



## **Annual Report and Accounts 2018-19**

**For the year ended 31 May 2019**

# **Pharmaceutical Society of Northern Ireland**

Annual Report and Accounts 2018-19

For the year ended 31 May 2019

Laid before the Northern Ireland Assembly under Articles 4C and 4D of the Pharmacy (Northern Ireland) Order 1976 by the Department of Health on

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# 1. President and Chief Executive - Joint Foreword

Healthcare is changing rapidly and there are growing expectations on all healthcare professionals to deliver better health outcomes for patients - moving beyond simply managing illness towards supporting people to stay well physically, mentally and emotionally. Within this context, professional pharmacy practice is rapidly evolving. It is critically important that pharmacists have the necessary attitudes, behaviours, knowledge and skills that can be applied in their core role as 'medicine experts' but also in emerging roles when working with patients and alongside other healthcare professionals in multidisciplinary teams to deliver acute and preventative care.

Events, such as the Inquiry into Hyponatremia Related Deaths and the continuing reports emerging from Muckamore Abbey Hospital, rightly raise concerns amongst the public and patients and correctly ask questions of healthcare organisations including regulators.

In this context, we must be agile, flexible and focused on improvement to ensure we can continue to deliver a regulatory framework that not only protects the public and maintains public confidence in pharmacists and pharmacy but also facilitates and supports professional development and evolution, where appropriate.

In this regard, 2018/19 has been a successful and challenging year. We have sustained progress against our Corporate Strategy 2017-2022 introducing reforms in each of our core regulatory functions of Education, Standards, Registration and Fitness to Practise. The lack of a Northern Ireland Executive and Assembly has, however, continued to hamper aspects of our work and our ability to progress several important projects.

We are pleased that, for the third consecutive year, in our annual performance review, we met all 24 of the Professional Standards Authority's Standards of Good Regulation, demonstrating our ability to deliver high quality pharmacy regulation.

Under our responsibilities for Education, we completed a substantial review of our current registration examination which recommended that we introduce reforms to bring us in line with best practice and meet the challenges of the future; the Council of the Pharmaceutical Society NI ("Council") approved some immediate reforms to the current examination procedures and agreed a preferred option of developing a joint GPhC/Pharmaceutical Society NI four country final assessment going forward. This latter proposal will be consulted upon in 2019/20.

In undergraduate education, we worked with the General Pharmaceutical Council (GPhC) as they consulted upon new Initial Education and Training Standards which aim to ensure that pharmacists have the knowledge they need and can display the necessary attitudes and behaviours in an evolving healthcare system and profession. We will examine the results of this consultation and how they relate to Northern Ireland in 2019/20.

We have continued to make improvements in the quality assurance of our pre-registration training year and have completed the strategic review of the Continuing Professional Development (CPD) Framework, the proposals of which will be consulted upon in the second half of 2019.

Under our responsibilities to set Standards for pharmacists and pharmacies in Northern Ireland, we have continued to progress the review of all documents deriving from the Code. 2018/19 saw Council approve new Guidance in relation to Raising Concerns (Whistleblowing) with an important focus on organisational culture and the importance of pharmacists being able to work in open, honest and learning organisations. New Guidance on Maintaining Clear Sexual Boundaries with Patients and Carers was also introduced which is important and relevant as the changing role of pharmacists sees more opportunities for clinical patient and professional interaction. Council also approved new Premises Standards in June 2018 to ensure that pharmacies in Northern Ireland operate in a manner that protects the public and puts the patient first. However, these have yet to be implemented as the enabling legislation has not been commenced by a Minister for Health.

In Fitness to Practise, we publicly consulted upon and introduced new Indicative Sanctions Guidance which provides a decision-making framework to help the Statutory Committee make consistent, proportionate and reasonable decisions about what is an appropriate sanction when a pharmacist's Fitness to Practise has been found to be impaired. The Indicative Sanctions Guidance also introduced new Guidance in relation to serious misconduct such as a breach of sexual boundaries, violence, a failure to raise concerns or uphold the duty of candour towards patients.

In Registration, we have revised our suite of registration and retention forms to make them easier to navigate and process. We have also made improvements in how we communicate with pharmacists in Northern Ireland.

We are pleased with this progress which has seen several reforms finalised in some areas whilst, in others, we have laid important foundations for completion in 2019/20.

We have continued to meet the vast majority of our Key Performance Indicators across the organisation, have continued to improve our procedures and have introduced new ICT and Human Resources Strategies in year. Fitness to Practise cases subject to external investigations have again caused some delays in 2018/19.

We are pleased to report that we have high compliance levels by pharmacists within our mandatory Continuing Professional Development programme.

There were, however, a number of areas where we have made more limited progress. Council's review of its Governance structures had to be suspended in 2018 as Council was reduced from 14 to 8 members for most of the year. This was a result of the Department of Health's inability to appoint new Council members in the absence of a Minister for Health and appropriate covering legislation. This situation was resolved in March 2019. However, the reduced numbers placed significant pressure on the organisation and Council in particular throughout 2018/19.

The absence of a Northern Ireland Executive and Minister for Health has also delayed progress in relation to the implementation of Premises Standards, Knowledge of English Language Regulations, progress towards separating our regulatory and professional representation functions and may impede the consideration of potential registration of pharmacy technicians.

The Department of Health and Social Care in London is continuing to develop its thinking for reforming the powers of the nine healthcare regulators in the UK and we will continue to work with them and the Department of Health Northern Ireland to ensure, as far as is possible, that the lack of a Northern Ireland Assembly does not inhibit our ability to benefit from these reforms.

Looking forward, the uncertainty and potential impact of Brexit continues to pose challenges - in particular the implications of a 'no-deal' on our ability to recognise qualifications from EU applicants to our Register in the future. In the interim, we have secured legislation that will allow us to continue recognising qualifications from EU countries for two years from exit date unless, with the approval of the Department of Health, we decide that any particular qualifications should no longer be recognised. We continue to keep a watching brief on this situation and are fully engaged with Government in both London and Belfast on the issue and the potential legislative implications of a 'no deal' scenario.

As part of the Rebalancing Programme Board, we will continue to work for the introduction, via a Section 60 Order in Westminster, of the legal defence against dispensing errors for hospital pharmacists and the reform of governance arrangements in relation to Responsible and Superintendent Pharmacists. Whilst this legislation has been ready for laying in Parliament for some time, the parliamentary timetable has not permitted progress.

We consider that workforce planning issues, online and technological innovations and the evolving roles within pharmacy will continue to be major considerations for the Department of Health, the healthcare system and regulators going forward. We will continue to work with the Government to progress a consultation on the registration of pharmacy technicians and ensure that pharmacists coming onto our Register and those already on our Register have the right skills, attitude and behaviours to deliver high quality care and protect the public in what is a changing and dynamic healthcare system. We will also continue to work with our partners in other regulators, professional and systems, to ensure we continue to meet the challenges of protecting the public and enabling innovation within the healthcare system and amongst professionals.



**Dr Jim Livingstone, President**



**Trevor Patterson, Chief Executive**

## 2. Who we are

We are the statutory regulatory body for pharmacists and pharmacies in Northern Ireland.

Pharmacists provide a range of pharmacy services to patients and the public in an increasing variety of contexts from Community Pharmacies, hospitals and GP surgeries to industry, education and research. It is our job to ensure that pharmacists and the services they deliver are safe and protect the wellbeing of those who use them. We do this through a system of personal and premises registration. Through our work, we aim to protect the public and patients and maintain public confidence in the pharmacy profession.

Our work touches the lives of pharmacists from the day they start their training until the day they retire or leave the Register.

Our role, powers and responsibilities are set out in The Pharmacy (Northern Ireland) Order 1976.

We are almost exclusively funded by registration and retention fees, paid by pre-registration trainees, pharmacists and premises owners. We are not funded by the public purse.

We have a governing Council which is independently appointed, following the public appointment principles, comprising 7 members of the public (lay members) and 7 pharmacy professionals (registrant members) and headed by a President. The Chief Executive of the organisation is accountable for organisational performance to the Council which sets the strategic direction of the organisation.

We are a fully devolved regulator and are accountable to the Northern Ireland Assembly.

We are based in Belfast and have a small regulatory staff team of 14 people.

## 3. What we do

We work with pharmacists from the day they start their training and throughout their career to protect the public by ensuring they are fit to practise and keep their skills and knowledge up to date.

Our key areas of focus are:

### **Education and Training**

- Setting standards, accrediting courses and approving qualifications for undergraduates and pharmacists including those for specialisms;
- Assuring the quality of the year-long pre-registration training that pharmacist trainees must undertake;



- Setting and running the final assessment that pharmacist trainees must pass before they can be registered as a pharmacist; and
- Ensuring that pharmacists complete the annual Continuing Professional Development (CPD) programme which is designed to ensure that they keep their skills and knowledge up to date and provide evidence of compliance at least annually.

