

# MINUTES

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 13<sup>th</sup> August 2009, in the Society House, 73 University Street, Belfast. BT7 1HL

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## **Present**

Mr R Anderson (President)  
Ms A Bowen (Vice-President)  
Ms J Dougan (Hon. Treasurer)  
Mrs R Tasker  
Dr G Fleming  
Mrs M Singleton  
Prof G Linden  
Dr L Byers  
Mr P Kelly  
Dr K McClelland  
Prof D Woolfson  
Prof P McCarron

## **In Attendance**

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

## **Apologies**

Prof J McElnay  
Ms A McCollum  
Mr M Nelson

## **Public Attending**

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### **1. Introduction and Welcome, Apologies**

The President welcomed everyone to the delayed Council meeting which was originally scheduled for July.. He then presented the apologies of Council members who were unable to attend the meeting.

### **2. Minutes of the Council Meeting of 18th June 2009**

The minutes of June's council meeting were presented to Council.

#### **i. Matters of Accuracy**

None.

#### **ii. Adoption of Minutes**

June's Council minutes were proposed by the Vice-President, seconded by Mr P Kelly and agreed by Council.

#### **iii. Matters Arising**

None.

### **3. Tabling of Any Other Business**

None.

### **4. Correspondence**

(i) An email has been received from Ms Tracy Ellis, DH London regarding the appointment of the new Chair of the GPhC, Mr Bob Nicholls CBE.

(ii) A letter has been received from Ms Julie Jordan, APTUK requesting that the Pharmaceutical Society NI commence the registration of pharmacy technicians in NI.

The President proposed that a letter be written to the DHSSPS requesting legislative reform to allow commencement of the registration of technicians. Council were in unanimous agreement with this suggestion.

**Action point: A letter is to be written to DHSSPS including a copy of the letter from Julie Jordan as detailed and a copy of the correspondence is also to be sent to Julie Jordan.**

(iii) A letter has been received from Mr Joe Brogan, HSCB regarding the consultation on the constitution of the HSCB Pharmacy Practices Committees. (The Society's draft response was also included in the Council packs.)

This will be dealt with by the Practice Committee.

(iv) An email has been received from Mr Harry Cayton, CHRE regarding Shared Functions amongst regulatory bodies. Council noted the content.

v) An email has been received from Mr Harry Cayton, CHRE regarding Advanced Practice. Council noted the content.

(vi) A letter has been received from Mr Peter Walsh, AvMA regarding the campaign for a legal 'Duty of Candour' in healthcare – "Robbie's Law."

A short discussion developed on the subject and it was decided that a letter would be written to Mr Walsh to state that it would be inappropriate to comment on this matter as the Society's statutory remit does not extend to England.

**Action point: A letter is to be written to Mr Peter Walsh to state that it would be inappropriate to comment on this matter as the Society's remit does not extend to England and to suggest that the enquiry be referred to the RPSGB.**

- (vii) A letter has been received from Professor Dilip Nathwani, BSAC regarding standardised methods for implementation of OPAT services in the UK and an invitation to register interest.

A short discussion ensued and it was decided that it would not be appropriate to be directly involved at this stage but that Council would like to be kept informed of any further developments.

**Action point: Professor Nathwani, BSAC to be written to stating that the Council of the PSNI would not be able to be involved at this stage but would like to be informed of further developments.**

- (viii) A letter has been received from Mr Martin Caple, UK Health & Social Care Regulators' Patient and Public Involvement Group c/o Mr Paul Myatt regarding Patient and Public Involvement (PPI). A presentation was offered

**Action point: Mr Myatt is to be written to stating that the Society has a representative on their PPI group who is responsible for the management of our successful PPI group. Accordingly we would decline the offer of a presentation.**

- (ix) A letter has been received from Dr Denis Morrison, HSC regarding community pharmacy business continuity plans. Council noted the content.
- (x) A letter has been received from Ms Joy Hamill, Divisional Planning office regarding a planning application for no. 75 University Street. Council noted the content.
- (xi) A letter has been received from Ms Sonia McGrath regarding resignation from Council.

