

# Pharmaceutical Society of Northern Ireland

Annual Report and Accounts  
2013-14

# **Pharmaceutical Society of Northern Ireland**

Annual Report and Accounts 2013-14

For the year ended 31 May 2014

Laid before the Northern Ireland Assembly under Articles 4C and 4D of the  
Pharmacy (Northern Ireland) Order 1976 by the Department of Health, Social Services and  
Public Safety

on

17 September 2014

© Pharmaceutical Society of Northern Ireland (2014)

The text of this document (excluding the logo and branding) may be reproduced free of charge in any format or medium providing it is reproduced accurately and not in a misleading context. The material must be acknowledged as Pharmaceutical Society NI copyright and the document title specified.

Any enquiries about this publication should be sent to us at the Pharmaceutical Society NI,  
73 University Street, Belfast BT7 1HL  
Email: [info@psni.org.uk](mailto:info@psni.org.uk)  
Telephone: 028 9026 7933

This publication is available from our website at [www.psni.org.uk](http://www.psni.org.uk)

## Contents

About us .....	5
What we do .....	5
Acting President's foreword.....	6
The year in review - report from the Chief Executive .....	8
How we are governed .....	10
Annual Report on Registration .....	13
Applying the lessons of the Francis and other key reports .....	17
Standards and Guidance.....	18
Fitness to practise .....	20
The Pre-registration training year 2013-2014.....	29
Continuing Professional Development .....	32
Public Affairs and Communication report .....	36
Pharmacy Forum NI .....	39
Financial Statements for the year ended 31 May 2014 .....	48

## About us

The Pharmaceutical Society of Northern Ireland is the regulatory body for pharmacists in Northern Ireland. Headquartered in Belfast since 1925, the Pharmaceutical Society NI provides accessible services to the public, patients and pharmacy profession.

We currently register 2155 pharmacists, 549 pharmacy premises and oversee the pre-registration programme for over 200 trainee pharmacists.

Our governing legislation is the Pharmacy (Northern Ireland) 1976 ('the Order') which sets out our powers and responsibilities.

The Council is the governing body of the organisation and focuses on strategic and major policy issues.

The Council is independently appointed by a competency based selection process and is made up of 50% lay and 50% pharmacist registrant membership. The Pharmaceutical Society NI's activities are funded by statutory fees paid by pharmacists to maintain their professional registration and premises owners to retain their premises registration.

## What we do

Our primary purpose is to protect the public by ensuring that practising pharmacists in Northern Ireland are; fit to practise, keep their skills and knowledge up to date and deliver high quality safe care to patients. It is the organisation's responsibility to protect and maintain public safety in pharmacy by:

- Setting and promoting standards for pharmacists' admission to the register and for remaining on the register;
- Maintaining a publicly accessible register of pharmacists, and pharmacy premises;
- Handling concerns about the Fitness to Practise of registrants, acting as a complaints portal and taking action to protect the public;
- Ensuring high standards of education and training for pharmacists in Northern Ireland.

In keeping with the Government White Paper 'Trust, Assurance and Safety' (2007) and the need to differentiate clearly between regulatory and leadership roles, the professional and leadership roles of the organisation have been delegated to the Pharmacy Forum through a formal Scheme of Delegation since December 2011.

## **Acting President's foreword**

### **Mr Garry McKenna**

Welcome to the Pharmaceutical Society of Northern Ireland (NI) Annual report for 2013-14. In last year's Annual report, 2012-13 was described as the year of change and in keeping with this theme 2013-14 can be described as the year of implementation.

This report reflects on the first complete year of activity under the new Council. This year has been dominated by the introduction of statutory Continuing Professional Development (CPD) and the implementation of the new regime around Fitness to Practise.

The Council formally met on seven occasions with the five committees; Chairs Committee, Education, Standards and Registration, Fitness to Practise, Corporate Communications and Audit and Risk meeting, as required, to oversee the various work streams within the organisation.

I would like to thank all Council members for their diligence and commitment over the past year and in particular I would pay tribute to Ms Jacqui Dougan, who served as President until January 2014, when she stepped down for private and personal reasons. Much of the credit for the achievement of Council during this time can be attributed to Jacqui's leadership. In the coming year, seven members of Council will come to the end of their initial period of appointment and to each I would express my personal appreciation and thanks for the work carried out so far.

With the introduction of the new legislative regime for Fitness to Practise we have seen a marked increase in both Scrutiny Committee and Statutory Committee cases. The availability of interim orders, where appropriate, has been a welcome addition to our powers and with the wider range of sanctions available, the public, as well as the reputation of the pharmacy profession has been protected in an increasingly efficient and effective manner. The consequence of this increased volume has been the increasing cost of Fitness to Practise and this has inevitably placed pressures on the organisation financially, which will need to be addressed in the coming year.

2013-14 also saw the implementation of the new statutory CPD process. For many this was an area of concern and some angst. I am pleased to report that over the last year this new process has been adopted and implemented with few problems and early indications are that the outcomes are equally positive. A significant element in this achievement has been the sterling work undertaken by the Pharmacy Forum in providing strong and focused leadership to the profession in assisting them to understand and grasp the key changes. I also recognise that this success has been mainly down to the positive way in which pharmacists have met this challenge and I thank all who have worked to make this a success.

In the coming year the Council is committed to a review of the current Code of Ethics. This has been necessitated by the outcomes of the Francis, Berwick and other associated reports. This will be a major piece of work, building on our initial engagement with stakeholders, both public and professional. It is hoped that as this work progresses, more stakeholders will become involved, in order that the outcome will meet the needs of the public and maintain the reputation of the profession.

In particular the continuing focus on the need for openness and transparency within all aspects of healthcare has necessitated a review of our Raising Concerns Guidance which will commence this year. It remains important that pharmacists are encouraged to both take action when other professionals' behaviour or competence comes into question and to be candid and respond quickly when they are involved in incidents.

Undoubtedly, a key challenge for 2014-15 will be the further implementation of our Corporate Strategy 2013–2016 and the need within the organisation for the maximisation of resources. Even with our concentration on efficiencies it is likely that a consultation on fees will take place in the coming year. Further detail on this can be found within this report in the section by the Honorary Treasurer.

I hope that you will agree that the progress that has been made since the introduction of the new legislation has been impressive. In this and indeed other respects, I wish to acknowledge the input of the Department of Health, Social Services and Public Safety (DHSSPS). In particular I would wish to place on record my thanks to the recently appointed Chief Pharmaceutical Officer Mark Timoney and his staff for the co-operative approach he has taken to our work. The positive outcomes for public protection and enhancing the reputation of the profession of pharmacy are clearly evident and the Council remains committed to delivering on our vision that:

*'The Pharmaceutical Society of NI will continue to be recognised as a proactive, exemplary regulator which is trusted by patients, respected by registrants and has the confidence of the public and legislators.'*

In conclusion I would like to thank the Chief Executive and his team for their continued professionalism and assistance throughout the past year. I remain confident that as the Council and staff face the challenges of 2014-15 that these will be met with the same commitment and determination that has characterised 2013-14.

A handwritten signature in black ink, appearing to read 'Garry McKenna', with a stylized flourish at the end.

**Mr Garry McKenna, Acting President**

# The year in review - report from the Chief Executive

## Trevor Patterson

This has been another busy and engaging year for all – having established a three year strategy for the organisation at the start of the year we have made great progress against the six pillars but recognise that we have more to do in the remaining two years.

Throughout this report you will find details of our progress. In terms of performance and risk management we have reviewed and updated the strategic risk register and balanced scorecard. We have also introduced a risk based internal audit which returned a verdict of 'satisfactory' control on the four areas audited; fitness to practise, data protection, governance and payroll.

We introduced mandatory CPD and are delighted with the levels of compliance and the engagement of the profession with the process.

Having developed a communications plan we have changed significantly the way in which we interact with stakeholders. We will be measuring the success of our communications and engagement and publishing the results this year.

We worked with the Law Commissions on a Bill which could have offered significant benefits to healthcare regulation; unfortunately it is not being taken forward in this Parliament but we are working with governments to endeavour to ensure that the most important provisions are taken forward in other ways.

We are currently engaged on reforming the relationship between legislation and regulation in pharmacy. We are part of a UK wide board which seeks to deal with a significant barrier to candour, the criminalisation of dispensing errors, clarify and improve responsible pharmacist regulations and to minimise regulatory barriers to innovation in pharmacy. Further information can be found <https://www.gov.uk/government/groups/pharmacy-regulation-programme-board>

Financially it has been a difficult year, increases in costs, particularly associated with fitness to practise, have strained our income. We continue to invest reserves in technology in order to reduce operating costs and plan to renew our IT infrastructure this year with a view to improving security of service and introducing further on-line features. Whilst we are able to maintain fees again at 2009 levels this year we expect to be consulting on fees before the end of 2014. The financial information provided within this report illustrates where costs have risen.

In April 2014 we published our response to the Francis and Berwick reports in which we set out our plans for the future <http://www.psn.org.uk/wp-content/uploads/2013/10/francis-response-14-April-14-vers-6.pdf> We have been working on the various actions and progress is documented throughout this report – a particular highlight is around recommendation one of the Berwick Report which calls upon the NHS to embrace a culture of learning – I hope that you have reviewed our learning points from fitness to practise which we intend to build upon. We are committed to work with the profession and others to reduce incidents by

helping the profession to learn from mistakes and near misses and by improving the Standards and Guidance that we provide.

On the subject of learning, we have also further advanced our plans for the development of 'Continuing Fitness to Practise'. We intend to extensively consult in the early development stage and hope that you take the time to contribute your view when we do.

The Professional Standards Authority (PSA) published its annual independent review of our performance for the calendar year 2013 in June 2014 and we are delighted to note that we have met all of the Standards of Good Regulation, except one, due to a data breach which occurred in June 2013. Since June 2013 we have completely revised all of our policies and procedures, carried out extensive staff, officer and contractor training and completed a gap analysis which will inform our plans to meet the standard for ISO27001, information security. We have also, as noted earlier in the report, completed a satisfactory internal audit of our new arrangements.

We consider the attainment of the remaining 23 standards to be a significant achievement in a challenging and ever changing environment and are committed to meeting all standards in the future.

To conclude I would like to thank the staff and office holders for their infinite flexibility and stamina at a time of great change in healthcare and its regulation.



**Trevor Patterson, Chief Executive**

#### **2013-14: Some key achievements at a glance**

- Introduction of mandatory CPD scheme
- Development and implementation of Communication and Engagement Strategy
- Introduction of mandatory professional indemnity requirement
- Publication of Guidance for registrants on Professional Indemnity
- Launch of review of Code of Ethics
- Continued work and development of a plan for introduction of Continuing Fitness to Practise

## How we are governed

The Council of the Pharmaceutical Society NI is the governing body of the organisation. It focuses on strategic and major policy issues. The Council is responsible for;

- Setting priorities that will lead to effective regulation of the pharmacy profession and maintenance of public safety by development and application of appropriate standards of behaviour and practice;
- Ensuring that the Northern Ireland Assembly, public and profession continue to have confidence in and appropriate influence over the regulation of pharmacy.

Council members are appointed by the Minister of Health, Social Services and Public Safety NI, via the Departmental Public Appointment Process, based on competence.

