involvement.

Rules for Attendance of Members of the Public and Registrants as Observers at Council Meetings

The Head of Public Affairs presented a paper on guidance notes for non council members attending the Society's Council meetings to Council members.

Fellow's Dinner Initial Discussion

The Head of Public Affairs updated Council on the initial details of the upcoming Fellow's Dinner. The proposed date is the 23rd June 2009 at 7.00pm for 7.30pm dinner at the Long Gallery, Parliament Buildings, Stormont. The Head of Public Affairs is waiting for final confirmation after speaking to Mr Philip Robinson on 20th February as to some indication whether the Minister will accept the invitation to be the main speaker.

(iii) Registrar's Report

Registration

The Registrar confirmed the names of three applicants that have been restored to the register.

Database

The projected meeting with Mr Ron McAuley timetabled at the end of January 2009 has been delayed due to a family illness. A discussion on the subject will be deferred until the next Council meeting.

National Clinical Advisory Service (NCAS)

The Registrar highlighted appendix two of his report which detailed an NCAS service for pharmacists and asked Council to read the report at their leisure.

Scrutiny Committee

The Registrar updated Council on recent activity of the Scrutiny committee. The committee had met once this month to discuss a particular case. It was a productive meeting and the Registrar was extremely content with the approach and output of the committee.

7. Revalidation

The Vice-President stated that those involved in the Revalidation Group should be commended on all of their hard work.

Mrs R Tasker, Chair of the Education committee updated Council on the details of the consultation which had been sent out and gave a brief recap to Council summarising the issue of Revalidation to date. Mrs R Tasker noted that ideally the Society should have sent a response to the DH, London by the end of January, but the Society had bypassed this due to time constraints, hence the significant number of meetings lately.

Mrs Tasker stated that there must be a sign-off at the evening's Council meeting and as all Council members had received the pre-reading documents there would be an opportunity to submit any comments.

Mrs Tasker noted that there was a slight amendment on the flow diagram and highlighted the three main components of Revalidation as follows:

(i) CPD – There is a robust process for sampling and processing and the Society's membership have plenty of experience. The Society also needs to make sure that we are not too far apart from the RPSGB as their proposal was passed at their February Council meeting. Dr D McAree has been liaising with the RPSGB on this subject.

(ii) Self-certification – The membership should recognise and identify their areas of practise. More research needs to be done on this subject as it is important that pharmacist's recognise that the onus is on them to remain up to date and competent.

(iii) Review Mechanism - This could be either a peer review; independent review or trained lay review. The Society needs to do the review either by a sampling process or directly.

Mrs R Tasker noted that the Society does reserve the right to alter or modify the framework in the light of further research.

Dr D McAree updated Council on the background information and discussed non-medical Revalidation and the principles of Revalidation.

Some questions were then asked on the subject of CPD requirements and Revalidation review mechanisms.

The Vice-President asked Council if they were in agreement that the Revalidation Model was acceptable for submission to DH London. This was proposed by Mrs R Tasker, seconded by Dr K McClelland and agreed by Council.

8. Report from Committee Meetings

(i) Education

The last Education committee meeting was held on the 8th January and the next meeting is scheduled for 26th February.

(ii) Ethics and Law

The last Ethics and Law meeting was held on 6th October and the next meeting is to be confirmed. Ms A McCollum, Chair of the Ethics and Law committee will meet with the Policy Advisor, Mr R Price next week and a committee meeting will convened shortly and a report will be brought to the next Council meeting.

(iii) Finance and House

The Honorary Treasurer noted that there were a number of motions to be brought to Council from the Finance and House Committee meeting and asked Council if there were any queries on the accounts.

Risk Register

The Honorary Treasurer highlighted the previously circulated Risk Register paper with only high risks and drew the Council attention to the full register, showing all risks. The Finance and House Committee review the information on the risk register on a quarterly basis as a minimum, more frequently if required.

Council were asked to agree that the risks shown were properly categorised, that there were no risks omitted and that the proposed control measures were satisfactory in each case.

Motion: That Council approve the Risk Register.