The President stated that he deeply regretted receiving this letter from Ms Sonia McGrath. The President will write to Ms McGrath to convey his thanks for her service as a Council member and to wish her well for the future.

**Action point: The President to write to Ms Sonia McGrath to convey thanks for her service as a Council member and to wish her well for the future.**

## 5. Staff Reports

- (i) **Head of Public Affairs Report**

### Assembly Affairs

The Chair of the Assembly Health Committee has changed with Iris Robinson MP, MLA being replaced by Jim Wells MLA. A meeting with Mr Wells is currently being organised.

During a debate on the Health Service in the House of Lords, Lord Bew made specific reference on the role of community pharmacy and the resilience of pharmacy during the past 35 years.

A meeting with the Minister's advisor took place on the 7<sup>th</sup> July. Matters discussed related mainly to the ongoing issue regarding the proposed legislative changes.

### **Press Activity**

The key issues in the press this month have been the three Fitness to Practice cases, requests regarding "Swine Flu" and enquiries regarding the ongoing pharmacy dispute across the border.

The Head of Public Affairs detailed a proposal to Council:

**Proposal; that Council agrees to the notification of the press, as per the list below, 5 working days in advance of any fitness to practice hearing, giving details of the individual involved and the charges being examined.**

A short discussion then ensued on this matter. **Council agreed to this proposal** this was proposed by the Vice-President, seconded by Mrs M Singleton and agreed by Council.

### **Responsible Pharmacist**

The new guidance document has been printed and is ready for dispatch to all registrants.

### **Patient Forum**

The next meeting of the Patient Forum is scheduled for the 3<sup>rd</sup> September. Currently five individuals are attending including Jayne Murray who has agreed to chair this meeting.

## **(ii) Director's Report**

### **White Paper Work**

The Director provided a verbal update on the Confidence in Care meeting which took place on the 1<sup>st</sup> July 2009 and asked Council to direct a response from the Society to the DHSSPS regarding legislation proposals.

The following key points were discussed: (1) Governance (2) CPD (3) Fitness to Practise (3) Non-practising Register (4) Statutory Committee (5) transitional arrangements.

Council confirmed their position in relation to each point and reviewed the proposed legislative reforms as tabled at the July Confidence in Care meeting. Council detailed those areas with which they had issues.

**Action point: Electronic copies of legislation documents to be sent to all Council members.**

**Action point: The Director to send a response on legislation reforms and proposals to date to the DHSSPS.**

### **Priorities**

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

### **Premises Standards**

**The Director asked Council to approve the premises standards as a self-assessment tool for community pharmacy from 1<sup>st</sup> December 2009 and to agree the production of parallel standards for hospital pharmacy for later introduction.** The reason for the change was that, following a meeting with DHSSPS, it was clear that some aspects of the current standards did not readily translate to a hospital environment and that the standards were silent on other important areas of hospital pharmacy practice. The Director stated that the proposed hospital premises standards would be brought to a future Council meeting for approval. **Council unanimously agreed this proposal.**

### **Professional Forum**

The Director updated Council on the proposed Professional Forum consultation document and consultation questionnaire which were included in the Council packs. He then asked Council members for their questions and comments on the existing items.

Council members suggested a number of amendments to the draft consultation questionnaire.

The Director asked Council if they were content to issue the Professional Forum documentation to the Society's membership subject to the changes discussed. This would then be sent to membership by post as early as next week. Council agreed on this decision.

Professor D Woolfson suggested that the Society could also run a series of regional workshops to facilitate the Professional Forum consultation. The President stated that this was a very valid suggestion and certainly worth considering.

The Director suggested an amendment to the proposal to include the Society organising a series of regional roadshows to encourage people to respond. Council were in agreement with this proposal.