All members come from a range of backgrounds bringing a wealth of experience and regulatory competence. All registrant members are registered with the Pharmaceutical Society NI. Having lay members on Council ensures that the interest of the patient lies at the heart of what we do at the highest level.

The Chief Executive, Trevor Patterson, is accountable to the Council. The Senior Management Team leads the main executive functions of the Council.

### Council (2013/14)

President**	Ms Jacqui Dougan	RM
Vice President / Acting President **	Mr Garry McKenna	LM
Honorary Treasurer (Chair of Resources Committee)	Mr Ciaran Hunter	LM
Chair of the Education, Standards and Registration	Mr Mark Nelson	RM
Chair of Audit and Risk Committee	Mr James Perry	LM
Chair of Fitness to Practise Committee	Dr Anne Marie Telford	LM
Chair of Corporate Communications Committee	Mrs Helena Buchanan	RM
Council member	Professor Martin Bradley, OBE.	LM
Council member	Dr Lisa Byers	RM
Council member	Mr Paul Douglas	LM
Council member	Professor David Jones	RM
Council member	Mrs Brenda Maitland	LM
Council member	Mrs Marie Smith	RM

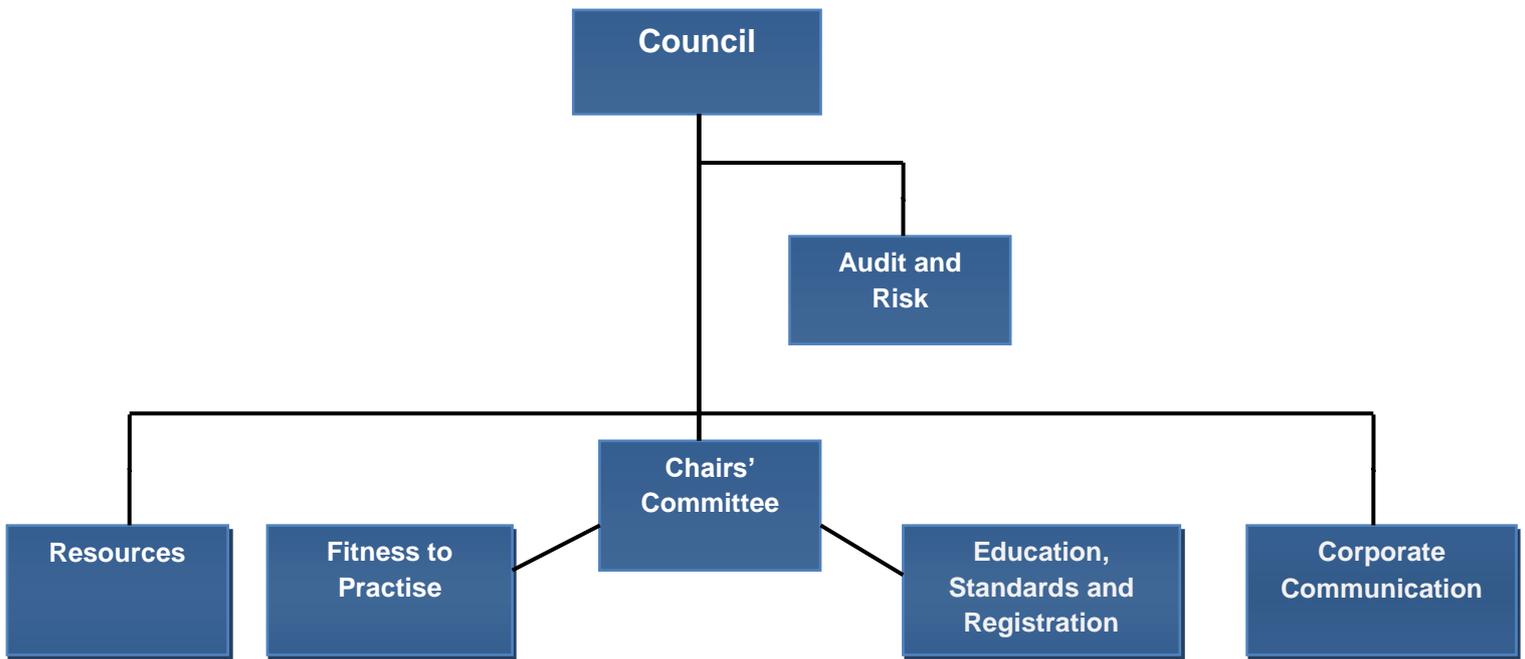
**Note: (RM) Registrant Member (LM) Lay Member**

\*\*On 27/01/14 Ms Jacqui Dougan stepped down as President

## Committees of Council

The strategic and oversight work of the organisation is managed by Council and its committees. Each committee is supported by a member of the Senior Management Team and Council by the Chief Executive.

The structure is as follows:



## **Chairs' Committee**

Composed of the Chairs of the following committees: Resources, Corporate Communications, Education, Standards and Registration, Fitness to Practise and the President, Vice President and Treasurer. This Committee is responsible to Council for the monitoring of strategic activities, effectiveness and horizon scanning and project development.

All other functional committees are made up of members of Council composed of lay and registrant members.

## **Audit and Risk Committee**

Responsible to Council for oversight of internal and external audits and to confirm to Council that adequate strategies are in place for the identification and management of risk.

## **Resources Committee**

Responsible to Council for oversight of the effective deployment of resources, in pursuit of statutory obligations.

## **Corporate Communications Committee**

Responsible to Council for the delivery and oversight of the organisation's external relations and maintaining and increasing awareness of the organisation's work with a wide range of stakeholders and the public.

## **Fitness to Practise Committee**

Responsible to Council for the oversight of the Fitness to Practise process including; setting, monitoring and reviewing KPIs for every stage of the Fitness to Practise process. Keeping the Council informed of caseload, assessing risk and overseeing the preparation of an Annual report on the Fitness to Practise function.

## **Education, Standards and Registration Committee**

Responsible to the Council for the oversight and delivery of the processes attached to pharmacy education - including undergraduate, pre-registration and post-registration education, including Continuing Professional Development (CPD).

This Committee also oversees the provision and development of regulatory standards, including the oversight and review of the Code of Ethics and current standards and guidance.

In relation to registration, this Committee is charged with the oversight of the registration processes and all issues pertaining to the registration of current and new registrants and pharmacy premises in Northern Ireland.

## Annual Report on Registration

The Pharmaceutical Society NI is required in legislation to maintain registers of pharmacists, students and premises. All registered pharmacists have a qualifying degree in pharmacy and all pharmacists who wish to practise in Northern Ireland must be on the register. It is illegal to practise in Northern Ireland as a pharmacist without first being registered with the Pharmaceutical Society NI. The current Registrar is Mr Brendan Kerr and he is legally responsible for the integrity and posting of the pharmacy registers of pharmacists and pharmacies.

Pharmacists must renew their registration with us every year on 1 June and must complete declarations in relation to any criminal convictions, compliance with the Code of Ethics and adherence to all supporting standards and guidance and sign a declaration that they have or will have appropriate indemnity cover in place. In addition, statutory CPD commenced in June 2013 which means that every registrant wishing to retain their registration status must submit a CPD portfolio annually to the Pharmaceutical Society NI.

### Professional indemnity cover

The statutory requirement to have in place an appropriate indemnity arrangement as a condition of registration with the Pharmaceutical Society NI was brought into effect on 7 November 2013<sup>1</sup>, in order to comply with European legislation. Previously a professional requirement for registrants, this statutory requirement means that a person seeking to be registered (including an application for restoration) or retained on the register must declare in writing that they have or will have indemnity cover in place, and that they can provide evidence of this indemnity cover if requested.

### Online public register

The online register of pharmacists and pharmacy premises in Northern Ireland is an important patient safety tool enabling members of the public, employers and other interested stakeholders to verify that a pharmacist is registered, and provides reassurance that they are qualified and fit to practise. The online register is accessible via the Pharmaceutical Society NI website [www.psn.org.uk/searchtheregister](http://www.psn.org.uk/searchtheregister)

Details posted on the online register of pharmacists include; the name of the pharmacist, registration number and date of registration. The online register also indicates any current fitness to practise sanctions including any sanction which has expired for a set period of time. Conditions, undertakings and suspensions will remain on the register for 5 years. Warnings will remain on the register for 2 years. Both are from the time of the imposition of the sanction.

Presentational changes to our online register are planned in 2014/15, as is the provision of some further information which we consider will make the online register more readily understandable and more accessible.

---

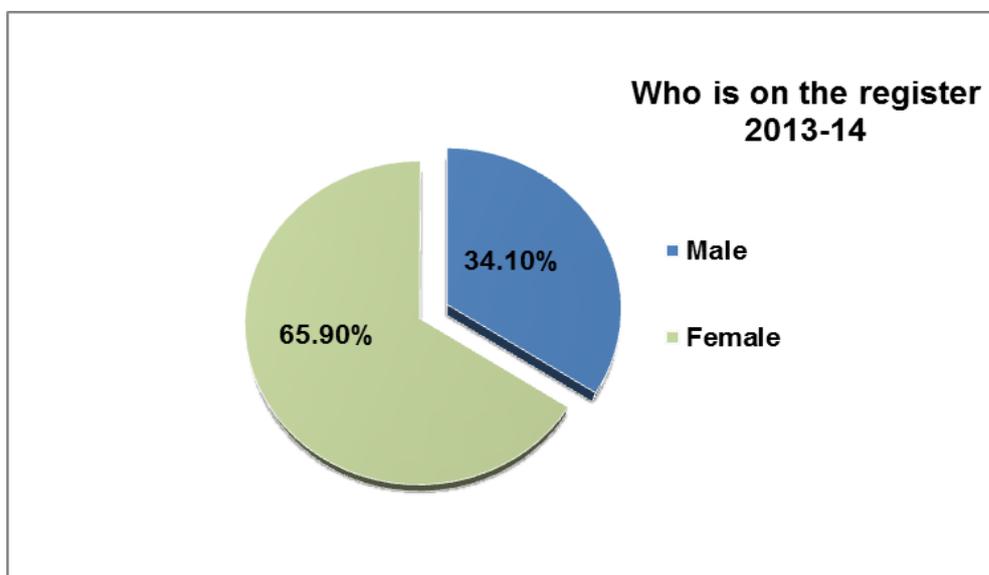
<sup>1</sup>Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2013  
<http://www.legislation.gov.uk/nisr/2013/258/introduction/made>

## Registration statistics

### Who is on the Register?

On 31st May 2014 there were 2155 pharmacists and 549 pharmacy premises registered with the Pharmaceutical Society NI.

	at 31 May 2014	%	at 31 May 2013	%
<b>Male</b>	735	34.1%	723	34.3%
<b>Female</b>	1420	65.9%	1387	65.8%
<b>Total</b>	2155		2110	



	at 31 May 2014	at 31 May 2013
<b>Total no. of Pharmacists</b>	2155	2110
<b>Pharmacists first registered in NI</b>	1894	1852
<b>Pharmacists first registered in GB</b>	255	254
<b>Pharmacists first registered in EEA</b>	6	5
<b>Pre-Registration trainees</b>	212	184
<b>Registered premises</b>	549	548

## Annotations

There is currently one type of annotation on the register regarding specialisation by pharmacists. This is related to pharmacists who have undertaken additional training and assessment to become supplementary or independent prescribers.

