

# MINUTES

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00 pm on Thursday 15<sup>th</sup> October 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)  
Mrs R Tasker  
Dr G Fleming  
Dr L Byers  
Mr M Nelson  
Prof J McElroy  
Prof D Woolfson  
Mrs J Hughes

## **In Attendance**

Mr T Patterson (Director)  
Mr B Kerr (Registrar)  
Mr M Neale (Head of Public Affairs)  
Mrs N McGarrell (Clerical Officer)

## **Apologies**

Ms J Dougan (Hon. Treasurer)  
Mr P Kelly  
Mrs M Singleton  
Dr K McClelland  
Prof P McCarron  
Ms A McCollum  
Mrs H Buchanan

## **Public Attending**

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

The President welcomed everyone to the meeting and introduced Mrs Jayne Hughes as a newly appointed member of Council. He then presented the apologies of those who were unable to attend.

### **2. Minutes of the Council Meeting of 17th September 2009**

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

None.

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

September's Council minutes were proposed by Prof. David Woolfson, seconded by Mrs R Tasker and agreed by Council

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

Ms A McCollum has agreed to be one of the nominees representing the Society and to participate in a series of workshops on "Development of 10 Year Quality Strategy for Health and Social Care" at the DHSSPS.

<b>ACTION: Letter to Director of Safety, Quality and Standards at DHSSPS to confirm Ms A McCollum's nomination.</b>
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### **3. Tabling of Any Other Business**

None.

### **4. Correspondence**

The President updated the Council on the completed actions from last month's correspondence.

#### **Correspondence (September log)**

(i) A letter had been received from Mr. Harry Cayton, CHRE regarding future regulation of pharmacy professionals in NI – Date received 15 September 2009.

A second letter was received on 30 September 2009 from Mr. H Cayton to inform the Society that this issue was no longer being progressed at this time.

(ii) A letter had been received from Mr. Graeme Rosenberg, HEFCE regarding The Research Excellence Framework – Date received 14 October 2009.

Prof J McElroy and Prof D Woolfson updated Council on the subject. It was decided that the Society wished to remain on the draft list of nominating bodies to ensure that we are contacted with various correspondence.

<b>ACTION: Mrs N McGarrell to contact HEFCE to confirm that the Society wishes to remain on the draft list of nominating bodies.</b>
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### **5. Staff Reports**

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

##### **White Paper work**

The CHRE commission into the future of Pharmacy Regulation in NI has been withdrawn as the DHSSPS do not believe that this is the correct timing for the work. The Director updated Council on the Draft Pharmacy Order (enclosed in the packs as appendix 1).

A discussion then ensued on the document and the Director outlined issues that had previously been identified with the Draft Pharmacy Order. The Registrar noted that this legislation will be going out to public consultation in October and feedback from the PSNI would still be useful. Additionally there will be separate regulations produced for consultation on: (i) Fitness to Practise (ii) CPD (iii) Constitution of a new Council (iv) Constitution of Fitness to Practise Committees.

It was decided that with Council's permission, the Director would write to the DHSSPS to raise the various issues discussed and then attempt to resolve the

issues at the Confidence in Care meeting on 23rd October. Council were in full agreement with this proposal.

### **Key Engagements**

The Director updated Council on meetings he had attended since Council last met.

### **Priorities**

An updated spreadsheet of priorities was included in Council information packs.

### **Special General Meeting/84<sup>th</sup> Annual General Meeting**

The Special General Meeting which was scheduled to pass the new PSNI byelaws was unable to proceed as the meeting was not quorate. A discussion ensued on the details of organising another SGM and the suggestion to link this with another event.

The Director provided a verbal update on this year's Annual General meeting. Council then discussed the issue of the sale of homeopathic medicines which had been raised at the AGM. Prof D Woolfson provided some background and briefed Council on information on EU regulatory framework, MHRA guidance and information from the British Pharmacopoeia Commission in relation to homeopathic medicines. Prof Woolfson agreed to provide additional information and Council agreed to review Prof Woolfson's information.

<b>ACTION: Mrs N McGarrell to contact Prof D Woolfson regarding additional information on homeopathic medicines.</b>
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### **Election of Officers**

The Director briefed Council on the final, agreed format for election of the Officers which was included in the Council packs for information.

#### **Motion to Council:**

This Council decides to formally extend the period of office of the current President, Vice-President and Honorary Treasurer until the election of officers, currently proposed for 19<sup>th</sup> November 2009.

This motion was proposed by Prof D Woolfson, seconded by Mrs R Tasker and agreed by Council.

### **Professional Forum**

Council were updated on the Professional Forum consultation. The final report by the consultant, taking account of reference group feedback was included in the Council packs for information.

Council were asked to consider authorising the next steps, (which were detailed in the Director's report) empowering the Officers to agree the job descriptions etc for the manager position and to oversee the appointment process.

A discussion then ensued on the matter. Council expressed their satisfaction with the conduct of the consultation, the level of response and the detailed proposals provided by the consultant.

**Motion to Council:**

The Council instructs the Director to initiate the next steps in the development of the Professional Forum as detailed in his report including the recruitment of the Professional Forum Manager.

The motion was then proposed by Prof J McElnay, seconded by the President and agreed by all of Council.

**PSI**

The Director was informed that the Chair of the Ethics and Law Committee was content to agree a schedule of meetings in order that invitations could be forwarded to PSI.