### **Registering competent professionals**

Pharmacists must be registered with us to practise in Northern Ireland. Before registration, we check that they are appropriately qualified to join the Register.

### **Setting and monitoring compliance with Professional Standards**

Pharmacists and pharmacy premises must meet our Standards to remain on the Register. We provide a suite of Guidance documents to assist pharmacists in this regard.

### **Acting when our Standards are not met**

Actions can include suspending someone from working as a pharmacist for a set period, placing conditions on their practice or removing their right to practise pharmacy by removing them from the professional Register. In 2018, legislation was passed to allow us to act when our new Premises Standards are not met, however, these powers have not yet come into operation.

### **Investigating complaints**

We work with the Department of Health Northern Ireland (DoH) and the Health and Social Care Board (HSCB) to ensure that any complaint made in relation to the Fitness to Practise of a pharmacist is appropriately investigated and that pharmacy premises meet our Standards.

### **Oversight of our work**

Our work is subject to oversight by the Professional Standards Authority for Health and Social Care (PSA). Each year, the PSA assesses our performance against its Standards of Good Regulation. The PSA presents a report on all the regulators of healthcare professionals in the UK to the UK Parliament and lays it before the Northern Ireland Assembly<sup>1</sup>.

The PSA also reviews all final adjudication decisions in Fitness to Practise cases. The PSA has the discretion to refer to the High Court any final Statutory Committee decision if it considers that decision is insufficient for public protection - including protection of the health, safety and well-being of the public; maintaining public confidence in the pharmacy profession; and maintaining proper professional standards and conduct for pharmacists.

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<sup>1</sup> <http://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/read-performance-reviews>

The PSA can also audit a sample of Fitness to Practise cases we have closed before they reached a full Fitness to Practise hearing at an early stage.

We are accountable to the Northern Ireland Assembly for all that we do.

DoH appoints our Council members in line with the Code of Practice issued by the Office of the Commissioner for Public Appointments for Northern Ireland. DoH approves Council Regulations before they are laid with the Northern Ireland Assembly for negative resolution.

## 4. About our Register

The number of pharmacists on the Register varies each year due to new pharmacists entering the Register, voluntary withdrawals and decisions made by the regulator.<sup>2</sup>

**Figure 1 – Registration Snapshot - Registered Pharmacists and Premises at end of financial year (31 May)**

Registered Pharmacists		
2016/17	2017/18	2018/19
2369	2479	2532
Registered Premises		
2016/17	2017/18	2018/19
548	548	548

**Figure 2 - Registered Pharmacists leaving the Register by 1 June annually**

Reason for Removal	2016/17	2017/18	2018/19
Voluntarily withdrawn	141	168	101
Removed for CPD non-compliance	9	8	12
Non-payment of fees	6	6	-
Struck off (Fitness to Practise)	-	1	-
<b>Total</b>	<b>156</b>	<b>183</b>	<b>113</b>

## 5. Activity and Performance in 2018/19

This Annual Report reflects the work of the Pharmaceutical Society NI in the year 01 June 2018 to 31 May 2019. In July 2017, the Council of the Pharmaceutical Society

<sup>2</sup> Registrants can be removed from the Register by the Regulator for non-payment of fees, non-compliance with CPD requirements, or as the outcome of a Fitness to Practise hearing.

NI (“Council”) approved a 5-year Corporate Strategy which sets out what the organisation aims to achieve in the period 2017-22.

Within this plan, we describe our Vision:

*‘The Pharmaceutical Society NI will be recognised and trusted as a leader of modern and effective healthcare regulation with a key role in ensuring pharmacy services are safe and meet high standards’.*

This Vision is underpinned by 6 high-level strategic objectives which set the course of the 5-year planning cycle from 2017 to 2022:

- 1. To deliver high quality pharmacy regulation that is proportionate and cost-effective;**
- 2. To set pharmacy standards that are evidence-based, output-focused, achievable and necessary for patient and public safety;**
- 3. To conduct Fitness to Practise processes that are robust, timely and fair;**
- 4. To ensure that pharmacy education and professional development is fit for purpose;**
- 5. To be an accountable organisation with effective governance and operations; and**
- 6. To communicate effectively, be accessible and responsive.**

## **Objective 1**

### **To deliver high quality pharmacy regulation that is proportionate and cost-effective**

Delivering high quality pharmacy regulation which protects the public and maintains public confidence in the pharmacy profession, requires us to be focused on our core functions whilst also evolving our policies, practices and legislation to meet new challenges in healthcare and developments in regulatory thinking and practice.

#### **Performance Review**

In April 2019, the PSA published its Performance Review of our regulatory activities in 2017/18. For the third consecutive year, we met all 24 of the Professional Standards Authority’s Standards of Good Regulation, demonstrating our ability to deliver high quality pharmacy regulation. The PSA identified several specific areas where they would revisit our performance in 2018/19 and we have continued to work on these aspects of our work. The PSA’s full report of our regulatory performance can be found on its website.<sup>3</sup>

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<sup>3</sup> <https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/read-performance-reviews>

## **Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board**

The Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board<sup>4</sup> (Rebalancing Programme Board) has been tasked by the Department of Health and Social Care (London) to review relevant pharmacy legislation and regulation in the UK to ensure that it provides safety for users of pharmacy services, reduces, wherever possible, inflexible legislation and affords regulators the agility to enable innovation and development of safe pharmacy practice.

After the Governments' successful introduction of a legal defence against dispensing errors for pharmacists working in community pharmacies in April 2018, as a member of the Rebalancing Programme Board, we supported the Board in introducing measures to extend this defence to pharmacists working in a hospital setting and clarifying and strengthening the governance arrangements for registered pharmacies.

In June 2018, the Department of Health and Social Care and the Devolved Governments consulted upon two draft Orders:

- Pharmacy (Preparation and Dispensing Errors – Hospital and Other Pharmacy Services) Order 2018; and
- Pharmacy (Responsible Pharmacists, Superintendent Pharmacists etc.) Order 2018.

The proposed changes relating to Responsible Pharmacists and Superintendent Pharmacists propose to move responsibility for the setting of standards from primary legislation to the professional regulators. The proposals more clearly define the primary duties of Superintendents and Responsible Pharmacists and intend to enable a more agile and responsive regulatory framework with the intention of delivering a more flexible and patient-centred model of regulation.

In conjunction with the Department of Health and Social Care and DoH, we hosted an information event on the consultation on 21 August 2018.

The consultation received 632 responses which the Rebalancing Programme Board considered at length. As a result, the Rebalancing Programme Board recommended that all proposals consulted upon be progressed with minor amendments to the draft Pharmacy (Responsible Pharmacists, Superintendent Pharmacists etc.) Order 2018. The final decision on progressing the draft legislation is a matter for Ministers and Parliament and it is our understanding that legislative progress has been delayed due to issues relating to Parliamentary timetabling

Elsewhere in this report we provide detailed information on income and expenditure, highlighting a further year during which we contained costs and maintained fee levels.

### **Inquiry into Hyponatremia Related Deaths**

As an outworking of the Inquiry into Hyponatremia Related Deaths, DoH has setup a Hyponatraemia Implementation Programme with a number of workstreams looking at

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<sup>4</sup> <https://www.gov.uk/government/groups/pharmacy-regulation-programme-board>

different recommendations of the Inquiry. We have met and engaged with the Duty of Candour Workstream and made a submission to its call for evidence in April 2019<sup>5</sup>. In our response, we outlined our support for a Statutory Duty of Candour for organisations which should promote the open, honest and learning cultures required to enhance patient safety whilst identifying some reservations regarding the introduction of a Statutory Duty of Candour at the individual level.

### **Reforming our primary Legislation and Regulations**

The absence of a Northern Ireland Executive and Minister for Health has again complicated our work in 2018/19, reducing our ability to pursue some of the substantive reforms we consider necessary to maintain public protection and flexible regulation going forward. However, some progress has been made.

We are part of a group established by DoH to review workforce needs in pharmacy in Northern Ireland. Part of this group's work has focused on the potential need to register pharmacy technicians in Northern Ireland and progress has been made on producing a policy paper on registering pharmacy technicians for a future Minister for Health. It remains a core objective of our Corporate Strategy to develop and publicly consult on proposals to register and set regulatory standards for pharmacy technicians in Northern Ireland. We will continue to work with DoH on this issue in the coming year.

In the absence of an Executive and Minister, we have been unable to make progress in relation to securing policy agreement with DoH on resolving the current legislative and organisational linkage between our Pharmacy professional leadership and regulatory roles.