**Action point: The Head of Public Affairs to organise a series of regional roadshows and the consultation document to be issued after amendment as agreed by Council.**

### **Building/Hall Refurbishment**

DDA works are expected to be completed by the end of August. A number of organisations have expressed interest in using the Society's facilities.

### **Annual Report**

Council were asked to approve the proposal for the format and outline content of the Annual Report for 2008/2009. Copies were included in the Council packs for information.

The President then thanked the Policy Advisor, Mr R Price for all of his hard work.

The President asked Council members to consider the annual report in detail and then send their opinions to the Policy Advisor by the end of next week to ensure that the document can then be signed off. Council authorised the President to sign off the final version of the Annual Report

### **PSI**

The Director reminded Committee Chairs of the request at June Council to agree a schedule of meetings commencing September 2009 until January 2010 in order that invitations can be forwarded to PSI and reciprocal dates received.

**Action point: To write to the Chairs of each of the Committees and remind them to provide dates of all forthcoming meetings of their committees to allow invitations to be issued to the PSI.**

### **(iii) Registrar's Report**

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

### **Pharmacy Practice Committee**

The Vice-President will pass all comments on to the Pharmacy Practice Committee to the Policy Advisor tomorrow – Friday 14<sup>th</sup> August 2009.

## **6. Bye-laws**

The Director updated Council on the new draft bye-laws, copies of which were included in the packs for Council members to consider in detail.

Council members then suggested minor amendments. The Director stated that the office would send a copy of the old bye-laws, a copy of the new bye-laws and a tracked changes version by email for Council's information and records.

**Action point: A copy of the old bye-laws and a copy of the new bye-laws with tracked changes to be sent by email to all Council members.**

The President stated that the office would type up the amendments to the draft bye-laws and then look at dates for an Extraordinary General meeting to take place prior to the annual general meeting to present the new byelaws to the membership.

Subject to the minor amendments discussed, the new bye-laws were proposed by Dr K McClelland, seconded by Mrs M Singleton and agreed by Council.

#### **7. Student Code of Conduct and Fitness to Practise Procedures**

The President updated Council on the draft Code of Conduct for Pharmacy Students, which was included in the packs with tracked changes and Guidance on Student Fitness to Practise Procedures in Schools of Pharmacy. Council was invited to formally adopt them.

Both of these documents were proposed by Professor D Woolfson, seconded by the Vice-President and agreed by Council.

#### **8. Accreditation Proposal**

The Director updated Council on the accreditation issue, and presented the proposal paper along with the attached financial and timetable proposal which sets out the costs associated with accreditation.

A discussion on the subject then ensued. The President stated that Council members needed to consider what the next step would be. Professor D Woolfson, QUB and Professor P McCarron, UU declared a possible conflict of interest and left the meeting for the remainder of the discussion.

A lengthy discussion on the subject then developed whereby Council were asked to consider the content of the accreditation proposal paper and financial and timetable proposal.

Both papers were proposed by the Vice-President, seconded by the Honorary Treasurer and agreed by Council.

Professor D Woolfson and Professor P McCarron were then asked to return to the Council chamber.

#### **9. RPSGB Language Testing Issue**

The President updated Council on the RPSGB language testing issue. An RPSGB confidential paper was included in the Council packs for further information. The RPSGB wishes to contain legal privilege with regards to this document and were asking the Society along with other regulatory bodies to consider the document.

The President stated that Council was being asked to confirm agreement with the RPSGB position and he recommended to Council that the Society is supportive of the RPSGB position.

A discussion then ensued on this subject.

Council confirmed agreement with the RPSGB position. This was proposed by Mrs M Singleton, seconded by the Vice-President and agreed by Council.

## **10. Report from Committee Meetings**

### **(i) Education**

Mrs R Tasker updated Council on the main points of the Education Committee meeting. (Report was included in the packs for details.) The dates of the Committee's forthcoming meetings for the remainder of 2009 were detailed in the minutes.

