

MINUTES

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

Present

Mr R Anderson (President)
Ms A Bowen (Vice-President)
Ms J Dougan (Hon. Treasurer)
Dr K McClelland
Ms A McCollum
Mr M Nelson
Dr L Byers
Prof. J McElnay
Dr C Fitzpatrick

Apologies

Mrs M Singleton
Mrs R Tasker
Mrs M Smith
Dr G Fleming
Ms S McGrath
Mr B Kerr

In Attendance

Mr T Patterson (Director)
Mr M Neale (Head of Public Affairs)
Ms N Ramsbottom (Clerical Officer)

Public Attending

1. Introduction and Welcome, Apologies

The 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 19th February 2009

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

i. Matters of Accuracy

The Honorary Treasurer asked that the word "high" on page 8 of February's Council minutes be removed from the action point stating "High Risk Register to go Council..." to read "Risk Register to go to Council." Ms N Ramsbottom will amend the Council minutes.

A Point was raised by Mr M Nelson about the Code of Ethics, enquiring whether a change had been made to the final draft in relation to extemporaneous products, as discussed at the last meeting.

Action point: Ms N Ramsbottom will clarify with Ms M McCorry regarding the final draft of the Code of Ethics following consultation with the DHSSPS Inspectorate and revert to Mr Nelson.

ii. Adoption of Minutes

February's Council minutes were proposed by Dr K McClelland, seconded by Ms A McCollum and agreed by Council.

iii. Matters Arising

None.

3. Tabling of Any Other Business

None.

4. Correspondence

(i) A letter has been received by the President from Professor Peter Gregson, President and Vice-Chancellor of Queen's University Belfast nominating Professor David Woolfson, the newly appointed Head of the School of Pharmacy as a representative of QUB to the PSNI Council.

Action point: The Society to write to QUB to confirm that Prof. David Woolfson has been nominated onto the Council of the PSNI and to invite him to the next Council meeting. The Society is awaiting a second nomination from QUB.

(ii) A letter has been received by the Director from Ms K Savage, DHSSPS regarding the Society's proposed fee structure for 2009/10.

This correspondence will be dealt with under the Director's report.

(iii) A letter has been received by the Director from Mr D Lawson, Northern Pharmacies Ltd highlighting a number of concerns which the Trustees require to be clarified before coming to a final conclusion on the request for a grant to cover the printing and distribution of the revised Code of Ethics document.

The Director's response to this letter is enclosed in the Council packs for information. The Director will meet with the Trustees on 30th March to discuss this in detail.

(iv) An email had been received by the Registrar from Mr W Wylie to tender his resignation from membership of the Council.

This resignation was accepted by Council. The President highlighted the issue of membership of Council which was also reflected in the recent committee attendance. The President asked all Council members to consider suitable candidates for co-option, particularly those with the skills required in the current period of transition

(v) A letter has been received by the Director from Dr N Morrow, DHSSPS regarding agreement on future arrangements for accreditation of the Schools of Pharmacy and the ability of students qualifying in NI to undertake pre-registration experience in any part of the UK.

Action point: These issues will be raised at the PRLOG meeting in London on 24th March 2009.

5. Code of Ethics Premises Standards

Ms Michelle McCorry, Specialist Pharmacist has completed a revised draft of the Code of Ethics Premises Standards which was included in the Council packs for Council's consideration. The President noted that the documents needed to be agreed at the Council meeting as suitable to go out for consultation. The Director apologised for the short notice afforded to Council which was caused by delays in liaising with the DHSSPS inspectorate

A discussion then ensued on the subject. To conclude the President asked that Council should look at the documents in detail and return any questions or suggested changes to the office before close of business on Monday 23rd March when the documents would be sent out to consultation.

This was agreed by Council.

The Director asked Council to consider including the draft Public Health and Client Focus papers. A key consideration with these was the extent to which they related to contractual matters which were currently under negotiation between the DHSSPS and contractor representatives.

It was agreed by Council that both the Public Health and Client Focus documents be excluded from the proposed Premises Standards consultation, pending progress with contractual negotiations.

Action point: Council to contact the Society office by Monday 23rd March 2009 if they have any questions or suggestions on the above documents. Staff to make amendments after consideration and release for consultation

6. Staff Reports

(i) Director's Report

White Paper Work

The Director updated Council on the progress within this area and discussed the need for a timeframe for commencement of a new process. He noted that it may be necessary to seek a meeting with the Permanent Secretary if progress is not made and asked whether they would be content for the Society to do this.

Council were in agreement.

Priorities

An updated spreadsheet was included in the packs for Council information.

Fellowship Process

The Director presented the final version of the proposed nomination forms and guidance for discussion and approval.