There are 205 pharmacist registrants who have completed additional educational and vocational training to become annotated as pharmacist prescribers.

Annotations	at 31 May 2014	at 31 May 2013
<b>Supplementary Prescribers</b>	15	17
<b>Independent Prescribers</b>	190	151

## New registrations 2013-14

Of the 193 that joined the register, 179 joined after completing pre-registration training and 14 joined from another competent authority

## Certificate of current professional status (CCPS)

When a pharmacist registered in Northern Ireland applies to register with another pharmacy regulator, the Pharmaceutical Society NI is required to issue a certificate of current professional status (CCPS) which confirms details of registration and current status to the other competent authority.

152 certificates were issued by the Pharmaceutical Society NI in 2013-14. This provides an indicator of the number of pharmacists leaving Northern Ireland to practise elsewhere.

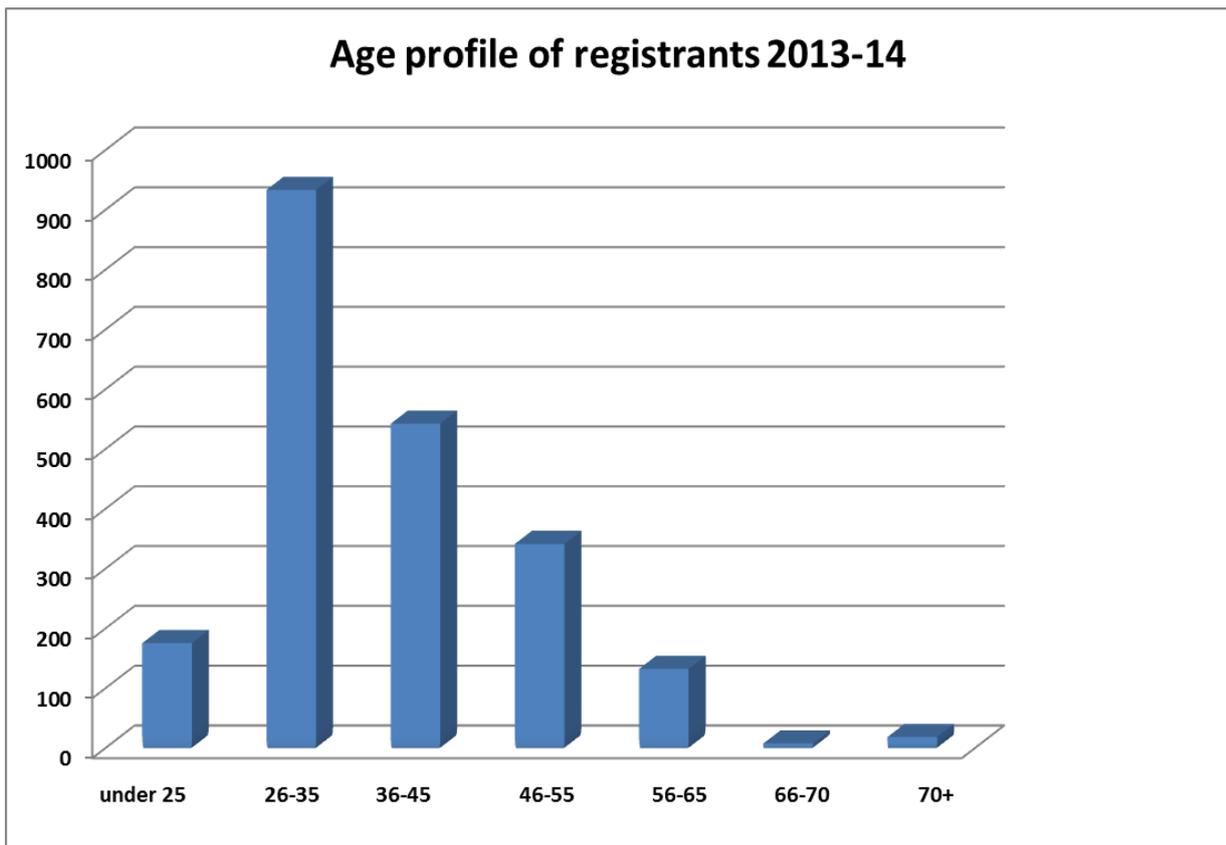
	2013-14	2012-13
<b>CCPS issued</b>	152	185

## Number of registrants leaving the register

	at 31 May 2013
<b>Pharmacists voluntarily withdrawn from register</b>	142
<b>Pharmacists removed for non-payment of fees</b>	33

## Age profile of registrants

	2013-14	%	2012-13	%
<b>under 25</b>	176	8.2%	176	8.3%
<b>26-35</b>	934	43.3%	919	43.5%
<b>36-45</b>	543	25.2%	530	25.1%
<b>46-55</b>	342	15.9%	327	15.5%
<b>56-65</b>	133	6.2%	125	5.9%
<b>66-70</b>	8	0.4%	8	0.4%
<b>70+</b>	19	0.9%	26	1.2%
<b>Total</b>	2155		2111	



## Applying the lessons of the Francis and other key reports

6 February 2014 marked the first anniversary of the publication of the second Francis report.

The findings from the public inquiry into the terrible events at Mid-Staffordshire NHS Foundation Trust highlighted a whole system failure and reminded us all of the consequences when concerns are not raised and dealt with effectively.

It also brought to light concerns that health professionals may still be too reticent about raising concerns about standards of care being delivered or of the competence or conduct of a professional colleague. Whilst it is clear that regulation is not the answer to all of the failures, better regulation supported by a real sense of personal and professional responsibility is essential if we are to avoid future scandals.

In April 2014 we published our response to the Francis and Berwick reports in which we set out our plans for the future. We identified 12 work streams to guide our future work. We have made progress on a number of actions but there is still much more to do.

Progress to date has included the commencement of a fundamental review of the Code of Ethics, a review of the complaints process and publication of our fitness to practise learnings. A planned review of the 'Guidance on Raising Concerns' (2013) is scheduled, in which we will engage with registrants and other stakeholders to ensure that the Guidance is useful and explore how it can be improved, with the aim of ensuring that all barriers around raising concerns are addressed.

We are looking at our responsibilities as a professional regulator, what more we can do, how our processes can be more effective and how we work with other organisations. To read our response please visit the website <http://www.psni.org.uk/wp-content/uploads/2013/10/francis-response-14-April-14-vers-6.pdf>

We also sit on the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board which aims to improve reporting within the pharmacy profession and deal with significant barriers to candour. The work also seeks to clarify many anomalies which flowed from the Responsible Pharmacist legislation in 2009. You can find out more about the work of the programme board at: <https://www.gov.uk/government/groups/pharmacy-regulation-programme-board>

## Standards and Guidance

Public protection is achieved in many ways and the work we do in assuring the standards of pharmacist professionals is key. Standards set out what is expected of all our registrants and set out the quality of care that patients and service users should receive from pharmacists.

For more information and to access our standards documents visit our website:

[www.psn.org.uk/about/code-of-ethics-and-standards/](http://www.psn.org.uk/about/code-of-ethics-and-standards/)

### Review of Code of Ethics

The Code of Ethics sets the standard of professional conduct for all pharmacists and is regarded as governing the conduct of all pharmacists, both within and outside the practice of pharmacy. Supporting professional standards and guidance documents are also published to complement and expand upon the principles of the Code of Ethics for specific areas of practice or professional activities.

In line with our response to the Francis Report, (*Action point 1*) work began on a fundamental review of our Code of Ethics to ensure that it remains relevant to pharmacist practice, reflects external developments, such as the Francis and Berwick reports and is fit for its intended purpose.

Between October 2013 and February 2014 meetings took place with patient and pharmacist stakeholders to gather views about the Code. Research has been conducted on other regulators' approach to Codes and drafting is currently underway on a proposed new Code. We plan to engage further with stakeholders and produce a discussion paper for Council to determine policy direction in 2014, prior to consulting on a draft Code in early 2015.

## **Guidance on the statutory requirement to hold appropriate indemnity cover**

The statutory requirement to have in place an appropriate indemnity arrangement as a condition of registration was brought into effect on 7 November 2013<sup>2</sup>, in order to comply with the European Directive 2011/24/EU on the application of patient rights in cross-border healthcare. Enabling regulations to support the introduction of this requirement came into operation on 1 June 2014.

In June 2014 we published Guidance to support the introduction of the new statutory requirement to hold appropriate indemnity cover, following a public consultation which closed on 2 April 2014. This Guidance outlines registrants' requirements and responsibilities with regards to having appropriate professional indemnity cover as a condition of their registration with the Pharmaceutical Society NI.

For most registrants, we anticipate that they already meet this requirement. Many work in a managed environment where they are indemnified by their employer. Others, including many who are self-employed or those whose practise comprises a combination of employed and self-employed roles need to have their own professional indemnity arrangement.

Making professional indemnity cover a condition of registration with the regulator means that individuals who suffer harm through the negligence of a registered pharmacist, can seek redress through compensation.

The Guidance is available along with Frequently Asked Questions on the Pharmaceutical Society NI website <http://www.psni.org.uk/news/information-on-professional-indemnity-cover-for-pharmacists/>

---

<sup>2</sup>Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2013  
<http://www.legislation.gov.uk/nisr/2013/258/introduction/made>

## Fitness to practise

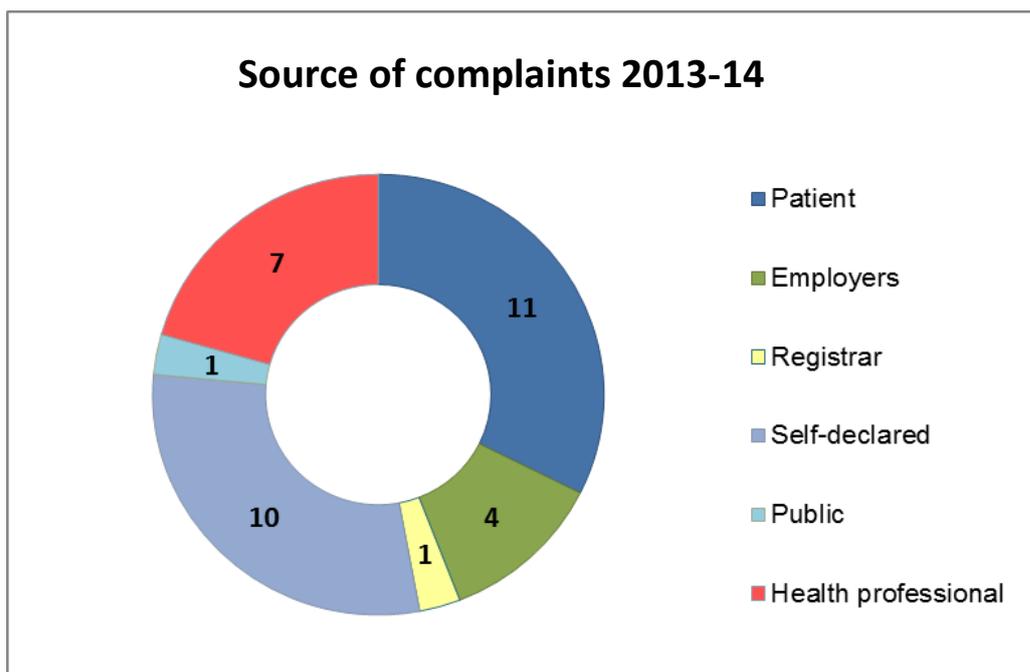
### What is fitness to practise?