Although the Department of Health and Social Care in London has yet to publish its consultation report on proposals for reforming the regulation of healthcare professionals across the UK – *Promoting Professionalism, Reforming Regulation* - carried out in 2017/18, we have been engaged with the Department of Health and Social Care on the development of its thinking particularly in relation to Governance and Fitness to Practise reforms. We will continue to engage on this important work in 2019/20.

### **Collaborating with others**

We have continued to collaborate and work closely with regulators throughout Northern Ireland and the UK to share best practice and engage with the Governments on proposals for broader regulatory reforms. This work is led by a Chief Executive Steering Group for the 10 regulators for health and social care professionals which met regularly in 2018/19.

In 2018/19, we worked with other regulators to develop a joint regulatory statement on the importance of reflective practice amongst healthcare professionals which will be published in early 2019/20.

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<sup>5</sup> <https://www.health-ni.gov.uk/publications/ihrd-duty-candour-and-being-open-call-evidence-submissions>

This year, we have also worked closely with the GPhC on its consultation on new Standards for Initial Education and Training and on developing a draft partnership agreement to facilitate proposals for a joint GPhC/Pharmaceutical Society NI four country registration assessment which Council approved as its preferred option in January 2019.

We also met with the Pharmaceutical Society of Ireland to look at areas of mutual co-operation around data sharing and possible implications of Brexit on our work as well as sharing best practice in healthcare regulation.

## **Objective 2**

### **To set pharmacy standards that are evidence-based, output focused, achievable and necessary for patient and public safety**

We set professional Standards for pharmacists in Northern Ireland to ensure that pharmacists' conduct, ethics and performance is such that it protects the public and maintains public confidence in the profession. Pharmacists must adhere to our Standards to remain on the professional Register. We also set Premises Standards for Registered Pharmacies which await ministerial approval for the enabling legislation before coming into operation. In the interim, we have non-legislative standards which are used by the Inspectorate to aid inspection.

#### **Review of Standards and Guidance**

In 2018/19, we continued the review of Standards and Guidance documents associated with the Code for professional standards, ethics and performance for pharmacists in Northern Ireland 2016.

To facilitate the review, an assessment framework was developed and a review of our published Standards and Guidance documents was initiated in 2017/18. The assessment framework develops recommendations for Standards and Guidance documents to be discontinued, revised with minor changes or revised with significant changes - which will require public consultation.

In 2018/19, initial reviews of the following documents were completed:

- Standards and Guidance for Pharmacist Prescribers
- Guidance for Raising Concerns
- Guidance on Professional Indemnity Cover for Pharmacists in Northern Ireland
- Supplementary Guidance on Professional Boundaries
- Standards and Guidance on the Sale and Supply of Medicines
- Standards and Guidance on Advertising Medicines and Professional Services

Work will continue in 2019/20 to complete the remaining reviews.

## **Raising Concerns (Whistleblowing) Guidance 2019**

The initial review of the Guidance on Raising Concerns recommended that it be subject to a minor review. After policy development and a successful stakeholder engagement exercise, Council approved new Raising Concerns (Whistleblowing) Guidance<sup>6</sup> in April 2019. Pharmacists in Northern Ireland have a professional duty to raise concerns when they believe standards of care, practices or behaviour fall below acceptable levels and potentially place the public at risk. This revised document aims to help pharmacists, employers and managers understand this duty better and provides guidance on how to go about raising concerns appropriately. The revised document places a renewed emphasis on the importance of developing an open, honest and learning culture within organisations.

## **Guidance for Maintaining Clear Sexual Boundaries with Patients and Carers for Northern Ireland Pharmacists 2019**

The initial review of the Supplementary Guidance on Professional Boundaries recommended that it be subject to a minor review. After policy development and a successful stakeholder engagement exercise Council approved new Guidance for Maintaining Clear Sexual Boundaries with Patients and Carers for Northern Ireland Pharmacists in May 2019. The evolving clinical role of pharmacy in Northern Ireland continues to develop in a way that involves more direct consultancy with patients and carers which increases the potential for sexual boundaries to be breached, making this updated Guidance timely and important. The Guidance will also be of benefit to patients and service users as it outlines the standards they should expect from their pharmacist in relation to maintaining clear sexual boundaries.

## **Going Forward**

In 2019/20, we will complete the remaining initial reviews and implement their recommendations.

In addition to the planned reviews, we continued to develop new Guidance on the Provision of Services and plan to launch a public consultation on this in 2019.

## **Premises Standards**

The Pharmacy (Premises Standards, Information Obligations, etc.) Order 2016 is intended to provide a new statutory power to set Premises Standards for the safe and effective practice of pharmacy in Northern Ireland. It also potentially gives us new powers to enforce these Standards in the interest of public protection. This legislation has not yet received Ministerial approval to come into operation.

After a period of policy development, engagement with the profession, the public and a full public consultation, Council approved new Premises Standards for Pharmacies in Northern Ireland in June 2018<sup>7</sup>. Under the Pharmacy (Northern Ireland) Order 1976, the DoH carries out pharmacy inspections against the Pharmaceutical Society NI's

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<sup>6</sup> <https://www.psni.org.uk/wp-content/uploads/2012/09/Guidance-on-Raising-Concerns-2019-Final.pdf>

<sup>7</sup> <https://www.psni.org.uk/wp-content/uploads/2018/06/Council-Premises-Standards-04-June-2018-Formatted.pdf>

regulatory obligations. Upon Council's approval of the Premises Standards, the DoH set up a working group to assist the development of criteria for Departmental inspectors to inspect against the new Premises Standards and to initiate a pilot scheme to test the criteria and the corresponding inspection regime to ensure it is fit for purpose. We have continued to engage with the DoH throughout 2018/19 on this issue. However, due to the lack of a Minister for Health and identified resource issues within the Department, this work has not progressed as planned.

The new Premises Standards, which will, when commenced, have a statutory basis providing a mechanism to ensure that pharmacies in Northern Ireland operate in a manner that protects the public and puts the patient first, have not yet been commenced. Existing non-legislative advisory Standards remain in place until a commencement date is established for the new Premises Standards for Registered Pharmacies.

We will continue to support the DoH in the development of criteria and a pilot inspection scheme in 2019/20 with a view to securing a commencement date for the Pharmacy (Premises Standards, Information Obligations, etc.) Order 2016.

### **Knowledge of English Regulations and Guidance**

The Health Care and Associated Professions (Knowledge of English) Order 2015 was passed to ensure that pharmacists have adequate knowledge of English to safely and effectively perform their roles.

The Council of the Pharmaceutical Society NI has powers to make Regulations in relation to language conditions and must make Regulations requiring persons who wish to be registered with the Pharmaceutical Society NI to satisfy the Registrar that they have the necessary knowledge of English.

In February 2018, we presented draft Regulations and associated Guidance on the knowledge of English to DOH, seeking Departmental approval that the draft Regulations and Guidance could be publicly consulted upon. Unfortunately, in the absence of a functioning Northern Ireland Executive and Minister for Health, this approval has not been possible in 2018/19. We are committed to publicly consult upon draft Regulations and Guidance in 2019/20 as soon as Departmental approval can be provided.

## **Objective 3**

### **To conduct Fitness to Practise processes that are robust, timely and fair**

The Fitness to Practise processes of the organisation are separated into 2 functions - namely investigation and adjudication. The investigation stage involves receipt or initiation of a complaint or concern with its investigation seeking further evidence and an evaluation as to next steps. Complaints will be considered and can subsequently be concluded by 1) the Registrar, 2) a Scrutiny Committee or 3) a Statutory Committee.



The complaints which were opened in 2018/19 as Fitness to Practise matters are as follows:

**Figure 3 - Sources of Complaints**

Source	2016/17		2017/18		2018/19	
	No.	%	No.	%	No.	%
Anonymous	1	4%	1	4.5%	-	0%
DoH	1	4%	-	0%	2	8%
Employer	-	0%	1	4.5%	-	0%
HSCB	1	4%	-	0.0%	1	4%
Other regulator	-	0%	2	9.1%	-	0%
Pharmacy	-	0%	1	4.5%	1	4%
Public	6	23%	6	27.3%	12	50%
Police Service	-	0%	-	0%	-	0%
Registrar	8	31%	1	4.5%	3	13%
Self-referral	9	34%	10	45.5%	5	21%
<b>Total</b>	<b>26</b>	<b>100%</b>	<b>22</b>	<b>100%</b>	<b>24</b>	<b>100%</b>

**Figure 4 - Stages of investigation for cases closed in 2018/19**

Closed Cases	Registrar	Scrutiny Committee	Statutory Committee	Total
No Further Action	3	1	-	4
Advice	7	-	-	7
Warning		1	-	1
Undertakings		0	-	-
Conditions			3	3
Suspension			-	-
Removal			-	-
<b>Total</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>15</b>

As of 31 May 2019, 29 Fitness to Practise cases remain open. Of the 15 cases closed in 2018/19, 6 were opened prior to 2018/19.