The Honorary Treasurer asked for an amendment on page 1 of the nomination form – “I” should be inserted before the proposer name etc. Ms J Dougan also asked whether there was an available list of Fellows. The Head of Public Affairs stated that this would be posted onto the Society website. Page 3 should read “Practice” rather than “Practise.”

The nomination form and guidance was then proposed by Dr K McClelland, seconded by Prof. J McElnay and agreed by Council.

Action point: The Head of Public Affairs to put a link to the list of Fellows onto the Society’s website.

Action point: “I” to be inserted before the proposer name on page 1 of the nomination form.

Page 3 to read: “Practice” instead of “Practise.”

Proposed members “Reference Group” and draft TOR

The Director detailed a tabled paper on the composition of the Professional Forum Reference Group and draft terms of reference and briefly outlined the content of the document.

A discussion then ensued on the subject in which the purpose of the group and the format in which they would deliver was explored.

The President asked Council if they were happy with the content and terms of reference. Dr K McClelland suggested that point six should be removed and instead it should be replaced with “It would be Council’s vision that they will be champions of the forum....” This was agreed.

The President suggested that a number of approximately thirty delegates from all pharmacy sectors such as industry; hospital and community should be represented.

Suggestions to include only points two to six on the document and to change the word “endorse” to “consider” in point one if this were to be included were stated by Council members.

The President asked Council to study the delegate list and then suggest any further invitees they thought appropriate to the office by 26th March 2009. He then asked Council if they were broadly in agreement with the paper.

Council were in agreement.

Action Point; Circulate updated document to Council ASAP.

PSI Proposals

A meeting has been arranged with the CEO of the PSI on Tuesday 25th March 2009.

(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 Society is considering holding a Responsible Pharmacist Guidance evening.

Press Activity

The Society newsletter has now increased to eight pages of content.

Code of Ethics Launch

The date for the Code of Ethics launch has now been confirmed for the 11th June at 11.30 am in the Long Gallery Stormont. The Head of Public Affairs noted that some Council members would need to be in attendance. Ms Margaret Ritchie MLA will be sponsoring this event for the Society and the office will write to her to thank her for her support. This date though will clash with the date of the pre-registration exam.

Action point: The office to write to Ms Margaret Ritchie MLA to thank her for her support.

Fellows Dinner

The organisation of the Fellows dinner is being progressed by the office.

(iii) Registrar's Report

Registration

The Director updated Council on the Registrar's report in his absence.

There was one restoration to the register –

As of 16th February, 2024 Pharmacists are currently registered.

Responsible Pharmacist Consultation

There are three stakeholder events organised for late March and early April in Cookstown, Coleraine and Belfast and the response from the membership has been substantial.

7. Report from Committee Meetings

(i) Education

The President presented the Education committee meeting report for information in the absence of the Education Chair and noted that the Director would update Council on the issue of feedback to tutors which was needed by the Pre-registration Facilitator. (Report was included in the packs for information.)

The Director stated that issues had arisen regarding the delay in providing feedback to tutors and asked Council's approval to the tutor feedback process with the capacity to provide earlier feedback.

Motion: That Council approve the tutor feedback process to go mainstream and allow the Education committee to respond earlier than year 3 if necessary

Council agreed this motion.

Action: The Education committee minutes will be approved by Council at the next meeting.

Action point: The Pre-registration Facilitator to email all pre-registration students and tutors to clarify the version of the Code of Ethics for use in 2009 exams.

(ii) Ethics and Law

Ms A McCollum updated Council on the Ethics and Law committee meeting. (Report was included in the Council packs for information.)

The minutes of the Ethics and Law committee meeting were proposed by Ms A McCollum, seconded by the Vice-President and agreed by Council.

(iii) Finance and House

The Honorary Treasurer updated Council on the Finance and House committee meeting. (Report was included in the Council packs for information.)

The minutes of the Finance and House committee meeting were proposed by the President, seconded by Prof. J McElnay and agreed by Council.

(iv) Practice

The last meeting of the Practice committee was held on the 10th February 2009, the date of the next meeting will be scheduled shortly.

8. Recent and Coming Events

The President recommended that if Council members were available to attend any of the Responsible Pharmacist Roadshows it would be very helpful.

10. Any Other Business

The Director reminded Council that they were to review the Officers' positions at this meeting, following the decision of Council to ask the officers to remain in post until March 2009. He reminded them that if they felt it were appropriate that the officers had offered to resign and allow nomination of three new Officers.

Council reviewed the position of the Officers and decided that they were content for the Officers to remain in position and expressed their gratitude to the officers for remaining to date. The Officers stated that they were happy to continue in position until the end of the Council year and council confirmed that this was their wish.

11. Date of Next Meeting

Thursday 16th April 2009

The Council Meeting concluded at 9.12pm