Mrs R Tasker then detailed a motion that she wished to propose to Council requesting that the University of Ulster be permitted to move to the next stage of the accreditation process (step 4) having successfully met all conditions at the step 3 stage. Professor D Woolfson, QUB and Professor P McCarron, UU declared a possible conflict of interest

The President noted the conflict of interest and asked Professor D Woolfson and Professor P McCarron to leave the Council chamber.

The Director noted that he had a folder of papers on accreditation which anyone could look at if required. This motion was then proposed by Mrs R Tasker, seconded by Dr K McClelland and agreed by Council.

Professor D Woolfson and Professor P McCarron were then asked to return to the Council chamber.

The minutes of June's Education Committee meeting were proposed by Mrs R Tasker, seconded by the President and agreed by Council. The date of the next Education Committee meeting is the 1<sup>st</sup> October 2009.

### **(ii) Ethics and Law**

The last meeting of the Ethics and Law Committee was held on the 19th June 2009 (Report was included in the packs for details.) The minutes of the Ethics

and Law Committee were proposed by the Vice-President, seconded by Mrs M Singleton and agreed by Council. The date of the next Ethics and Law Committee is to be confirmed.

**(iii) Finance and House**

The last meeting of the Finance and House Committee was held on the 3<sup>rd</sup> August 2009 (Report was included in the packs for details.)

The Honorary Treasurer detailed one motion to Council. Following recent legislation changes, the Society's employment consultants have provided updates for the staff handbooks as follows:

RB004 – Pregnancy & Maternity Rights: - replaces existing section 4.3

RB006 – Adoptive Parents Policy – becomes new 4.6.8

RB007 – Flexible Working Policy – becomes new 5.1.1

Council were asked to approve these changes to the staff handbook with immediate effect. This motion was proposed by the Honorary Treasurer, seconded by the Vice-President and agreed by Council.

**Action point: The staff handbook to be updated and re-issued with the changes incorporated.**

The minutes of the Finance and House Committee were proposed by the Honorary Treasurer, seconded by Mr P Kelly and agreed by Council. The date of the next Finance and House Committee is the 14<sup>th</sup> September 2009.

**(iv) Practice**

The last meeting of the Practice committee was held on the 12<sup>th</sup> May 2009 (Report was included in packs for details.) The Vice-President proposed a change to the attendance list of the Practice Committee minutes and requested that she be added to the list of apologies.

**Action point: Ms N Ramsbottom to add the Vice-President to the list of apologies for the Practice Committee meeting minutes of 12<sup>th</sup> May 2009.**

The minutes of the Practice Committee meeting were proposed by Dr L Byers, seconded by the Vice-President and agreed by Council. The date of the next Practice Committee is to be confirmed.

The Vice-President updated Council members on the issue of Committee membership.

**Action point: The Vice-President to send Ms N Ramsbottom the names and contact details of those people who have agreed to sit on the Committees. The Vice-President will then speak to the Chairs of each of the Committees and then hand this over to be dealt with by the office.**

**11. Report of CPA Councillors meeting in Accra**

The President thanked Council for the opportunity of being able to represent the Pharmaceutical Society of NI at the CPA meeting as it had been an enriching experience. He also informed Council that he had been appointed as Vice-President of the Council of the CPA. He then noted that his report of the Commonwealth Pharmacy Association Council meeting in Accra, Ghana on the 4<sup>th</sup> to 9<sup>th</sup> August 2009 was included in the packs for information.

The President also noted that leading personnel in the field of paediatric health were being sought. A short discussion occurred on this subject and it was suggested that the President should speak to Professor J McElnay, QUB or another person of expertise in this area at QUB.

**12. Any Other Business**

None.

**13. Date of Next Meeting**

Thursday 17<sup>th</sup> September 2009

**The Council Meeting concluded at 10.20pm**