Fitness to practise can be described as a pharmacist's suitability to be on the register without restrictions. This means; maintaining appropriate standards of proficiency, ensuring they are of good health and good character and are adhering to principles of good practice set out in the standards, guidance and advice issued by the Pharmaceutical Society NI. Patients and members of the public expect that pharmacists are fit to practise.

The purpose of fitness to practise procedures is not to punish pharmacists but to protect patients and the public whilst providing opportunities for registrants to remediate those issues that may affect their fitness to practise.

### How complaints come to us

Complaints come from a variety of different sources, including patients and the public, other healthcare professionals, primary care organisations and other regulatory and enforcement authorities.



In 2013/14 there were 35 complaints or issues received by the Pharmaceutical Society NI representing a small decrease of 14.6% (6 concerns) in 2013/14 from 2012/13.

## Source of complaints

Below is a table which displays the primary sources of complaints and concerns.

Source	2013-14		2012-13	
	Number	%	Number	%
Patient	11	32.4	14	34.1
Employers	4	11.8	6	14.6
Registrar	1	2.9	6	14.6
Self-declared	10	29.4	6	14.6
Public	1	2.9	3	7.3
Pharmacist	0	0	2	4.9
Health professional	7	20.6	2	4.9
Industry	0	0	2	4.9
<b>TOTAL CASES</b>	<b>34</b>	<b>100</b>	<b>41</b>	<b>100</b>

## How can I raise a concern or make a complaint?

Anyone can complain to the Pharmaceutical Society NI if they have concerns about a registrant concerning their fitness to practise. Reasons which may impair a pharmacist's fitness to practise include ill-health, lack of the skills and knowledge needed to competently practise as a pharmacist or conduct issues such as findings of misconduct including cautions or convictions of a criminal nature.

If you are concerned that a pharmacist registered with us is not fit to practise, you can make a formal complaint to us.

Please telephone 028 9032 6927 and one of our staff will discuss your concerns with you or visit our website for more information on complaints and what we can and cannot investigate <http://www.psni.org.uk/about/complaints-2/>

## How we deal with concerns

Fitness to practise, including the receipt and processing of complaints, concerns and incidents are the responsibility of the Registrar. Each complaint or concern is investigated through the office of the Registrar and may be closed by him or advanced, subject to referral criteria to a Scrutiny Committee.

There is also the possibility in high risk cases to refer directly to a Statutory Committee which may in certain circumstances, impose an interim order which suspends practice or imposes conditions, pending a full investigation. Decisions to close cases are all subject to review. Additionally, cases which are deemed unduly lenient may be referred by the Professional Standards Authority (PSA) to the High Court.

The Pharmaceutical Society NI does not employ its own pharmacy inspectors but works in close partnership with the Department of Health, Social Services and Public Safety (DHSSPS) Pharmaceutical Inspectorate in the investigation of complaints or concerns. The inspectors also investigate any potential breaches of the Pharmaceutical Society NI Code of Ethics and published Standards and Guidance.

The Pharmacy Network Group (PNG) is a formal intelligence group which exchanges information and evaluates risk in regard to pharmacy practise. The Pharmaceutical Society NI, Department of Health, Social Services and Public Safety (DHSSPS), Business Services Organisation (BSO), and the Health and Social Care Board (HSCB) in 2009 formalised a memorandum of understanding regarding the sharing of information on complaints concerns and incidents. This is reviewed biannually.

The organisations meet proactively to develop quality frameworks for the recording and processing of complaints, concerns, and incidents relating to pharmaceutical care. The HSC Trusts are also represented at this group. The Pharmaceutical Society NI maintains a case management system which helps to determine the most effective method to assess an individual case and progress the efficient use of resources and faster investigation outcomes for patients. The PNG meets monthly to review current cases under investigation and share intelligence across the professional domain.

## **Fitness to Practise statistics**

The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012 and the Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012 provide for the establishment of two fitness to practise committees; Scrutiny Committee and the Statutory Committee.

### **Scrutiny Committee**

The Scrutiny Committee meets in private and it does not hear oral evidence. It considers initial allegations on a paper based format. It has the power to dismiss a case, give advice issue warnings and agree undertakings if appropriate but must refer more serious cases to the Statutory Committee.

In the period from 1 June 2013 to 31 May 2014 the Scrutiny Committee referred 5 cases on to the Statutory Committee and closed 8 cases.

### **Statutory Committee**

This Committee considers cases at public hearings (except for health related cases). Registrants are invited to make representations with legal support if necessary. The Statutory Committee deals with all categories of alleged impairment referred to it by either the Registrar or the Scrutiny Committee and may utilise the full range of fitness to practise sanctions which are:

Give advice, issue formal warnings, agree undertakings, place conditions on the practise of a pharmacist, impose suspension and remove registrants from the register.

The Statutory Committee met to consider 5 cases holding full conduct hearings. This committee also deals with interim order hearings, restoration applications, CPD appeals and review hearings.

### **Interim order hearings (private)**

If a fitness to practise committee considers it is necessary for the protection of the public, in the public interest, or in the interests of the pharmacy professional, they may make an interim order for suspension from the register, or impose conditions on the pharmacy professional's registration. Interim order hearings are held in private.

The Pharmaceutical Society NI does not publish information relating solely to the physical or mental health of a pharmacist. This information is treated as confidential regardless of which Committee (Scrutiny or Statutory) hears the case. No details of any interim order cases will be disclosed; only the determination will be made public and will appear on the online register.

In the period from 1 June 2013 to 31 May 2014 the Statutory Committee met on 4 occasions to consider 6 interim order applications by the Registrar.

## Interim Order cases

Meeting date			Determination	Months
01/11/2013	Registrant	A	Suspension	6
01/11/2013	Registrant	B	Suspension	6
28/04/2014	Registrant	B	Suspension	6
13/12/2013	Registrant	C	Suspension	6
03/03/2014	Registrant	D	No action	
03/03/2014	Registrant	E	Suspension	18
<b>High Court</b>				<b>Months</b>
28/04/2014	Registrant	A	Suspension	12

The statutory powers of the Statutory Committee can permit an interim suspension order to be made for a total period of up to 18 months. After this time an interim order application is made to the High Court. One registrant has been suspended by the High Court after three interim orders were made consecutively for six months suspension.

## Cases by closure type

The table below sets out how we closed cases, ranging from giving a registrant advice, issue a warning, suspending them from practising to removing them from the register.

Sanction	2013-14 Number
Removal (by ftp committee)	1
Warning (Scrutiny committee)	1 <sup>#</sup>
Advice (Scrutiny Committee)	7 <sup>Ω</sup>
Advice (Registrar)	8
Case had no jurisdiction	1
<b>Total</b>	<b>18</b>

# Warning was rescinded in 2014, no jurisdiction

Ω Advice rescinded in two cases in 2014, no jurisdiction

## Total number of cases

In the period from 1 June 2013 to 31 May 2014 there were 34 cases under investigation by the Pharmaceutical Society NI.

Status	Number of cases	Percentage
Open	16	47.1%
Closed	18	52.9%
Total	34	

## Closed complaints case files

year opened	number	percentage	status at 31/5/14
2010	1	5.5%	closed
2011	0	0%	closed
2012	1	5.5%	closed
2013	13	72.2%	closed
2014	3	16.7%	closed
Total	18		

## Closure points

closed cases	advice	warning	suspension	conditions	erasure	no jurisdiction	total
Registrar	8						8
Scrutiny committee	7	1					8
Statutory committee					1	1	2
Total number	15	1	0	0	1	1	18
Percentage	83.3%	5.6%	0%	0%	5.6%	5.6%	

The case closures made by the Scrutiny Committee were revoked in three cases.

The Pharmaceutical Society NI discovered in a subsequent hearing (see below) that the legislative provision does not extend to those applying to be on the student register since amendments in October 2012 to the relevant legislation.

One other student was processed at the Statutory Committee in 2014 and it was at this stage a jurisdiction issue was identified and the case was closed. None of the issues presented any threat to public safety and new procedures for dealing with student misconduct, outside the legislative framework, were adopted by Council in July 2014.

## Open case files

A number of cases remain open and are still subject to investigation. Of the 2012 and 2013 cases still open, four of these registrants are suspended on interim orders. Other cases are subject to investigation by the Registrar, the DHSSPS, the police, or are health cases.

year opened	number	percentage	status at 31/5/14
<b>2012</b>	2	12.5%	open
<b>2013</b>	4	25.0 %	open
<b>2014</b>	10	62.5%	open
<b>Total</b>	16		

## Average timeframes in which FTP cases have been concluded in respect to performance targets

The Pharmaceutical Society NI sets key performance indicators (KPIs) which it must meet in relation to case transition time at all stages of the complaints process including investigative and adjudication phases.

	work days	no of cases	met KPI	% met KPI	target
<b>Initiation to closure by Registrar</b>	<70	8	5	63%	90%
<b>Initiation to closure by Scrutiny Committee</b>	<140	8	6	75%	90%
<b>Initiation to closure by Statutory Committee</b>	<210	2*	0	0%	90%
	total	18	11		
* health cases					

## Median and mean figures for closures

	Mean (work days)	Median (work days)
<b>Initiation to closure by Registrar</b>	75	60
<b>Initiation to closure by Scrutiny Committee</b>	120	105
<b>Initiation to closure by Statutory Committee</b>	680	680

## **How do I find out what is happening?**

### **Disclosure and publication of fitness to practise information policy**

In May 2013, we held a consultation and asked for views on how the online register and our website should display historic fitness to practise information, in terms of content and duration. As a result of the feedback from consultees, we made some changes to our original proposals. The policy is available on the Pharmaceutical Society NI website <http://www.psni.org.uk/disclosure-policy>

### **Online register**

We publish decisions of the fitness to practise committees on the online searchable register or at: [www.psni.org.uk/searchtheregister](http://www.psni.org.uk/searchtheregister)

Details posted include; the name of the pharmacist, registration number and date of registration. The online register also indicates any current fitness to practise sanctions.

Once a sanction has expired, this information will also be accessible on the online register for a set period of time. Conditions, undertakings and suspensions will remain on the register for 5 years. Warnings will remain on the register for 2 years.

### **Fitness to Practise Hearings**

Statutory Fitness to practise hearings are usually held in public and members of the public are invited to attend. Hearings are held at our offices at 73 University Street, Belfast BT7 1HL. Some parts of the hearing may be held in private for example when discussing a registrant's health.

Information about forthcoming hearings are available on our website <http://www.psni.org.uk/about/fitness-to-practise/fitness-to-practise-hearings/>

### **Fitness to Practise determinations**

In accordance with our disclosure policy, at the end of a hearing, decisions and reasons in cases where a sanction is imposed are publicised on the website. The length of time this information will be available will be aligned to our policy on the display of sanctions on the online register.

For details please visit: [www.psni.org.uk/about/fitness-to-practise/determinations-of-statutory-committee/](http://www.psni.org.uk/about/fitness-to-practise/determinations-of-statutory-committee/)

## **Learnings from Fitness to practise cases**

We publish learning points from fitness to practise cases to improve understanding among registrants and to enhance safe and effective practice by helping other registrants to avoid mistakes made by others.