Outcomes and the full determinations of all public Statutory Committee hearings can be found on our website<sup>8</sup>.

<sup>8</sup> <https://www.psn.org.uk/psni/fitness-to-practise/determinations-of-statutory-committee/>

## Interim Orders

A case will be referred directly to a Statutory Committee by the Registrar based on the evidence available and where it is considered to be high risk to public safety if not considered urgently. The Statutory Committee meets or holds an *Interim Order* hearing to receive evidence and make decisions based on the *prima facie* case presented. The Statutory Committee can determine to take no action, place conditions or suspend a pharmacist. The Statutory Committee can suspend a pharmacist's registration and right to practise for up to 18 months, reviewing the decision every 6 months, after which an extension to this period can be granted only upon application to the High Court.

There were 6 Interim Order hearings or meetings of the Statutory Committee to consider an Interim Order application in 2018/19 relating to 4 registrants.

There were 2 applications made to the High Court for extensions to existing Interim Orders - both applications were granted.

## Key Performance Information – Closed Cases

- 10 out of 10 cases closed by the Registrar were closed in less than 26 weeks with cases taking a median of 17 weeks to close.
- 1 out of 2 cases closed by the Scrutiny Committee were closed in less than 40 weeks. The outlying case was adjourned to seek legal advice on a specific issue before closure and closed in 48 weeks.
- 2 out of 3 cases closed by the Statutory Committee were closed in less than 60 weeks. The outlying case was a complex health case.

In keeping with our Corporate Strategy Objective 3a, we will continue to work to improve the timeliness, efficiency and cost of Fitness to Practise processes.

## New Indicative Sanctions Guidance<sup>9</sup>

Indicative Sanctions Guidance is designed to provide a decision-making framework to help the Statutory Committee make consistent, proportionate and reasonable decisions on what is an appropriate sanction when a pharmacist's Fitness to Practise has been found to be impaired. Sanctions are not intended to be punitive and are designed to protect the public, uphold public confidence in the pharmacy profession and maintain standards.

A public consultation on draft revised Indicative Sanctions Guidance was carried out between August and October 2018. Having considered all consultation responses and amending the draft proposals, Council approved the new Indicative Sanctions Guidance for the Statutory Committee in December 2018, setting an implementation date of 27 March 2019. As well as providing clearer and more structured assistance, the revised Guidance has provided new guidance focused on some of the most serious areas of misconduct including dishonesty, sexual and violent misconduct and failure to comply with the duty of candour or raise concerns appropriately.

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<sup>9</sup> <https://www.psn.org.uk/wp-content/uploads/2012/12/Indicative-Sanctions-Guidance-January-2019.pdf>

Members of the Statutory Committee, Scrutiny Committee and Reserve List undertook training on the new Indicative Sanctions Guidance on 06 March 2019 ahead of its implementation.

## **Learning from Fitness to Practise**

Ensuring that pharmacists are able to learn from Fitness to Practise cases is extremely important to maintaining public safety. All learnings produced by the Statutory Committee in relation to closed Fitness to Practise cases have been circulated to pharmacists in Northern Ireland through our Regulatory Newsletter. In addition, the Scrutiny Committee produces an annual report which identifies trends and learnings which is available on our website<sup>10</sup>.

## **Appointments to the Statutory Committee**

Dr Sheelagh Hillan and Mr Eoin Doyle resigned from the Statutory Committee in 2018. In September 2018, Council approved the appointment of Mrs Francis-Ann Archibald and Mr Paul Archer from the Reserve List as a registrant and lay member of the Statutory Committee respectively.

Mr Jonathan Patton resigned as a lay member of the Statutory Committee in April 2019 upon his appointment to the Council of the Pharmaceutical Society NI.

## **Appointments to the Scrutiny Committee**

Dr Colin Adair resigned from the Scrutiny Committee in 2018. In September 2018, Council approved the appointment of Mrs Patricia Holden as a registrant member of the Scrutiny Committee.

## **Objective 4**

### **To ensure that pharmacy education and professional development is fit for purpose**

#### **Pre-registration Training – what is involved**

Pre-registration training is a key element in ensuring that we register competent pharmacists thereby protecting the public and maintaining public confidence in the pharmacy profession in Northern Ireland.

165 new trainees joined the Register after completing the pre-registration programme in 2017/18. Pre-registration training comprises a full calendar year of vocational training which takes place under the supervision of an accredited tutor pharmacist. Pharmacy graduates who wish to register as a pharmacist with the Pharmaceutical

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<sup>10</sup> <https://www.psn.org.uk/psni/fitness-to-practise/fitness-to-practise-statistics/>

Society NI must first successfully complete a year of pre-registration training which takes place mainly in the community pharmacy and/or hospital pharmacy sectors under the supervision of an accredited tutor pharmacist. During this time, trainees are expected to apply their knowledge and skills gained at University and demonstrate that they are fit to practise and possess the necessary professional skills to operate as a registered pharmacist. They accomplish this by achieving performance standards through completion of a reflective online e-portfolio, successfully completing mandatory eLearning modules, attending compulsory training days, achieving a pass in the registration examination and obtaining a final declaration from their tutor that they are fit to practise. Supervising pharmacist tutors play an important role in providing appropriate training to enable trainees to develop.

As part of our quality control processes for pre-registration training, we actively monitor trainee progression throughout the training year. This allows early intervention and in 2018/19, in a small number of cases, additional support was provided to trainees enabling them to meet the required standard and continue their training. We also monitor tutor engagement to ensure that tutors follow our processes for monitoring and training trainees whilst meeting the established standards.

We quality assure pre-registration training in Northern Ireland and a core element includes using trainee feedback to review the performance of tutors and to provide trainees with an opportunity to reflect on their personal experiences during pre-registration training. To become a pre-registration tutor, a pharmacist must be registered for at least 3 years in the sector of pharmacy in which they wish to tutor. They must attend a tutor training course and pass a subsequent assessment. 122 pharmacists attended tutor training in 2019 with 65 receiving accreditations as new tutors for a 5-year period and 57 tutors gaining re-accreditation.

### **Accreditation of Pharmacy Undergraduate Programmes**

In 2018/19, we continued to work closely alongside our colleagues in the GPhC, in accordance with our Memorandum of Understanding (MOU), ensuring that the standard of the MPharm Degree delivered by Universities across the United Kingdom meet our educational standards as part of a programme of rolling reviews. Accreditation reports are published on our website.<sup>11</sup>

In 2018/19, we worked with the GPhC on the launch of their public consultation on the revision of the Standards for Initial Education and Training of Pharmacists throughout the UK to ensure that the training for pharmacists remains fit for purpose and that the Standards produce competent pharmacy professionals for current and future needs of the public.

In January 2019, we held a joint consultation information event with the GPhC on the Standards for Initial Education and Training of Pharmacists in Belfast. The event provided an opportunity for pharmacists, their representatives and the public to gain a clear understanding of the proposals and inform potential consultation responses.

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<sup>11</sup> <https://www.psni.org.uk/education-2/>

## **Developments in 2018/19**

### **Examination Assessment Review**

The Corporate Strategy 2017-2022 (Objective 4), requires that '*pharmacy education and professional development is fit for purpose*'. Linked to this is Strategy goal 4a, which is to '*review the pre-registration framework and to make necessary improvements*'. In line with this, a review of the final registration examination was completed.

The review concluded that, whilst the current registration examination was fit for purpose it would benefit from a realignment with current best academic practice for assessment of "clinical knowledge". The review further concluded that the examination would also benefit from modernisation to meet current norms associated with quality assurance and associated procedures for preparing and conducting professional examinations.

Council subsequently considered three options including maintaining the status quo of the current examination format, developing our own approach or considering joint working with GPhC up to and including the introduction of an examination on a UK wide basis. In January 2019, after careful consideration, Council subsequently approved a public consultation on the adoption of a UK wide registration examination subject to further discussion with GPhC on costs, governance, legal arrangements and operational matters which was subsequently concluded. It is anticipated that the consultation on the adoption of a UK wide registration assessment will be launched in August 2019.

