

Pharmaceutical Society of Northern Ireland

Code of Conduct for members of the Accreditation Panel

Being a member of the PSNI's Accreditation Panel carries with it responsibilities. In order that registrants and the public may have confidence in the effectiveness and impartiality of accreditation events, members of the Panel must undertake to:

(1) General

- Not use their position as an accreditor to promote their personal, professional or business interests.
- Not use their position as an accreditor to seek to influence the conduct of any aspect of a team's business for the benefit of any individual, body corporate or other association rather than for the benefit of the profession as a whole.
- Respect the confidentiality of information acquired by them solely by virtue of their position as an accreditor.
- Ensure that entries relating to them in the *Accreditors' Register of Interests* and of *Gifts and Hospitality* are accurate, complete and up-to-date.
- Inform the Society of any potential conflicts of interest as soon as is practical.
- Withdraw from an accreditation event if a material conflict of interest is identified. The Society reserves the right to remove an accreditor from an event at any point on the grounds that there is a material conflict of interest.
- Keep the deliberations of a team confidential.
- Undertake periodic training and professional development organised by the Society.
- When working overseas on behalf of the Society, ensure they have read and understood the Society's briefing.

(2) Matters relating to accreditation events

- Attend all meetings at which their presence is required and only cancel under exceptional and wholly unavoidable circumstances.
- Take all reasonable steps to give advance warning of an absence to the Society.
- Prepare for any meeting by reading any papers issued to an accreditation team beforehand. Documents may be in hard copy or available electronically.
- Prepare for any meeting by providing questions in advance via the accreditation website.
- Not discuss any aspect of an accreditation event with anyone working/studying at or associated with an institution being accredited.
- Direct all queries about an accreditation event to the Society.
- Be punctual.
- Dress appropriately.
- Evaluate meetings afterwards in accordance with Society procedures.
- Ensure mobile phone and other electronic devices are silent and are not used during meetings.

(3) Conduct during accreditation events

Professional conduct and behaviour during meetings is incumbent on all accreditors. Professional conduct and behaviour includes:

- Demonstrating at all times a level of sensitivity and professionalism which reflects the importance of proceedings.

- Being fair, open minded, unbiased or non-prejudicial on grounds of gender, race, disability, lifestyle, culture, beliefs, colour, sexuality, age or any other irrelevant ground.
- Participating constructively in debates and decision making.
- Ensuring decisions take account of relevant evidence.
- Accepting collective responsibility for decisions reached.
- Listening to, and working collaboratively with, other team members.
- Using guidance issued by the Society when reaching decisions, in particular *Guidelines for Accreditors* [2009]* and the *Accreditation of UK Pharmacy Degrees* [2003]*.
- Asking external participants questions that are to the point, to allow external participants the opportunity to make their point.

This list is not exhaustive.

Any accreditation panel member who wishes to engage in litigation against the PSNI, the PSNI's Council or any member thereof, or any officer or employee of the Society in their capacity as such, must resign from their post as an Accreditation panel member before taking such action.

Suspending or removing a member of the Accreditation Panel

The PSNI Accreditation Lead can remove a member from the Accreditation panel if:

1. The member resigns their membership of the panel;
2. The member's term of appointment has expired; or
3. In the opinion of the PSNI Accreditation Lead the Member:
 - a. Has ceased to be an appropriate person (for example, by reason of misconduct or a criminal conviction);
 - b. Has seriously or persistently failed to meet the standards of performance, conduct or attendance required of a member of the Panel in the ordinary course of their duties;
 - c. Is unable to perform their duties because of ill health;
 - d. Is a practising pharmacist, and a member of the Panel for that reason, but has ceased to be registered in the practising part of the Register of Pharmacists or Register of Pharmacy Technicians (for GB registered panel members where applicable);
 - e. Has disclosed confidential information obtained in the course of their membership of an accreditation team;
 - f. Has brought the Society into disrepute;
 - g. Has failed to comply with the *Code of Conduct for Accreditors* adopted by PSNI; or
 - h. Should no longer continue to be a member of the Panel in the public interest.

The PSNI Accreditation Lead can suspend a member of the Accreditation Panel while an investigation is taking place.

Any member of the Accreditation Panel under investigation will be given an opportunity to make written and oral representations to the Society before a decision is reached.

The procedure for investigating a member of the Accreditation Panel will be given to all members.

* RPSGB documents