<b>ACTION: The Director to speak to the Policy Advisor to set up an Ethics and Law Committee meeting.</b>
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**(ii) Registrar's Report**

The Registrar provided a verbal update to Council.

**ISA Requirement for Disclosure**

The Registrar briefed Council on the ISA requirement for disclosure which comes into being for healthcare regulators from 12 October 2009.

The President asked the Registrar to keep Council informed on this issue.

**CHRE Complaints Audit April 2008 – March 2009 Closed Cases**

The Registrar updated Council on the CHRE audit which took place on Tuesday 13 October 2009 over a period of two days. This audit will now be an annual occurrence as complaints are significantly on the increase. CHRE provided initial verbal feedback on the audit.

**Legislation from DHSSPS**

Council were briefly updated on The Pharmacy (Northern Ireland) Order 1976 (Amendment) Order (Northern Ireland) 2010.

**Correspondence**

The Registrar detailed correspondence received from Mr. Joe Brogan, Director of Pharmaceutical Services, HSC regarding continuity planning in the event of a pandemic.

The Registrar will contact all members of the Society on the register to detail Mr J Brogan's request and to ask them to consider working additional hours or in new work settings in the event of a Swine Flu pandemic.

**ACTION: The Registrar to contact all members of the Society on the register to request that they supply the Society with additional work details in the event of a Swine Flu pandemic.**

The Registrar had been previously asked to write to Dr Norman Morrow, Chief Pharmaceutical Officer, DHSSPS regarding the registration of pharmacy technicians in NI. Dr N Morrow had responded to the Registrar with a number of suggestions whereby he detailed crucial steps for the Society with regards to this issue. (Both letters were enclosed in the Council packs for information.)

The Registrar detailed the body of work which would need to be completed before the end of the year and brought back to Council for consideration before being brought to the DHSSPS.

The Registrar also detailed correspondence he had received from the RPSGB regarding the 3 year rule on European registered pharmacists taking control of premises which are registered less than three years.

Council were asked whether the Society should respond to this correspondence to agree to abolish the 3 year rule.

**Motion to Council:**

This Council agrees that the Medicines Act should be changed to abolish the restriction placed on NI registered EEA qualified pharmacists from being a responsible pharmacist in premises registered less than 3 years.

This motion was proposed by the Vice-President, seconded by Mr M Nelson and agreed by Council.

**(iii) Head of Public Affairs's Report**

The Head of Public Affairs provided a verbal update to Council.

**National Voices/CHRE Pre Conference Dinner**

The Head of Public Affairs represented the Society at a National Voices/CHRE pre conference dinner at the Conservative Party conference in Manchester. The subject of the dinner was "patient influence on regulation."

**6. Report from Committee Meetings:**

**(i) Education Committee**

Mrs R Tasker updated Council on the main points of the last Education Committee meeting. (Report was included in the packs for details.)

Mrs Tasker noted that there were three motions from the Education Committee for Council to consider.

**Motion one:**

The draft documents relating to:

1. The terms of service of the examination committee
  2. The roles and responsibilities of the external reviewer and examiner
- are accepted as presented in the Education Committee report and are now adopted.

This motion was proposed by Mrs R Tasker, seconded by the Vice-President and agreed by Council.

**Motion two:**

This Council directs the Pre-registration Facilitator to progress with appointing an external reviewer and examiner for 2010 – 2013.

This motion was proposed by Mrs R Tasker, seconded by the Vice-President and agreed by Council.

**Motion three:**

This Council on the recommendation of the Education Committee directs that oral examinations related to the registration examination be withdrawn with immediate effect [October 09].

This motion was proposed by Mrs R Tasker, seconded by the Vice-President and agreed by Council.

The minutes of October's Education Committee meeting were proposed by Mrs R Tasker, seconded by the Vice-President and agreed by Council.

**(ii) Ethics and Law,**

The last meeting of the Ethics and Law Committee was held on 19 June 2009. The date of the next meeting is to be confirmed.

**(iii) Finance and House**

The President updated Council on the main points of the last Finance and House Committee meeting (report was included in packs for details) and presented two motions to Council.

**Motion one:**

To implement a merchant hand held terminal – a face to face system for accepting retention payments in the office. Once in place, the Society will no longer accept cash. The cost is as follows:

£340 per annum + charges

25p charge per debit card transaction (it's proposed that the Society will incur this fee)

2% charge for credit card (it's proposed that the Society will not incur this fee and that it will be passed onto the individual.)

This motion was proposed by the President, seconded by the Vice-President and agreed by Council.

**Motion two:**

To increase the CPD budget by £1500 to pay for work completed by NICPLD in relation to the CPD website and development. Finance and House have requested that tight controls are kept on any additional work.

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

The approval of the minutes of the Finance and House Committee was deferred to the next Council meeting as there was only one member of the Committee present at the Council meeting.

<p><b>ACTION: The minutes of October's Finance and House Committee to be approved at the November Council meeting.</b></p>
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**(iv) Practice Committee**

Mr M Nelson updated Council on the main points of the last Practice Committee meeting. (Report was included in packs for details.)

The minutes of October's Practice Committee were proposed by Mr M Nelson, seconded by the Vice-President and agreed by Council.

**7. Recent and Coming Events**

All events were detailed in the circulated agenda.

**8. Any Other Business**

None.

**9. Date of Next Meeting**

Thursday 19<sup>th</sup> November 2009.

**The Council meeting concluded at 9.25pm**