In the interim examination procedures were revised for the current registration examination to continue to ensure a consistent, accessible and robust approach. In March 2019, Council approved changes to the Examination Procedures covering the following areas:

- Reasonable adjustments (and appeal from such decisions);
- Withdrawal from the examination;
- Fitness to sit the examination;
- Nullification;
- Misconduct in the course of examinations (and appeal from such decisions);
- Processes for checking candidates' marks; and
- Appeal following failing examination.

### **Appointments to the Examination Committee**

The registration examination in Northern Ireland is currently quality assured by an expert External Examiner and an Examination Committee comprising registered pharmacists with expertise across the pharmacy sector in Northern Ireland including academia. In January 2019, Council approved the appointment of Professor Kathy Burnett and Dr Mary-Carmel Kearney to the Registration Examination Committee.

## **Quality Assurance**

Enhanced quality assurance arrangements were developed in relation to tutor performance for 2018/19 to encourage best practise, identify emerging issues and improve the quality of training for pre-registration trainees. The results indicate that pre-registration tutors effectively supported trainees to become competent pharmacists, helped them identify their strengths and weaknesses and enabled them to monitor their own development and progress.

## **Business Management Training**

A business management training course was introduced in 2017/18 as part of the compulsory training requirements for pre-registration trainees. The course was further developed for 2018/19 to introduce trainees to a range of professional governance concepts aimed at preparing trainees to be a professional by exploring concepts of leadership, self-awareness, managing a team and developing an understanding of accountability, corporate governance, risk management and interpersonal skills.

## **Tutor Training**

Tutor training courses were further enhanced to equip tutors with essential tutor skills such as leadership, providing effective feedback, effective coaching and people management. Feedback from these training events was positive and indicated that tutors felt engaged and prepared for taking up the role of tutor.

148 trainees entered the pre-registration programme in 2018/19.

# **CPD Information from Annual Report 2017-2018**

## **Continuing Professional Development (“CPD”)**

All pharmacists in Northern Ireland are legally required to complete CPD to remain on the professional Register. Its purpose is to help pharmacists maintain and further develop their competency and performance thereby enhancing patient safety and public confidence in the pharmacy profession.

Under certain extenuating circumstances, the Registrar has the power to allow registrants to forego the completion of CPD in the current CPD year. In 2017/18, the Registrar received 145 completed applications for extenuating circumstances, granting 145 of those applications<sup>12</sup>. In Summer 2018, 2328 registrants were, therefore, required to submit CPD portfolios; 8 registrants failed to submit a CPD portfolio and were subsequently removed from the Register – a compliance rate of 99.65%.

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<sup>12</sup> The procedure relating to extenuating circumstances is outlined in the CPD Framework 2014 - <https://www.psn.org.uk/wp-content/uploads/2012/12/CPD-Framework-and-Standards-2014-COMPOSITE-Version.pdf>

A total of 10% of CPD submissions were selected for assessment by both random selection and focussed selection. Of this number, 89.7% met the required standard at first assessment and 99.6% met the standard after going through a remediation process. One registrant remained non-compliant after completion of remedial measures and was subsequently removed

**Figure 5 - CPD Statistics**

		2015/16	2016/17	2017/18
<b>Extenuating Circumstances Applications</b>				
	Applications submitted	140	126	145
	Applications granted	140	126	145
<b>CPD Submissions</b>				
	Records submitted	2120	2233	2320
<b>Non-compliance Actions</b>				
	Investigation letter	42	21	26
	Notice of Intention to Remove	23	14	26
	Notice of Removal	7	11	12
<b>Removal for Non-compliance</b>				
	Removals	6	8	8
<b>Portfolio Assessment</b>				
	No. in remedial measures	20	31	24
	No. compliant after completion of remedial measures	20	31	23
	Removal for non-compliance with remedial measures	-	-	1
<b>Overall Compliance</b>				
	Overall compliance with CPD process	99.7%	99.64%	99.61%

### **Assessment of the CPD Framework**

Work progressed in 2018/19 on the strategic review of the CPD Framework, first published in April 2014. The CPD Framework requires all registered pharmacists annually to produce 30 hours of CPD evidenced over a minimum of 4 cycles of learning amongst other criteria. Pre-consultation stakeholder engagement was completed in 2017/2018 and a revised draft CPD Framework was approved by Council in May 2019 for release to public consultation. The consultation has been scheduled for release in September 2019. Any necessary changes to the CPD Framework will then be approved and published by Council in early 2020 for application to the CPD processes for the year 2020-21 onwards.

## Continuing Fitness to Practise (CFtP) plans

We maintain an active involvement on the inter-regulatory Continuing Professional Practice Revalidation Working Group. Plans for pharmacists' CFtP in Northern Ireland will then be subject to public consultation and Council approval. Current plans for CFtP are being built on the platform of the revision of the 2014 CPD Framework and the evidence gained from its operation over the last 5 years, with the potential for the addition of a peer review and additional practice specific assessments. We continue to work with stakeholders to further CFtP research and develop these proposals after the introduction of any revision to the CPD Framework which is planned for June 2020.

## Objective 5

### To be an accountable organisation with effective governance and operations

The Council of the Pharmaceutical Society NI is the governing body of the organisation and is responsible for ensuring its statutory duties are met. It sets strategic objectives for the organisation and monitors the performance of the Chief Executive in line with its statutory purpose.

It holds the Chief Executive to account for organisational performance as well as ensuring that the financial affairs of the organisation are conducted properly.

Council members are appointed by DoH in accordance with the principles of the Public Appointments Process and based on the competence of the applicants.

The Council has 14 appointed members with an equal number of lay and registrant members and is led by a President.

The Council has a structure of remuneration and expenses based on attendance at meetings which is published by DoH in recruitment activity.

#### Appointment of new Council members

Council entered 2018/19 with four vacancies – three registrant and one lay. The tenure of two further Council members ended in October 2018. Council functioned for the majority of 2018/19 with only eight members, which is the minimum number permissible.

#### Figure 6 Council Members whose term ended in 2018

Professor Martin Bradley OBE	Lay Member	Term ended October 2018
Mr Gareth Peeples	Registrant Member	Term ended October 2018

DoH, which appoints Council members in accordance with the Public Appointments process and based on the competence of the applicants, opened a recruitment process for new Council members in March 2018. The DoH was unable to appoint



new members until 01 March 2019 due to the absence of a Northern Ireland Executive and Minister for Health.

The following 6 Council members were appointed from 01 March 2019<sup>13</sup>:

- Mr Jonathan Patton, Lay Member and Vice President
- Mrs Carol Moore, Lay Member
- Ms Chanel Jones, Registrant Member
- Mr Mark McCrudden, Registrant Member
- Mr Barry Mimmagh, Registrant Member
- Mrs Alison Ragg, Registrant Member

**Figure 7 - Council Members and Committee Membership as of March 2019**

Members	Membership type	Committee Membership
<b>Dr Jim Livingstone – President</b>	Lay Member	None
<b>Mr Jonathan Patton – Vice President as of 01 March 2019</b>	Lay Member	None
<b>Mr Ciaran Hunter</b>	Lay Member	• Resources Committee (Chair)
<b>Mr Mark Campbell</b>	Lay Member	• Education, Standards and Registration Committee (Chair)
<b>Ms Sandra Cooke</b>	Registered Member	• Audit and Risk Committee
<b>Ms Colleen Duffy</b>	Registered Member	• Corporate Communications Committee (Chair)
<b>Laura Murphy</b>	Registered Member	• Fitness to Practise Committee (Chair)
<b>Professor Patrick Murphy</b>	Lay Member	• Corporate Communications Committee
<b>Mr James Perry</b>	Lay Member	• Audit and Risk Committee (Chair)
<b>Mrs Carol Moore</b>	Lay Member	• Audit & Risk Committee • Fitness to Practise Committee
<b>Ms Chanel Jones</b>	Registered Member	• Education, Standards and Registration Committee • Resources Committee
<b>Mr Mark McCrudden</b>	Registered Member	• Audit & Risk Committee • Fitness to Practise Committee
<b>Mr Barry Mimmagh</b>	Registered Member	• Corporate Communications Committee • Resources Committee
<b>Mrs Alison Ragg</b>	Registered Member	• Education, Standards and Registration Committee • Resources Committee

Council met on 7 occasions in 2018/19.

<sup>13</sup> Further information including the biographies of all Council members can be found on our website: <https://www.psn.org.uk/psni/council-members-2/>

## Pharmaceutical Society NI Committees

The Pharmacy (Northern Ireland) Order 1976 and the Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012 provide for the establishment, in statute, of 2 Fitness to Practise Committees - the Scrutiny Committee and Statutory Committee.

### Non-Statutory Committees

The Council currently has 6 Non-Statutory Committees which carry out different roles to help the organisation achieve its statutory and strategic objectives.