We feature case studies of our fitness to practise work in our quarterly newsletter for registrants and learnings are also published and available on our website.

The Annual Fitness to Practice report which covered the period January to 31 December 2013 was published in May 2014 and contains key statistics and learning points for pharmacists arising from fitness to practise cases and issues.

The report is available on the website <http://www.psn.org.uk/wp-content/uploads/2013/01/Fitness-to-Practise-Report-2013.pdf>

## **Complaint management fitness to practise functions 2013-14**

The Pharmaceutical Society NI was subject to an audit of initial phase fitness to practise proceedings in September 2013. The resulting report is available on the website of the Professional Standards Authority (PSA) [PSA Audit Report January 2014](#).

The fitness to practise functions are also referenced in the organisational performance review by the Professional Standards Authority [PSA Performance Review 2013](#).

## The Pre-registration training year 2013-2014

To fulfil our aim of ensuring public safety and public confidence in pharmacy, the Pharmaceutical Society NI seeks to quality assure the pharmacy education of those applying to register and ensure that pharmacists are suitably qualified when they apply for registration. We do this in a number of ways:

- We set standards for the education and training of pharmacists.
- In conjunction with the General Pharmaceutical Council (GPhC), the Pharmaceutical Society NI conducts accreditation assessments of Masters of Pharmacy Degree (MPharm) courses offered in Northern Ireland.
- Following completion of the four year Masters degree in Pharmacy (MPharm), trainees must then gain a year's practical experience in a working pharmacy, under the supervision of a tutor, who must be a registered pharmacist.
- The Pharmaceutical Society NI administers and oversees its own pre-registration training year for pharmacy graduates which is designed to help support the transition from student to registered pharmacist.
- We also set and run the final Registration Examination that candidates must pass to be able to apply to be registered. We hold two registration exams each year – one in each of June and September.

### Pre-registration Trainees

210 new trainees entered the pre-registration programme in 2013.

Year	No. of pre-registration trainees
2013	210
2012	182
2011	190

### Induction events

Five induction events for pre-registration trainees were held throughout 2013. Trainees unanimously (100%) felt that the induction event fulfilled their objectives and trainees commented that the event prepared them for the training year ahead.

Online compulsory training was delivered to an exceptional standard by the Northern Ireland Centre for Pharmacy Learning and Development (NICPLD) with 97% of trainees stating that they 'strongly agreed' or 'agreed' that the distance learning courses were beneficial in improving their knowledge. In addition, courses on Law and Ethics, probity and live first aid were also compulsory and continue to prove to be very successful and well received by the trainees. 98% of trainees 'strongly agreed' or 'agreed' that the courses improved their knowledge and understanding of the topics covered and 99% of trainees 'strongly agreed' or 'agreed' that the training received at each of these days was of good quality.<sup>3</sup>

<sup>3</sup> 177 of 182 (97%) trainees responded to the end of year pre-registration survey (2013)

## Pre-registration training e-portfolio

The pre-registration portfolio is completed via an online based recording system (e-portfolio). The e-portfolio system aims to develop pre-registration trainees to become reflective learners by completing cycles of learning (reflection, planning, action and evaluation) akin to those that will be required in future CPD submissions. This will better prepare pre-registration trainees to manage their future personal development.

Since its introduction in 2012, the online training has been further developed and in 2013/14 there have been notable developments to the online portfolio system for pre-registration trainees, including:

- In previous years, trainees maintained a paper log of the progress they had made with completing their performance standards in a performance standards assessment summary (PSAS). This PSAS is now hosted online and will automatically update as the trainee attaches performance standards to a cycle of learning and as their tutor verifies that the cycle has been met. Trainees also now have the ability to complete their learning plans online and review and update these as their training year progresses.
- A message section has also been added to the website, which allows tutors and trainees to correspond with each other.
- Pharmaceutical Society NI staff can access the trainees' portfolio at any time to review and assess progress (in the past all portfolios were submitted at the end of the training year for review). This has increased the quality assurance of the portfolio system and allows useful discussion between the Pharmaceutical Society NI and trainee/tutors as both parties can access the e-portfolio to view its contents and discuss relevant issues.
- Trainees can access the resources section which details all necessary resource required as well as providing useful web links and a help to assist users to create cycles of learning.
- A multiple choice question function has also been added to the online system to aid trainee's preparation for the registration examination. These questions have been utilised by trainees and scores are recorded and can be viewed by tutors and trainees. Poor performance again prompts contact from the Pharmaceutical Society NI to follow up on concerns.

The e-portfolio has been welcomed by trainees and feedback has been very positive with 95% of trainees describing the e-portfolio as 'easy to navigate' and 'user friendly'. 92% of trainees found completing the e-portfolio helped 'identify and record what they had done'.<sup>4</sup>

---

<sup>4</sup> 177 of 182 (97%) trainees responded to the end of year pre-registration survey (2013)

## **Pre-registration Tutors**

Tutors are vital to the training and assessment of pre-registration trainees. As part of our quality assurance programme for pre-registration training, the views of trainees on how their tutor has performed are sought and evaluated. As a result, each tutor receives personalised feedback outlining their performance as a tutor with a comparison with feedback from the last 5 years. We aim to maintain a high quality network of tutors and so the report is constructive to tutors in the development of their tutor skills.

The feedback regarding the 2013/14 tutors' performance will be used to review the training programme in conjunction with feedback from previous years. Previous feedback reflects an excellent level of tutor quality with the vast majority of trainees valuing the contribution their tutor has made to their training year.

In January 2014 a voluntary information evening was held for tutors to discuss aspects of tutor training and to gain a refresher of the programme. It was a very productive evening with discussion and sharing of ideas relating to pre-registration training. The feedback on the evening was all positive, with all attending stating it was worthwhile.

## **Tutor training course**

In order to be approved as a pre-registration tutor, a pharmacist must attend a one day tutor training course followed by a half day refresher course every five years.

Over one hundred pharmacists attended tutor training during April and May 2014. The courses generated lots of interaction and discussion and all that attended indicated that they found the course of benefit. Particular positive reference was made to the new pre-registration training online format and the opportunity to interact with fellow tutors. Following attendance at the tutor training event participants completed a set of online Multiple Choice Questions which tested the material covered at the training day.

To find out more about the pre-registration training year, useful resources and other information, please visit <http://www.psni.org.uk/pre-registration/information/>

# Continuing Professional Development

Continuing Professional Development (CPD) is a continual process of lifelong learning used to maintain and enhance the knowledge and skills related to the role of a pharmacist. It helps pharmacists to keep up to date and fit to practise and to maintain the professional standards required for registration throughout their professional career.

## Statutory CPD

Statutory CPD commenced on 1 June 2013 and for the first time, all registrants were required to submit their CPD portfolio records to the Pharmaceutical Society NI in 2014, from which a sample was generated for formal assessment. These portfolios are currently being assessed and the results for CPD year 2013/2014 will be published in next year's annual report (2015).

## CPD Framework and Standards

To coincide with the introduction of statutory CPD, a CPD Framework was developed and published which included seven new CPD standards all registrants must adhere to. The CPD Framework supports registrants in how they approach their continuing professional development. It also helps patients and the public understand what the regulator expects of registrants to keep their knowledge and skills up to date and improve the safety and quality of care they provide.

The Framework brings together the previously published CPD Framework part 1 (May 2013) and part 2 of the Framework which was consulted on between 14 November 2013 and 23 January 2014.

In the consultation on the second part of the CPD Framework, we sought views on the application process for extenuating circumstances and requirements necessary for restoration to the register. We were unable to consult on these issues prior to publication of the CPD Framework, due to further legislative changes which were required to the CPD regulations.

The CPD Framework has introduced some key changes to the CPD process. These are:

- The annual submission of a CPD portfolio from ALL registrants each year;
- The unrestricted use of simulation and/or 'future application of learning' in the evaluation stage of a CPD cycle should a registrant be unable to describe an actual application of learning;
- A new application process for 'extenuating circumstances' (that is, requests for CPD exemptions/deferrals or partial submissions);
- Two remediation opportunities for registrants who make unsuccessful submissions.

## CPD resources

The CPD Framework and Standards can be accessed via our website <http://www.psnl.org.uk/cpd/continuing-professional-development/cpd-framework-consultation/>

We also published supporting documentation to help registrants record their CPD. The resources are available on the [CPD section](#) of the website and include:

- **CPD Online Manual** which covers all aspects of the CPD process;
- **CPD Assessment Guide** which provides detailed guidance to registrants on how to record their CPD information to meet the assessment criteria required by the Pharmaceutical Society NI and
- **CPD Frequently Asked Questions** which clarifies issues that commonly arise.

## Statistical Summary of the CPD Year 2012/2013

From January to June 2013 CPD was a professional requirement of registration. In accordance with our non mandatory scheme, 10% of CPD portfolios were requested for assessment in June 2013.

Below is a statistical summary of the CPD assessment and reassessment relevant to the CPD year 2012/2013.

### Overall

89% of CPD portfolios selected for sampling in June 2013 and entered into the process of CPD assessment met the standards.

Registrants whose portfolios had not met standard after assessment were automatically entered into a process of reassessment. After the two phased reassessment process the overall pass rate achieved for the CPD year 2012/2013 was 99%, the remaining 1% being registrants that did not engage with reassessment.

### CPD Assessment 2012/2013

- 270 portfolios were selected for sampling: 12 withdrawal by request; 7 deferrals, 14 non-submitters.
- 237 portfolios were submitted for assessment.
- 98.3% submitted online.

2012/2013		
Portfolio outcome	Number of portfolios	%
Met standard	212	89
Not met standard	25	11
<b>Total assessed</b>	<b>237</b>	<b>100</b>

Any registrant whose CPD portfolio received a 'not met standard' result was notified and invited to enter into a process of reassessment.

### CPD Reassessment 2012/2013

23<sup>5</sup> out of a possible 25 registrants submitted three new CPD cycles in reassessment. After first reassessment three registrants portfolios did not meet standard.

When given a further opportunity to submit a CPD portfolio in second reassessment (March 2014) they were successful.

---

<sup>5</sup> Two registrants did not submit portfolios for reassessment: one was on maternity leave, the other chose not to submit.

## Continuing fitness to practise (CFtP)

The Council of the Pharmaceutical Society NI remains committed to progress their agenda for continuing fitness to practise.

In developing continuing fitness to practise proposals, the organisation is mindful that any approach should be proportionate to risk and therefore targeted towards those areas of practice which pose the greatest risk. To build an evidence base for this intended approach, research was commissioned from Prime Research UK Ltd on the variety and types of 'revalidation/CPD' that were in use in pharmacy outside the UK, in healthcare within the UK and with other non-healthcare professions. This research is designed to identify the broad direction of travel and key elements of CFtP models and to advise Council on next steps.

A copy of the research report 'Assuring Continued Fitness to Practice (January 2014) can be found on the website <http://www.psni.org.uk/cpd/revalidation/>

Council are considering options for a future model of assuring the continuing fitness to practise of registrants in Northern Ireland and a timetable for the development and implementation of a CFtP model.