Action Point; The Risk Register to go to Council for approval at least annually.

This motion was proposed by Dr K McClelland, seconded by Mrs R Tasker and agreed by Council.

Financial Plan/Cashflow

Following a detailed re-forecast for the current year there is a predicted £42,000 under spend resulting from a number of planned items not proceeding. The key areas deferred are, recruitment of new Council, creation of a health committee and some legislative support work. Finance and house have considered some options to bring forward and are seeking Council approval to authorise spending on these items.

(i) Revalidation – As the project develops it may be necessary to consider developing a bid to the DHSSPS to obtain research funding. An estimate of £5,000 is suggested.

Motion: That Council authorise Finance and House to approve the sum of £5,000 for Revalidation research funding.

This motion was proposed by Mr P Kelly, seconded by Dr K McClelland and agreed by Council.

(ii) Professional Forum – Whilst £5,000 was included in the original project expenditure and set up it has not been carried forward to the 08/09 forecast pending a decision on method of development of the forum. It may be prudent to set aside £10,000 for consultant support for the establishment of the Forum.

Motion: That Council authorise Finance and House to approve the sum of £10,000 to be set aside for consultant support for the establishment of the Professional Forum.

This motion was proposed by Mrs R Tasker, seconded by Mr M Nelson and agreed by Council.

(iii) Hall Refurbishment – Recent discussions with HPC and a visit to NMC premises suggest that it is now good practice to provide private consulting facilities for both the registrant and their team and the Inspectorate/Solicitors during FTP hearings. The Society's building lacks these facilities and the existing décor and furniture provided is in poor condition. Upgrading is likely to cost approximately £20,000.

Motion: That Council authorise Finance and House to approve the sum of £20,000 to be set aside for the installation of two suitable rooms, using quality demountable partitions, replacement of current seating, tables and minor decoration.

This motion was proposed by Dr K McClelland, seconded by Dr L Byers and agreed by Council.

(iv) Draft Business Plan 2009 – 2010 & Fees Consultation – Following a review of the Fees consultation and re-profile of expected expenditure using current inflation rates Finance and House Committee recommend that Council reduce the proposed fees increase from 9.75% and 5% to 7.75% and 3% respectively.

Motion: That Council approve a fees increase at 7.75% and 3% as set out in the House and Finance paper to Council and that the previously circulated letter is to be sent to all registrants after DHSSPS approval of the fees.

This motion was proposed by Mr M Nelson, seconded by Dr K McClelland and agreed by Council.

Cunningham Coates

The Honorary Treasurer advised that a meeting with Cathy Dixon will be arranged before the next F&H meeting to review current investments.

Fellows Dinner

The Honorary Treasurer asked Council to assist with securing sponsorship for the event or to advise the office of any suitable contacts.

Tutor Course

The Finance and House Committee confirmed the previously approved fee of £160 for this course.

The minutes of the Finance and House Committee were proposed by the Vice-President, seconded by Mr P Kelly and agreed by Council.

(iv) Practice

Mr M Nelson noted that the Practice committee discussed the draft standards and guidance for the Responsible Pharmacist Regulations and he thanked the staff for their excellent work re-drafting the document.

Responsible Pharmacist Regulations

The Registrar updated Council on the Responsible Pharmacist Regulations. The document was distributed to all Council members in advance of the Council meeting. The guidelines presented to Council were the result of the committee's deliberations.

The Registrar asked Council if they were in agreement that the standards were encompassed in the guidance and if they reflected what was needed. He requested that this edition of the document be sent to all pharmacists as it was a finished consultation document but it was not a finished guidance or regulations.

Motion: That Council approve this Draft Standards and Guidance document for the Responsible Pharmacist Regulations for use in consultation.

This was proposed by Mr M Nelson, seconded by Dr L Byers and agreed by Council.

9. PGEU Report

Dr K McClelland noted that the latest PGEU report was included in the Council packs for information and if anyone had any questions, she would be happy to answer them.

10. Any Other Business

None

11. Date of Next Meeting

Thursday 19th March 2009

The Council Meeting concluded at 10.15pm