The current non-statutory Committees of Council are:

- Education, Standards and Registration (ESR) Committee
- Fitness to Practise Committee
- Audit and Risk (A&R) Committee
- Resources Committee
- Corporate Communications Committee
- Chairs Committee<sup>14</sup> - currently non-operational

The current membership of these Non-Statutory Committees is listed in Figure 7 above.

### Governance Review

With an objective of improving organisational governance, Council launched a review of its Governance structures in 2017, engaging with an external facilitator (CIPFA) to assist in this process. Work on risk appetite, tolerance and range has been completed with workshops initiated to review and agree the most appropriate committee structures and governance arrangements for successful delivery. When Council was unexpectedly reduced to 8 members in 2018, this work was postponed to allow for the input of a full Council including new Council members. Upon appointment of new Council members in March 2019, Council agreed a new timetable and schedule for completing its Governance Review with completion now planned for early 2020.

### Internal Control Report

Council is responsible for ensuring that the organisation operates an appropriate system of risk management. The Audit and Risk Committee is responsible to Council for oversight of internal and external audits and confirming that adequate strategies are in place for the identification and management of risk.

The Audit and Risk Committee is responsible for:

- reviewing compliance with statutory instruments and appropriate financial management systems;

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<sup>14</sup> More information on Council's Committee Structure and Governance can be found on our website by following this link: <http://www.psn.org.uk/psni/governance/>

- engaging an external supplier to provide an appropriate Internal Audit service and to oversee their work for the organisation;
- overseeing the PSA Performance Review, in particular, ensuring actions arising are dealt with in a timely fashion;
- overseeing Corporate Governance requirements;
- reviewing the Risk Register and evaluating and endorsing the effectiveness of systems for assessing and managing risk including information risk;
- ensuring that any recommendations made by the internal and external auditors are properly considered by officials and appropriate action is taken in good time. Where there are concerns, having in place processes for agreeing remedial actions and timeframes with the option to escalate to Council for consideration;
- overseeing probity by developing and managing policy and procedures approved by Council; and
- receiving the Annual Accounts and Annual Report from the Resources Committee, considering external and internal audit reports and agreeing recommendations for approval to Council.

Upon completion of an audit needs and risk assessment, the Audit and Risk Committee approved a new 3-Year Internal Audit Strategy in August 2017.

### **Figure 8 - Internal Audits Completed 2018/19**

<b>Audits</b>	<b>Rating</b>
Key Financial Controls	Satisfactory Control Rating.
Data Protection – Advisory review of current policies and procedures against legislative requirements - paper based audit with no control rating	No control rating was possible as the audit involved only a document review.
Fitness to Practise	Satisfactory Control Rating.

To embed risk management at all levels of the organisation, Council has developed a Strategic Risk Register which was reviewed in 2017 to reflect the 6 objectives set out in the Corporate Strategy 2017-2022. Council has endorsed the revised Strategic Risk Register and has been assured by the internal auditors that arrangements in place are sufficient to ensure that risks are identified, mitigated and monitored.

The internal auditors have provided an overall “satisfactory” level of control for relevant internal audits carried out in 2018/19 whilst identifying recommendations for improvement in each category. The Executive team accepted all recommendations and have in place action plans to deliver the improvements which will be reported to Council via the Audit and Risk Committee.

Council currently receives performance information in several ways – regular reports against action plans arising from audits, the PSA Performance Review and information

on progress against strategy and business objectives reported at regular Council meetings.

### **Brexit**

We have continued to liaise closely with the Department of Health and Social Care in London, DoH, the Department for Business, Energy and Industrial Strategy (BEIS) and the other healthcare regulators to plan and effect the legislative and operational changes required when the UK leaves the European Union and European Economic Area.

Our resources have been focused on the recognition of professional qualifications post-Brexit including the underpinning legislative authorities.

### **Human Resources Strategy**

A revised Human Resources Strategy with a view to improving organisational resilience, efficiency and effectiveness was implemented in February 2019.

### **ICT Strategy**

Following a review, the new ICT Strategy was implemented in May 2019.

## **Objective 6**

### **To communicate effectively, be accessible and responsive**

To deliver high quality pharmacy regulation, communicating effectively, whilst being accessible and responsive is crucial.

### **Communications Strategy**

Since the development and approval of a new Communications Strategy by Council in April 2018, we have continued to build on the Strategy and deliver on Council's vision.

The Communication Strategy set out key activities to be undertaken in 2018/19 and encompassed the following areas:

- Increasing engagement
- Reaching out to pharmacists on the Register
- Engaging proactively with all stakeholders on the review of Standards and Guidance

### **Increasing engagement**

As our most important stakeholders remain the public and pharmacists in Northern Ireland, our key objective is to provide relevant and up to date information in regard to Pharmacy Regulation in Northern Ireland. We aim to ensure that the public can access the information they need about pharmacists and pharmacies and know how to make

a complaint about a pharmacist or a pharmacy should they need to. We also aim to ensure that pharmacists understand and are supported to deliver upon their regulatory obligations.

Communication activity on both social media (Facebook) and our website continued strongly in 2018/19 with over 244,000 'hits' on our website during the period. After our website's Home Page, the most visited page was 'Search the Register' with just under 15,000 unique page views. Other notable page visits included the Code of Ethics and Standards which had over 3,300 unique page visits, with an average time of 3 minutes spent on the page, whilst the CPD web page had just under 7,000 unique page visits.

In 2018, we secured a series of articles in the Northern Ireland Healthcare Review with the first article by the President of Council being published in March 2019. In taking the opportunity to speak to a wider audience, the President explored what makes a good healthcare regulator in 2019 and the challenges we face going forward. In 2019/20, a further two articles will be published.

### **Consultations and Stakeholder engagement work**

2018/19 saw the review and revision of two Standards and Guidance documents - Raising Concerns (Whistleblowing) and Guidance on Maintaining Clear Sexual Boundaries with Patients and Carers. We carried out focused stakeholder engagement exercises in completing the policy development related to this work and continued to engage with our stakeholders on other ongoing Standards Review projects.

Council carried out one public consultation in 2018/19, consulting on draft Indicative Sanctions Guidance for the Statutory Committee between 30 August to 26 October 2018.

We responded to 2 public consultations/calls for evidence:

- The Professional Standards Authority – A review of the Standards of Good Regulation.
- The Department of Health – Call for evidence in relation to the Inquiry into Hyponatremia Related Deaths, Duty of Candour Workstream.

We also submitted papers and evidence to a number of research projects.

The organisation continues to communicate and engage with all our stakeholders via our Regulatory Newsletter; face to face engagement through our policy development and consultation work and in attending meetings, seminars and conferences.

### **Improving Services**

In 2018/19, the suite of forms relating to pharmacists joining the Register and retaining their registration were revised and redesigned with a focus on improving ease of navigation for applicants and internal data processing.

In March 2019, we updated our email software for sending targeted emails to registrants, improving accessibility for recipients and our ability to assess the success

of our engagement activity. Our emails to registrants and pre-registration students have an average open rate of 67.4%.

### **Going Forward**

Alongside delivering on activities within the Communications Strategy 2017-2022, we will be reviewing our public consultation protocols, our processes for handling complaints against the organisation and our website, to ensure we are accessible, responsive and transparent.

## **6. Pharmacy Forum NI**

### **Introduction from Sheelin McKeagney**

As we come to the end of another busy and productive year, as Chair of the Pharmacy Forum NI Board, I am proud to present the Annual Report of the Pharmacy Forum NI (the Forum).

I extend my gratitude to my colleagues on the Board, the Committees and the Special Interest Groups. They continue to drive forward the work of the Forum through their energy, time, commitment and enthusiasm. They also bring a wealth of skills and expertise which is essential to ensuring that our work not only challenges the status quo but also encourages debate, delivers change and seeks to look to the future of the pharmacy profession in Northern Ireland.

This year has also been one of reflection and renewal with elections to the Pharmacy Forum Board and the departure of a long-standing Board member, Victoria Knowles. Victoria has been a tremendous asset to the Board throughout her time with us and an outstanding Chair of the Policy and Practice Committee. Both the Board and the Committee members will miss her greatly. However, she leaves us for new challenges and we wish her well for the exciting times ahead.

It is a fundamental guiding principle of the Forum that our Board must be diverse and representative of the profession. As such, it was a source of considerable pleasure to see that we had the highest number of candidates ever competing for the four available places on the Board in this year's election cycle. The twelve candidates represented a range of pharmacy backgrounds and professional interests. However, the common denominator was a desire to articulate the issues facing the profession and to deliver robust leadership as we navigate the challenges ahead. I am enormously grateful to all the candidates who stepped forward to stand for election. It was my pleasure to put my own name forward and I thank colleagues for their continued support. I was delighted to be re-elected to serve once again. I congratulate all the duly elected members and look forward to working with them as we continue to take forward the strategic objectives of the Forum.