Any proposals that are developed for a continuing fitness to practise model will be designed to ensure the safe and effective practise of pharmacy and will reflect the practise of pharmacy in Northern Ireland. All proposals will be subject to consultation including early engagement with relevant stakeholders.

The Pharmaceutical Society NI is also a member of the inter-regulatory revalidation group which meets frequently to share information and best practice amongst the regulatory bodies.

Registrants (and members of the public) are updated on our progress with regard to continuing fitness to practise and can access information on this from our website <http://www.psni.org.uk/cpd/revalidation/>

## Public Affairs and Communication report

In September 2013 the Council adopted its Communications and Engagement Strategy which aims to ensure that the public and patients know who we are and what our role is. Further to this, the aim of the Strategy is to enhance public and registrant awareness and confidence in the standards we set. Ultimately the Strategy seeks to promote patient safety through and understanding of pharmacy regulation in Northern Ireland.

### Effective electronic engagement

In the year 2013-14 effective engagement with key stakeholders has taken various forms and has had positive results.

The website is essentially the window to our organisation. It is a key method of providing comprehensive information to all our stakeholders in a cost effective and efficient way and is the main repository of information reaching a wide variety of audiences. A key priority in 2013-14 was to better exploit the organisation's website as the strongest external communication tool and over the period under review we have seen yet again steady and sustained growth in the use of our website. By comparing the traffic on our website, year on year, hits on the website have increased 10% with the number of users increasing by 14%.

As always, we are keen for both members of the public and pharmacy professionals to access the live Register of Pharmacists that is hosted on our website and the traffic for 'search the register' for the same period in 2012-13 and 2013-14 shows an increase of 15%, indicating a greater awareness and use of this facility. Likewise we have seen a marked increase in the use of the website to follow fitness to practise cases with a 75% increase in hits on the fitness to practise determinations page for comparable periods. Again this suggests a greater awareness of the functions being carried out by the organisation in its regulatory role.

Another area where we have seen an increase has been the activity surrounding CPD with a 118% increase in use of our CPD related pages with the majority of the increases in the months of April and May 2014. It is evident that the addition of CPD related resources has also driven this increase and the introduction of statutory CPD submission has sharpened the focus of pharmacy professionals.

In other areas of electronic communications, the main communication tool for the CPD awareness campaign has been via email. From the initial data relating to CPD this year we have been very pleased with the submission rate providing evidence that the awareness campaign has been effective in making registrants aware of their obligations and appropriately keeping them informed of the deadline to be met.

The organisation's Newsletter *Regulatory Update* is produced quarterly and is distributed electronically by email to registrants and is available on the Pharmaceutical Society NI website <http://www.psni.org.uk/publications/newsletters/>. The Newsletter informs readers of specific organisational activities and initiatives.

## **Effective face to face engagement**

On 13 June 2013 we launched 'A New Era 2013-16' the Pharmaceutical Society NI Corporate Strategy<sup>6</sup> which is underpinned by our vision which is one of a proactive regulator dedicated to protecting patients and delivering for registrants.

A core theme of the Strategy is communication and ensuring systems are in place to ensure the patient voice is heard. Council is committed to involving and listening to the patient's voice at the initial stages of policy development, and in 2013-14 this has informed all our work. This has led to key meetings to inform the development and revision of standards and guidance at an early stage, with patient representative organisations.

In relation to stakeholder engagement activities, over the last year our approach to stakeholder engagement in the development of standards and guidance has very much been informed by external reports and events, namely the second Francis report and the subsequent Berwick Report. For example, in carrying out a fundamental review of our Code of Ethics we have ensured our approach to stakeholder engagement is based on early, meaningful and appropriate patient and public participation. To that end, phase one of our Review of the Code of Ethics (2009) has included extensive pre-consultation stakeholder engagement with various patient groups, voluntary sector organisations and pharmacist representatives to inform the development and revision of guidance and standards.

Over the year under review we also held seven information evenings relating to CPD attended by over 200 pharmacists. These events, held throughout Northern Ireland have significantly contributed to the smooth introduction of Statutory CPD. The CPD results for CPD year 2013/2014 will be published in next year's annual report (2015).

## **Other forms of engagement**

In the past year opportunities have been taken to attend the various political party conferences and various stakeholder conferences.

Engagement with politicians has focused on a range of relevant legislation being discussed at Westminster, the Department of Health in London and the NI MPs.

With 2015 being a general election year and with current legislative workstreams focusing on Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board and new legislation for the regulation of all healthcare professionals, further work will be carried out with those parties seeking election in 2015.

---

<sup>6</sup> <http://www.psnri.org.uk/wp-content/uploads/2013/06/08550-Pharmaceutical-Society-FINAL-version.pdf>

## Looking ahead: 2014-15

2014/15 will see an increase again in our communication activities. As an organisation we are committed to increase public and patient awareness of the role we play and how we are here for patient safety and public protection.

In the period from 1 June 2013 to 31 May 2014 we held three consultations;

1. Draft Guidance on Professional Indemnity Insurance for Pharmacists in NI (05 Feb -02 April 14);
2. Consultation on CPD framework part 2 (14 Nov 13 – 23 Jan 14);
3. Disclosure and Publication of Fitness to Practise Information (06 Feb – 14 May 13).

Consultations will remain a key and vital part of our activities. In the coming year we are planning two significant pieces of work for which we need the views of all our stakeholders. Over the summer of 2014 we will be consulting on proposed 'Standards for the provision of Monitored Dosage Systems (MDS)' and later in the year, the ongoing Code of Ethics review should report with proposals for a new/revised Code. Both these planned pieces of work will require careful consideration by both pharmacists and members of the public and we would encourage all to read and consider these documents.

Over the incoming year we will be seeking to improve and enhance the exchange of views with patients and the public, registrants and other key stakeholders using a variety of tools including website presentations, surveys and focus groups. Key to this will be the continued production of our electronic newsletter which we intend to be a key reference document providing information on learnings from Fitness to Practise cases and from the CPD process.

We will continue to use emails as the key method of communication, allied to the website and where possible we would encourage everyone to engage with the organisation particularly in relation to consultations and surveys, so that we can gather as wide and representative a view of what the profession and the public think.

# Pharmacy Forum NI

Annual Report 2013-14

## About us

The Pharmacy Forum is the professional leadership body for pharmacists in Northern Ireland. The Forum leads and supports the development of the profession, promotes best practice among pharmacists and represents all sections of pharmacy practice.

Our role has developed as we have grown into our arms-length function from the Pharmaceutical Society NI.

This report has been prepared by the Pharmacy Forum Board.

## Our Board

The Pharmacy Forum Board consists of elected members, representatives from other pharmacy organisations and those co-opted for skills and expertise. The Board met 8 times this year.

<b>Elected Members</b>		
Dr Kate McClelland (Chair)	Ms Johanne Barry (Vice Chair)	Mr Raymond Anderson
Mrs Frances Ann Archibald	Mr John Clark	Mrs Anne McAlister
Miss Niamh McGarry	Ms Roberta Tasker	
<b>Representative Members</b>		
Ms Catherine Devlin (Guild of Healthcare Pharmacists)	Mr David McCrea (Community Pharmacy NI)	Mr Peter Wright (Ulster Chemists Association)
<b>Co-opted Member</b>		
Dr Kathy Burnett		

## Pharmacy Forum Committees

### Education, Development and Research Committee

<b>Committee members</b>		
Dr Kathy Burnett (Chair)	Mr Raymond Anderson	Mr Chris Blayney
Dr Glenda Fleming	Dr Lezley Ann Hanna	Mrs Roberta Tasker

### Policy and Practice Committee

<b>Committee members</b>		
Ms Johanne Barry (Chair)	Mr Ciaran Byrne	Mrs Anne McAlister
Mrs Sharon McEvoy	Miss Shauna O'Brien	Mr Leon O'Hagan
Dr Cristín Ryan	Mr Peter Wright	

# Report from the Pharmacy Forum Chair

## Dr Kate McClelland

It has been another busy year for the Pharmacy Forum NI and I am delighted that the Forum has been at the forefront of representing pharmacists over the last twelve months. In this challenging climate I expect to see even more opportunities for pharmacy to grow and develop over the coming months and years and I see the Pharmacy Forum NI becoming an even stronger advocate for our profession.

Our vision for pharmacy is to ensure that the role of pharmacy is optimised within the changing health and social care environment and ultimately to improve the health and wellbeing of the people in Northern Ireland and beyond. The Forum will produce a clear vision encompassing the diversity of our profession with a focus on patient safety and strengthening patient care across Northern Ireland.

This has also been the first year of mandatory CPD; the Forum has delivered over 15 events supporting pharmacists in completing their CPD portfolios. Over 300 people attended our events and many others used our new online CPD resources.

We have also been continuing our work on the Rebalancing Pharmacy Legislation Programme Board with other key pharmacy stakeholders as part of our commitment to create the right culture in pharmacy. Our message is still that legislative changes are needed to allow pharmacy errors to be dealt with by professional regulation rather than criminal sanction and although there has been a delay in achieving the legislative changes required, we are confident that we will be successful.

The Forum is also delighted to see the launch of our interactive Pharmacy Quality System website, designed in conjunction with the Royal Pharmaceutical Society and the Association of Pharmacy Technicians UK. Its purpose is to introduce quality systems and quality improvement, acts as a hub to the fantastic improvement resources of others, and as a platform for sharing pharmacy experiences in quality improvement. I am delighted to highlight the new interest group for pharmacists with a specialist interest in working with the elderly. This group will help us fulfil our goal of promoting pharmacists as the medicines experts and working with patient groups to enhance the role of pharmacy and the delivery of high quality care.

One of my personal highlights was our 'Rewarding Excellence' event held in the Long Gallery in Parliament Buildings, Stormont in November 2013. It was my privilege to present awards to three Fellows; Mr Neil Gordon, Mrs Sarah Mawhinney and Professor David Jones and as well as recognising Mr Desmond Austin who was acknowledged for his service to his community as a registered pharmacist for over 50 years. It was also a celebration of youth as Helen Edwards (University of Ulster) and Georgina Procter (Queen's University) were awarded the gold medal for the overall top mark in the Final Year Pharmacy 2012-13 academic year.

On a personal note I would like to express my condolences on the passing of our recently conferred Fellow, Mr Neil Gordon.

I would like to thank my Board members, Committee members and staff of the Pharmacy Forum NI for all their hard work and support this year and I look forward to the Forum growing stronger in the years to come.

# Pharmacy Forum Activity report

In 2013-14 the Pharmacy Forum NI has continued to deliver high quality outcomes for our members, while also developing our structures to meet the need of the profession.

Our priority has been the promotion of the pharmacy profession and representing the views of our members to the Regulatory Council of the Pharmaceutical Society NI. Our role has developed as we have grown into our arms-length function from the Pharmaceutical Society NI.

## Influencing Policy and Legislation

The Pharmacy Forum NI has made great strides in its 'Vision for Pharmacy in Northern Ireland'. This vision will be a centre point for us and will encompass all that we want to achieve as pharmacists. We have held a number of stakeholder events and have had valued inputs from pharmacists from many different sections of the profession. Our Board is now finalising our vision and will publish it in the coming months.

We have responded to a number of consultations from major stakeholders, reflecting the views of the pharmacy profession as well as responding to consultations from the Regulator, including the Consultation on Part Two of the Continuing Professional Development Framework to ensure it was fair and appropriate for pharmacists.