To this end, I would wish to acknowledge the work of the staff team of the Pharmacy Forum NI who have continued their drive to implement and deliver the Forum's Objectives in the second year of the three-year Corporate Plan. The team were joined this year by Sharon Bell as the new Pharmacy Forum and PASS Co-ordinator and we wish her every success in her new role.

The Forum remains an active and engaged member of the Rebalancing Medicines Legislation & Pharmacy Regulation Programme Board. As you are aware, as a direct result of the focused and concerted work of the Programme Board, since 16 April 2018, pharmacists in Northern Ireland are now able to make use of the new defences in the event of inadvertent preparation and dispensing errors in registered pharmacies. We

firmly believe that this represents an opportunity for the profession to take up the challenge of encouraging and fully embracing error reporting and a learning culture. To this end, the Forum has joined with fellow stakeholders in a Department of Health initiative, the Medicines Safety Taskforce, which is one of the strands which will help to push forward this agenda. As part of this work, the Forum was involved in the development and launch, in April 2019, of the UK wide Community Pharmacy Patient Safety Group survey for community pharmacy teams. The baseline survey was anonymous and was designed to capture honest opinion on the current patient safety incident reporting and learning processes in place in community pharmacies. We await the data analysis and look forward to seeing how this vital information will inform future improvements.

We will also continue to work to ensure that the new legislative provisions are extended to hospital pharmacists at the earliest possible opportunity. Legislation is currently awaiting passage through Parliament. The year ahead will see development of the themes around supervision and what that means for the profession. We are already working with the Royal Pharmaceutical Society and the Association of Pharmacy Technicians UK in a joint venture to gather the views of the profession to present to the Programme Board.

The Forum also continues to be a committed member of the MHRA Valproate Stakeholder Network. We were delighted to be involved in the launch of a joint Valproate Safety resource in the summer of 2018 and we have continued to promote this valuable work in year.

As part of our ongoing remit in respect of improving pharmacy best practice, we developed guidance in year on Children Collecting Medicines from a Pharmacy. The document will be published in June 2019 and will subsequently be available to download from the Forum website.

Always a highlight of any year, was the Forum's Rewarding Excellence Event which was held at Belfast City Hall on 15 November 2018. On a thoroughly enjoyable evening, which showcased outstanding achievement in the profession, three new Fellows were conferred - Cora Sonner, Professor Carmel Hughes and Loretto McManus. This is the highest honour which can be awarded to our colleagues and fully reflects the remarkable careers of the honourees.

The Forum continues to work to enhance our external communications activities. This year saw the launch of our new website which we hope will provide an easily navigated venue to keep colleagues and stakeholders informed of the Forum's work and the range of services provided by the Pharmacists' Advice and Support Service (PASS).

Finally, as Chair of the Forum, I was delighted to have the opportunity to travel to Edinburgh, with the Forum Manager in March 2019, to take part in the inaugural meeting of the Celtic Conference for Pharmacy. The event brought together pharmacists from Scotland, Wales and Northern Ireland to share best practice across



the profession. We received a warm welcome from our hosts and enjoyed an engaging programme of talks and seminars which afforded an excellent opportunity for learning and engagement. Wales will be hosts in 2020 with the event coming to Northern Ireland in 2021. We look forward to having the opportunity to welcome colleagues from Scotland and Wales to our shores in two years' time.

We are justly proud of the outstanding levels of professionalism, innovation and commitment which our colleagues display every day, as they form an integral component of multi-professional healthcare teams and deliver vital pharmacy services across all settings. It remains, however, a continuing source of disappointment and concern that we have yet to see the resumption of the Northern Ireland Assembly. As healthcare professionals, we continue to experience the adverse consequences of the continued absence of cross party, political leadership. It is vital that the political, social and economic context exists, within which we can fully embrace opportunities for improvement and meet the challenges which lie ahead. The priority must be to ensure that the people of Northern Ireland have the very highest standards of health and social care provision and to address healthcare inequalities here. It is also essential that we are fully prepared to ensure the efficient continuity of pharmacy service provision and resources, post-Brexit.

We remain acutely aware of the pressures impacting upon pharmacy in Northern Ireland. The Forum wants to see the implementation of a community pharmacy contract and we are concerned about the increasing strain on the pharmacy workforce in Northern Ireland. We are fully committed to working with the Department of Health and other key stakeholders to implement robust pharmacy workforce planning to ensure viability and sustainability in the years to come. We will continue to engage, on a wide range of issues, to represent members interests and to advocate for the profession at the very highest levels of decision-making.

As the medicines experts, pharmacists remain at the forefront of delivering excellence and innovation in healthcare. There is considerable pride in a profession which rises to the challenges before it and evolves to meet those challenges. The Forum will continue to advocate for an operational environment equal to current need and to the future shape of service delivery in Northern Ireland.



**Sheelin McKeagney, Chair of the Pharmacy Forum NI Board**

# Pharmacy Forum NI

## About Us

The Pharmacy Forum NI is the professional leadership body for all pharmacists in Northern Ireland, representing all areas of pharmacy practice, including hospital and community settings. We operate as an arms-length body under the legislative remit of the Pharmaceutical Society NI. Our role is to lead, promote and support the pharmacy profession to deliver improved outcomes for patients. Forum members are pharmacists registered to practise by the Pharmaceutical Society NI.

The Pharmacy Forum NI Board consists of elected members, representatives from other pharmacy organisations and those co-opted for their skills and expertise. The Board met 6 times this year.

**Figure 1 – Pharmacy Forum Board**

<b>Elected Members</b>			
Sheelin Chair	McKeagney,	Victoria Knowles	Raymond Anderson
Karen Briers		Philip Boyle	Anne McAlister
Dr Kate McClelland			
<b>Representative Members</b>			
Suzanne Cassells–Guild of Healthcare Pharmacists	David McCrea - Community Pharmacy NI		Peter Wright - Ulster Chemists Association
Linden Ashfield - Co-opted Member Katie Blair – Co-opted Member	Prof. Kathy Burnett Co-opted Member		Jonathan Clarke – Newly Qualified Member Non- voting

## Pharmacy Forum Committees

**Figure 2 - Education and Training Committee**

Prof. Kathy Burnett, Chair	Raymond Anderson	Maura Corry
Dr Glenda Flemming	Prof. Lezley-Anne Hanna	Roberta Tasker
Lesley Edgar	Stephen Curran	Hilary McKee
Roisin O'Hare	Dr Mary Carmel Kearney – Newly Qualified Member	

### Figure 3 - Policy and Practice Committee

Victoria Knowles, Chair	Catherine Devlin	Anna Fay
Anne McAllister	Mairead McGrattan	Sheelin McKeagney
Leon O'Hagan	Carole Parsons	Peter Wright

## Pharmacy Forum Activity Report

The Forum has continued to champion the profession and its fundamental role in delivering high quality, safe and effective patient-centred care in a challenging environment. We remain committed to canvassing and representing the views of Northern Ireland pharmacists on the issues that matter to them and delivering against our strategic objectives. They are as follows:

- Improving pharmacy best practice and medicine optimisation
- Ensuring accessibility to high quality, patient-centred care
- Promoting the role of pharmacists and assisting them to maximise their career potential
- Ensuring their voices are heard
- Supporting pharmacists and their families in times of need through the Pharmacists' Advice and Support Service (PASS)

Our pledge to pharmacists is that we will remain a responsive and engaged leadership body. We will continue to articulate the interests of pharmacists at the very highest levels of decision-making and ensure that pharmacy is recognised as an essential, innovative profession which maintains and enhances its reputation for delivering the very highest standards of patient care.

## Leadership

### *The Pharmacy Forum NI Board Election 2019*

Voting closed on 26 April in the 2019 Pharmacy Forum Board Election. Under the slogan, "Make A Difference. Be The Difference", we had an outstanding response to the call for candidates, with twelve high calibre individuals putting their names forward for the four available places in this election cycle. Representing the diversity of the profession, each candidate articulated their own vision and aspirations for pharmacy in Northern Ireland. Enthusiasm from colleagues was high and was reflected in robust member engagement with the Forum's social media campaign. This resulted in more than double the number of voters participating in this cycle compared to the 2017 election process. We also saw a 30% increase in the overall number of votes cast. Following a competitive process, the Forum was delighted to announce that following

the independent collation and verification of the votes cast, four candidates have been duly elected to the Pharmacy Forum NI Board. They are as follows:

- Anne McAlister
- Sheelin McKeagney
- Glynis McMurtry
- Eamon O'Donnell

We congratulate the newly elected Board Members. Their election will be formally constituted at the June 2019 Board Meeting. We extend our gratitude to all the excellent candidates who took part in the process.