All of our consultation responses are available on our website <http://forum.psn.org.uk/whats-happening/consultations/>

We have continued to deliver events based on our members' needs including Continuing Professional Development (CPD) Support, Pre-Registration Calculation Events, Preparation of Pharmacists for Public Appointment and other member led seminars. Feedback from the events surpassed all expectations with our members' average rating of 95.5% in overall value to them.

We have continued our engagement with Government and political parties to promote our profession and worked with the Health and Social Care Board and the Department of Health, Social Services and Public Safety to ensure the needs of pharmacy are heard.

## Rebalancing Medicines Legislation and Pharmacy Regulations

As part of our ongoing work to improve the legislation and regulation of pharmacy, the Pharmacy Forum NI has played an active role on the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board.

The Programme Board is made up of statutory and professional representative bodies from throughout the UK including the UK Government, Pharmacy Form NI, Department of Health, Social Services and Public Safety and the Pharmaceutical Society NI.

Its aim is to examine the respective scope of legislation and regulation and the interface between them, with a view to ensuring these are optimally designed to provide safety for users of pharmacy services, while facilitating and reducing the barriers to responsible development of practice, innovation and a systematic approach to quality in pharmacy.

All members of the Programme Board, including the UK Government, agree on the need to change pharmacy legislation. It was originally envisaged that there would be a consultation on proposed changes in summer 2014 but the process has been delayed due to additional scrutiny being requested by UK Government, to better inform the draft legislation for phase one of the two phase programme. The Pharmacy Forum NI will continue to work with the Programme Board for the best outcome for our members and will update all pharmacists in Northern Ireland throughout this process.

*Following the June 2014 meeting of the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board, Ken Jarrold (Chair) said,*

*"We appreciate that the delay to the consultation on phase one of the pharmacy rebalancing programme will come as a disappointment to many. But it is vitally important that the government and legislative processes are observed, to make sure that the draft legislation is best able to address the needs of patients and the public, pharmacists, pharmacy technicians and others. I know that every effort is being made to do so as soon as possible. I am pleased that Board members are unanimously committed to the phase one proposals, and we also have Ministers' continued support."*

*'For developing proposals for supervision, it is reassuring that initial discussions have identified common themes on what needs to be addressed.'*

## **Quality Systems**

The Pharmacy Forum NI, working in conjunction with the Royal Pharmaceutical Society and the Association of Pharmacy Technicians UK, has launched pharmacyQS.com (beta) a new prototype quality systems resource for pharmacy. Its purpose is to introduce quality systems and quality improvement, act as a hub to the fantastic improvement resources of others and as a platform for sharing pharmacy experiences in quality improvement.

Pharmacy is committed to quality and the pursuit of quality and quality systems help deliver quality services for patients; professional empowerment, leadership and the right culture for pharmacy teams helping the profession thrive in a regulatory and healthcare environment that values quality.

This interactive support tool will rely on user interaction and the Pharmacy Forum NI will promote its usage to all our members.

## **Guidance**

The Pharmacy Forum NI has produced two sets of guidance.

The dispensing of EEA prescriptions in the UK was updated in the Human Medicines (Amendment) Regulations 2014. We issued our guidance due to the recognition of the high prevalence of prescriptions dispensed in Northern Ireland from the Republic of Ireland and promoted the new guidance through our newsletter and our website.

We have also produced our own guidance on how to protect the public and you if you are faced with a raising a concern. This is to complement and expand on the Pharmaceutical Society NI's Raising Concerns Regulatory Guidance.

## **Newsletter**

The Pharmacy Forum NI has launched a newsletter informing our members of the latest developments from the Forum and articles of interest to the profession. The newsletter is sent to all registered pharmacists in Northern Ireland by e-mail and will feature important issues and developments in Northern Ireland and wider afield.

## **Continuing Professional Development**

Using peer led facilitation and online resources the Pharmacy Forum NI has been helping our members complete their CPD requirements. This year the Pharmacy Forum NI has held a number of CDP events and training sessions for our members. As noted by our Chair, this is the first year of mandatory CPD. The Forum has designed a range of different CPD facilitation training and support services including:

- Facilitation training events;
- One to One facilitation sessions;
- Individual facilitation support and
- Online resources.

Initial feedback from participants has shown the value of these sessions with over 300 participants attending and an overall rating of 94% of good to excellent.

Next year the Pharmacy Forum NI will continue to support our members and examine the feedback received from participants to enhance our support for the profession.

## **Pharmacists Advice and Support Service (PASS)**

The Pharmacists Advice and Support Service (PASS) exists to assist all pharmacists, former pharmacists and their dependents in whatever way best meets their needs in difficult times.

The services currently available range from face to face and telephone counselling, to short term financial assistance and signposting to key service providers. PASS also offers pre-retirement courses for those thinking about their retirement plan.

Last year we set the bar high in our 2013/14 key objectives; and we are pleased to report we have and continue to deliver strongly in these areas:

### **1. Understand the needs of potential beneficiaries and provide a service which reflects those needs**

Last year we reviewed our reporting mechanisms which has enabled us to identify and respond more quickly to developing needs from within the profession. In 2013/14 we saw a significant increase in the number of newly qualified pharmacists contacting the service in relation to professional issues. In response to this we are currently developing a pilot mentorship program. It is hoped that by utilising the skills and experience within the profession we can support both newly qualified pharmacists and those returning to practice.

### **2. Operate a financially sustainable business model**

Throughout the year we have continued to utilise the 'stepping stone' approach to providing financial funding. In addition to this, we have also started providing interest free loans to beneficiaries instead of cash grants. The feedback has been excellent.

Last year, ensuring value for money in the procurement of services was a high priority. We have conducted a review of the telephone and face to face counselling services, and discovered that we could provide better value for money by streamlining the service options. We are pleased to announce that we will be moving our counselling services to Carecall, a local telephone and face to face counselling service.

PASS is supported wholly by donations from within the profession. Our fundraising strategy has focussed on raising awareness of the service to pharmacists and their families, attracting sponsorship within the profession from both employers and employees. We are delighted to report that this year we have had a 25% increase in donations, as well as a rise in the number of pharmacist employers contacting the service to see how PASS can support their employees. In the year ahead as we further develop the service, we will hope to continue to see a rise in donations, bringing us closer to the objective of financial sustainability.

### **3. Increase visibility and raise the awareness of the service**

One of the key themes from our 2013 needs assessment survey identified a strong need to raise the profile of the service, since then we have been working hard to do just that. This has included attending key stakeholder events, creating and issuing engaging promotional material and embracing the world of social media. We are pleased to report a steady increase in calls to the service in response to these exercises. In the year ahead we plan to use this information to create an annual communication timetable to ensure continual donations and steady uptake of services throughout the year.

### **4. Explore developments and improvements to ensure readiness for future requirements**

Since last year, we have continued to work closely with the Charity Commission to ensure that PASS is meeting the requirements for charity registration. We have also welcomed three new Trustees to our Board. In May we conducted a comprehensive trustee training session to ensure all trustees are equipped with the information they need to run the charity, as well as understanding their statutory obligations.

If you have any comments or suggestions about the future development of the service or if you feel that you or your family wish to avail of any of the services offered through PASS please contact Chrisanne English during business hours by telephone: (028) 90326927 or by email: [chrisanne.english@psni.org.uk](mailto:chrisanne.english@psni.org.uk)

## **Awards and Bursaries**

We are continuing to promote our Ronnie McMullan Fund and the CW Young Fund, these funds are to help pharmacist further their professional development. The Forum will continue to promote our awards, especially the CW Young Fund (available for the advancement and encouragement of pharmaceutical education for the public benefit). Full criteria and how to apply for the awards are available on the Forum website.

## **Rewarding Excellence**

This year the Pharmacy Forum held a celebration of excellence in the pharmacy profession in the Long Gallery, Stormont on 14 November 2013.

It is an honour which recognises those individuals who have attained distinction in a particular aspect or aspects of their pharmacy career and is one of the highest honours that can be bestowed upon the pharmacy profession.

### ***Fellows***

This year's fellowships were awarded to Mr Neil Gordon, Mrs Sarah Mawhinney and Professor David Jones.

### ***50 Year Registrant***

Mr Desmond Austin was acknowledged for his service to his community as a registered pharmacist for over 50 years.

### ***Undergraduate Prize Winners***

Helen Edwards (University of Ulster) and Georgina Procter (Queen's University) were awarded the gold medal for the overall top mark in the Final Year Pharmacy 2012-13 academic year.

## **International Developments**

The Pharmacy Forum continues to play an active role in the Pharmaceutical Group of the European Union (PGEU) and the Commonwealth Pharmaceutical Association (CPA) of which our Board member Raymond Anderson is President. Our role is to influence legislators and policy makers and also inform our members on important policy and practice coming from different jurisdictions.

We will be promoting any major developments in the international field of pharmacy in our newsletter.

# **Financial Statements**

**for the year ended 31 May 2014**

# Statement of Financial Activities for the year ended May 2014

## Foreword to the Annual Accounts By Ciaran Hunter, Honorary Treasurer

The Council of the Pharmaceutical Society of Northern Ireland presents its annual audited statements for the year ended 31 May 2014.

### Financial Performance - Overview

The Pharmaceutical Society NI recorded a deficit for the year of £62k compared to a surplus of £13k in the prior year. The organisation also had an operational deficit (before taking account of project expenditure) of £21k compared to an operational surplus in the prior year of £86k. The Pharmaceutical Society NI expects that it will be faced with increasing operational and net deficits over the coming years due to the largely fixed income base and the increasing costs of fulfilling the regulatory requirements.

While the Pharmaceutical Society NI has a strong balance sheet which is capable of supporting the current expected net operational deficits in the short term, the Pharmaceutical Society NI must continue to explore all opportunities to expand the income base to support the required level of regulatory expenditure going forward, while also maintaining sufficient reserves for contingencies.

The details of significant items of income and expenditure are set out below

### Income- Financial Highlights

During the year overall income fell from £1.04m in 2013 to £1.03m in 2014. The income of the Pharmaceutical Society NI is mainly based upon 3 key sources of income being the Retention Fees paid by Registrants, Premises Licence Fees and the Registration Fees. Together these 3 income elements represent 91% of total Pharmaceutical Society NI income. These income elements have been based upon fees/charges that have not changed, in the case of Registrant Fees for five years.

The Retention Fees of £734k were up from £710k in 2013 an increase of 3%. The increase in this income heading was solely due to an increase in membership as the underlying fee remained at £372. Premises Licence fees income fell to £88k in 2014 down from £110k, this was due to a one-off cash flow benefit being obtained in 2013. The income from premises licences is likely to remain broadly at this level unless the premises charges are changed. Registration fee income rose by 1% to £117k.

Income obtained from interest fell from £17k to £7k due to continuing low interest rates and also by the movement of available funds to the investment fund. This increased level of investment in shares helped increase dividend income to £16k in 2014 up from £11k in 2013.

## **Expenditure- Financial Highlights**

The overall operational expenditure rose in 2014 to £1.05m a net increase of £95k. The largest expenditure elements are staff costs (including pensions), Statutory Committee Expenditure, House Expenses and Governance costs. Together these items represent 82% of total operational expenditure in 2014.

Staff costs including pensions were broadly in line with prior years at £592k, down £5k or less than 1% on the prior year. House expenses, office expenses and recruitment costs also fell from £92k to £90k, £44k to £39k, £7k to £5k respectively; this was due to continued efforts to reduce operational costs of maintaining and operating the premises.

However ,expenditure on Statutory Committees continued to increase significantly from £51k in 2013 to £125k in 2014. Prior to introduction of the current regulatory framework the Pharmaceutical Society NI spent £39k on Statutory Committees in 2011. Unfortunately this area of expenditure is expected to continue to increase significantly in the coming year and while the Pharmaceutical Society NI continues to focus on reducing the costs associated with each case, the increasing caseload is driving this expenditure item. Governance costs also rose by £22k to £58k due to the increased level of meetings to support the ongoing regulatory developments and increased governance requirements.

## **Balance Sheet Financial Overview**

The Pharmaceutical Society NI saw overall reserves fall £1.1m to £1m due to the deficit for the year.

While the Pharmaceutical Society NI remains on a solid financial footing at the year end it is important to note that the organisation needs to maintain significant reserves to fund contingencies such as significant legal challenges and deal with any unexpected disruption to income. Of particular note, in respect of changes to the balance sheet this year, the Pharmaceutical Society NI reduced the level of Deposit Account Investment and increased the level of investment in Cunningham Coates managed share portfolio, to help to mitigate ongoing low levels of interest income and to help preserve the capital value of our reserves.

# THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

## OFFICERS AND PROFESSIONAL ADVISERS

AS AT 31 MAY 2014

---

### OFFICERS

<b>Acting President</b>	Garry McKenna
<b>Honorary Treasurer</b>	Ciaran Hunter
<b>Chief Executive</b>	Trevor Patterson

### PROFESSIONAL ADVISERS

<b>Auditors</b>	BAKER TILLY MOONEY MOORE Chartered Certified Accountants - Statutory Auditors 17 Clarendon Road Clarendon Dock BELFAST BT1 3BG
<b>Principal bankers</b>	Bank of Ireland University Road BELFAST BT7 1NH
<b>Solicitors</b>	Cleaver Fulton Rankin 50 Bedford Street BELFAST BT2 7FW

## **Report of the Independent Auditors to the Council of the Pharmaceutical Society of Northern Ireland**

We have audited the financial statements of the Pharmaceutical Society of Northern Ireland for the year ended 31 May 2014 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law statements and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the members of Council, as a body. Our audit work has been undertaken so that we might state to the Society's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and the Society's members as a body, for our audit work, for this report or for the opinions we have formed.

### **Respective responsibilities of Council and Auditors**

The Council is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The Council is required to prepare financial statements for each financial period. The Council has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Society and of the surplus or deficit of the Society for that period. In preparing those financial statements, Council is required to;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The Council is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Society. They are also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Council is responsible for the maintenance and integrity of the corporate and financial information included on the Society's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the Audit**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Society's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by Council and the overall presentation of the financial statements.

## **Opinion**

In our opinion the financial statements:

- give a true and fair view of the state of the Society's affairs as at 31 May 2014 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

.....  
Baker Tilly Mooney Moore  
Statutory Auditors  
17 Clarendon Road,  
Clarendon Dock,  
BELFAST,  
BT1 3BG

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2014

	2013/14	2012/13
	£	£
<b>INCOME</b>		
Retention Fees	733,956	710,148
Licences	87,807	110,022
Registration Fees	116,563	114,541
Tutors Course & Calculations Fees	18,126	17,922
Interest	6,727	16,626
Miscellaneous	14,212	27,104
Examinations	38,172	36,373
Dividends	16,077	11,001
Gain on sale of investments	906	883
Gain on disposal of assets	-	-
	1,032,546	1,044,620
	=====	=====
<b>EXPENDITURE</b>		
Rent, Rates and Insurance	5,372	5,312
Salaries and National Insurance	556,878	566,465
Committee Attendance Fees	225	2,041
Pensions to Former Staff	13,120	12,864
Staff Pension Scheme Contributions	21,698	16,959
Office Expenses	38,939	44,724
Events, Travel & Subsistence	38,095	27,554
Legal, Professional & Other Consultancy costs	43,016	30,431
Statutory Committee Expenses	124,877	51,163
Prize night, Certificates etc	797	240
Subscriptions	8,459	5,486
Dinners	1,899	-
House Expenses	89,794	91,713
Depreciation less Grant Release	12,554	15,806
Recruitment Costs	4,575	6,595
Modernisation & Communication Project Expenses	3,814	1,554
CPD Process	18,768	18,008
Pre-registration administration	9,268	8,971
Accreditation process	-	8,868
Revalidation project	-	-
Branding and website	-	3,858
Loss on disposal of investments	-	3,902
Governance costs	57,549	35,791
Procurement of Services – Pharmacy Forum	3,725	-
	1,053,422	958,305
<b>SURPLUS/ (DEFICIT) OF INCOME OVER OPERATING EXPENDITURE</b>	(20,876)	86,315
Project expenses	41,186	73,646
<b>SURPLUS/ (DEFICIT) OF INCOME OVER EXPENDITURE</b>	(62,062)	12,669
	=====	=====

**PROJECT EXPENSES**

	<b>2013/14</b>	<b>2012/13</b>
	£	£
Website development	-	6,810
CPD development framework	4,917	3,275
New Council induction and training	2,850	9,057
CPD facilitation and development of PFB	1,060	560
Fitness to Practice recruitment and training	-	23,788
IT licence	-	8,052
Pre-reg online Phase 1 and 2	2,353	20,670
Non EE applicants	-	1,434
FIP Council	2,444	-
FIP Professional Forum	1,042	-
BDO Project cost	9,195	-
IT Strategy Development	3,425	-
Continuing FTP Research	10,800	-
Projects agreed by Council– Professional Forum	3,100	-
	-----	-----
	41,186	73,646
	=====	=====

## BALANCE SHEET AS AT 31 MAY 2014

	Notes	2013/14 £	2012/13 £
<b>EMPLOYMENT OF FUNDS</b>			
<b>FIXED ASSETS</b>			
Tangible Assets	2	61,364	70,990
Investments	3	605,486	291,139
		<u>666,850</u>	<u>362,129</u>
<b>CURRENT ASSETS</b>			
Debtors		74,614	54,157
Bank Deposit Accounts		300,711	723,638
Current Account		376,946	291,227
Cash on Hand		63	172
Cunningham Coates - Deposit Account		86,995	91,459
		<u>839,329</u>	<u>1,160,653</u>
<b>CURRENT LIABILITIES</b>			
Creditors	4	488,692	439,221
<b>NET CURRENT ASSETS</b>			
		350,637	721,432
		<u>1,017,487</u>	<u>1,083,561</u>
		=====	=====
<b>SOURCE OF FUNDS</b>			
CAPITAL ACCOUNT	5	1,006,112	1,071,156
PREMISES RENOVATION GRANT	6	11,375	12,405
		<u>1,017,487</u>	<u>1,083,561</u>
		=====	=====

The financial statements were authorised for issue on

and signed on behalf of Council by:

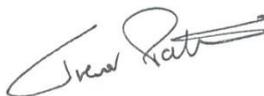
GARRY McKENNA (ACTING PRESIDENT)



CIARAN HUNTER (TREASURER)



TREVOR PATTERSON (CHIEF EXECUTIVE)



**C W YOUNG SCHOLARSHIP FUND  
BALANCE SHEET AS AT 31 MAY 2014**

	Note	Cost	Related Income	
		£	2013/14 £	2012/13 £
Investments	1	124,990	4,391	4,286
Gain on sale of shares		-	7,928	891
Debtors		55	-	-
Ulster Bank Ltd. - Current Account		917	-	-
Cunningham Coates - Deposit Account		24,624	87	73
Cunningham Coates – Income Account		-	-	-
Creditors		(11,155)	-	-
		<u>139,431</u>	<u>12,406</u>	<u>5,250</u>
<b>INCOME ACCOUNT</b>		<b>2013/14 £</b>	<b>2012/13 £</b>	
At Beginning of Year		123,090	121,978	
Income for Year		12,406	5,250	
Research Grants made in Year		-	(1,875)	
Management Charge		(1,580)	(1,356)	
Legal fees		-	(900)	
Bank Charges		(26)	(7)	
At End of Year		<u>133,890</u>	<u>123,090</u>	
Unrealised loss on investments		-	-	
<b>CAPITAL ACCOUNT</b>		<b>5,541</b>	<b>5,541</b>	
		<u>139,431</u>	<u>128,631</u>	

**THE RONNIE MCMULLAN TRUST FUND  
BALANCE SHEET AS AT 31 MAY 2014**

---

Related Income

	£	2013/14 £	2012/13 £
Ulster Bank Ltd - Current Account	1,300	-	-
Ulster Bank Ltd - Deposit Account	16,662	13	23
	<u>17,962</u>	<u>13</u>	<u>23</u>

**INCOME ACCOUNT**

	2013/14 £	2012/13 £
At Beginning of Year	17,949	17,926
Bank interest	13	23
Bank Charges	-	-
At End of Year	<u>17,962</u>	<u>17,949</u>

**PHARMACISTS ADVICE AND SUPPORT SERVICES FORMERLY NORTHERN  
IRELAND CHEMISTS BENEVOLENT FUND**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MAY 2014**

	<u>31.5.2014</u>	<u>31.5.2013</u>
<b>INCOME</b>		
Dividends Received	16,554	17,079
President's Appeal	3,350	2,527
Bank Interest	206	240
	-----	-----
	20,110	19,846
<b>EXPENDITURE</b>		
Grants	2,919	5,527
Management Charge	4,177	4,109
Bank Charges	49	10
Salary costs	9,483	6,887
Stationery	702	471
Website and branding	-	2,135
Legal and professional fees	355	2,406
Help line	4,440	4,440
Sundry	300	74
Phone	1,370	-
	-----	-----
	23,795	26,059
	-----	-----
<b>SURPLUS/ (DEFICIT) OF INCOME OVER EXPENDITURE</b>	<b>(3,685)</b>	<b>(6,213)</b>
	=====	=====

**PHARMACISTS ADVICE AND SUPPORT SERVICES FORMERLY NORTHERN  
IRELAND CHEMISTS BENEVOLENT FUND**

**BALANCE SHEET AS AT 31 MAY 2014**

	Note	<u>31.5.2014</u> £	<u>31.5.2013</u> £
<b>CAPITAL EMPLOYED</b>			
<b>ASSETS</b>			
<b>INVESTMENTS</b>	<b>1</b>	437,222	429,851
<b>CURRENT ASSETS</b>			
Cash at Bank		2,931	2,899
Cash on Deposit		62,020	27,480
Sundry Debtors		21,322	18,497
		-----	-----
		86,273	48,876
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
		47,920	29,000
		-----	-----
		475,575	449,727
		=====	=====
REPRESENTED BY:			
<b>CAPITAL ACCOUNT AT 1.6.2013</b>			
		449,727	452,966
Surplus/ (Deficit) of Income over Expenditure		(3,685)	(6,213)
Realised gain/ (loss) on investments		29,533	2,974
		-----	-----
Balance at 31.5.2014		475,575	449,727
		=====	=====