#### *Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board*

Alongside other key stakeholders UK wide, the Pharmacy Forum NI has continued to be an active participant on the Rebalancing Medicines Legislation and Pharmacy Regulation Programme. The programme of work has continued this year. The work is focused on improving pharmacy services for patients and the public and reducing and removing barriers to the development of pharmacy practice and new pharmacy services. It is vital to enable the transformation of pharmacy services and to assist the future development of pharmacists' roles.

A key result of this work was the removal of the threat of criminal prosecution as part of wider changes for rebalancing between professional regulation and criminal law. Since 16 April 2018, registered pharmacy professionals in England, Scotland, Wales and Northern Ireland have been able to make use of new defences in the event of inadvertent preparation and dispensing errors in registered pharmacies. The Board has continued to build on this work. The Forum responded to the consultation, which took place in June 2018, on the draft Order in respect of Pharmacy (Preparation and Dispensing, Hospitals and Other Pharmacy Services) and the draft Pharmacy (Responsible Pharmacists, Superintendents Pharmacists etc.) Order. Following the outcome of the consultation and recommendations submitted for ministerial approval by the Programme Board, the legislation is now awaiting passage through Parliament at Westminster. It has been delayed as a result of the ongoing Parliamentary processes. The Forum will continue to monitor its progress.

As the programme of work continues and we move to address the issue of supervision, the Forum is working with key stakeholders including the RPS and APTUK to ensure that the views of the pharmacy profession are properly represented and considered.

#### *Pharmacy Workforce Planning*

The Forum has been working closely with DoH, the Acting Chief Pharmaceutical Officer and key pharmacy stakeholders to address workforce planning in Northern Ireland. A meeting of stakeholders was held in May 2019 to explore options to address short to medium term resourcing and longer-term workforce sustainability. It is

anticipated that this work and the initiatives arising from it will develop further in the coming year.

### *Community Pharmacy Patient Safety Group Survey*

The Forum firmly believes that the new legislative environment with respect to de-criminalisation of inadvertent preparation and dispensing errors represents an opportunity for the profession to take up the challenge of encouraging and fully embracing error reporting and learning culture. To this end, the Forum has joined with fellow stakeholders in a Department of Health initiative - The Medicines Safety Taskforce - which will be one of the strands which will help to push forward this agenda. This year, the Forum was involved in the development and launch of the UK wide Community Pharmacy Patient Safety Group Survey for community pharmacy teams. The survey was open until 10 May 2019. It was anonymous and designed to capture honest opinions on current patient safety incident reporting and learning processes currently in place in community pharmacies. It is intended that the survey will establish a baseline and gather insights on this important issue with a view to driving future improvements. We currently await analysis of the resulting data.

Additionally, the Forum has been an actively involved in helping the Department of Health to shape Northern Ireland's response to the World Health Organisation's (WHO) 3<sup>rd</sup> Global Patient Safety Challenge, "Medication Without Harm". A multi-professional symposium was held at Mossley Mill on 29 November 2018 to discuss current practices in medicines safety and explore options for learning and improvement. Building on these discussions, in August 2019, the Forum will be hosting a workshop on behalf of the Department of Health to canvas the views of community and general practice-based pharmacists on Northern Ireland's response to the WHO Challenge.

### *Strategy Implementation*

2018/19 saw the second year of implementation for the Forum's three-year Corporate Plan (2017-2020). The plan takes an outcomes-based approach focused on objectives which are based on how our work will make a difference for pharmacists, pharmacy, patients and other stakeholders. Our guiding principles, which underpin our work towards our strategic outcomes, will be underpinned by the need to be patient centred, outcome focused, professional and collaborative. Activity will be prioritised under five key work strands:

- **Leadership** – Locally active, nationally minded and internationally benchmarked: an influential voice and trusted source of information as well as an effective advocate for pharmacists, pharmacy practice and improved outcomes.
- **Excellence** – Recognising and sharing excellence within the profession; highlighting and benchmarking best practice for our stakeholders and the public.

- **Development** – Enabling the development of pharmacists in their practice and empowering them to reach their potential as healthcare professionals.
- **Technology** – Enabling efficiency and improvement in the safety and quality of patient care through supporting the culture change required for the introduction of new technologies
- **Support** – Providing help in times of need, through the Pharmacists Advice and Support Service (PASS), for pharmacists, pre-registration trainees, ex-pharmacists and their dependents.

The Corporate Plan is supported by a work plan which details activity under each of the key work strands and the supporting strategies. Progress continues to be monitored by the Board of the Pharmacy Forum NI and communicated bi-annually to the members through the Forum website and through the production of an Annual Report. The Corporate Plan can be viewed on the Forum website at: <https://www.pfni.org.uk/wp-content/uploads/2019/03/PFNI-Corporate-Strategy.pdf>

### *Policy & Consultations*

In 2018/19, the Forum responded to a number of consultations from major stakeholders reflecting the views of pharmacists on a number of key issues impacting on the pharmacy profession. The Department of Health’s consultations on the Falsified Medicines Directive, Rebalancing Medicines Legislation and Pharmacy Regulations, MHRA EU Exit No-Deal Contingency Legislation for the Regulation of Medicines and Medical Devices, The NI Affairs Committee inquiry on Implications of the EU Withdrawal Agreement and the Backstop for Northern Ireland, the Pharmaceutical Society for NI’s consultations of the Review of Standards and Guidance on Whistleblowing and Maintaining Clear Sexual Boundaries with People Receiving Care GPhC’s consultations on Education and Training Standards for Independent Prescribers and on Initial Education and Training Standards for Pharmacists.

All consultation responses are available on the website: [www.pfni.org.uk/making-a-difference/policy/responses/](http://www.pfni.org.uk/making-a-difference/policy/responses/)

## **Excellence**

### *Rewarding Excellence Event*

The Forum was delighted to host the Rewarding Excellence Event at Belfast City Hall on 15 November 2018. Being awarded a Fellow of the Pharmaceutical Society of NI is one of the highest honours that can be bestowed upon our members. It is an honour which recognises individuals who have attained distinction in a particular aspect or aspects of their pharmacy career. This year, the Fellowship Panel approved three nominations for Fellowship. They were awarded to the following:

- Cora Sonner

- Professor Carmel Hughes
- Loretto McManus

Undergraduate Gold Medals were awarded to the overall top students in Final Year Pharmacy in the 2017-18 academic year. They were:

- Grainne Kelly – Queen’s University Belfast
- Mark Rea – University of Ulster

Additionally, the Ronnie McMullan Prize was awarded to the trainee with the highest mark in the Pre-Registration Exam. The 2017 winner was Jane Cunningham and the 2018 winner was Rachel McDonald. The prize awarded was registration at the annual All Ireland Conference. Overall, the evening represented a perfect opportunity to reflect on careers of excellence and achievement and to look to the future promise of the next generation of pharmacists. We congratulate the Fellows and all the award recipients.

### *Professional Guidance*

The Pharmacy Forum NI was pleased to announce the publication, in May 2019, of guidance on Children Collecting Medicines from a Pharmacy. The document outlines key factors for consideration by pharmacists if there is uncertainty about whether or not to supply the dispensed medications. Hard copies of the guidance will be available from June 2019 with an electronic version available to download from the Forum website from July 2019.

### *NI Professional Bodies Joint Statement on the Misuse of Controlled Drugs*

On 5 June 2018, the Pharmacy Forum NI joined with the Controlled Drugs Local Intelligence Network, the Association of Pharmacy Technicians (UK), the British Medical Association (NI), the Royal College of Nurses and the Royal College of Midwives to issue a joint statement on the misuse of Controlled Drugs by healthcare professionals. In acknowledging that healthcare workers have been involved in the theft and/or unlawful possession and use of Controlled Drugs, the statement sets out the duties and requirements of organisations where a diversion, theft and/or a breach of Controlled Drugs legislation is suspected. It also recognises the need for health and social care staff to be able access to access counselling and support through their employer or professional body in the event of them experiencing mental health issues, the misuse of substances and/or addiction. A copy of the statement can be found on the Forum’s website at: [www.pfni.org.uk](http://www.pfni.org.uk)

### *Stakeholder Engagement Event*

The Pharmacy Forum NI hosted a support services engagement evening, “Knowledge, Support, Referral”, on Thursday 16 May 2019. Organised by the Forum’s Education and Research Committee, the event was designed to afford an opportunity for pharmacists to engage with and learn from key support groups and organisations

in Northern Ireland. The aim was to help pharmacists identify need, find out more about the range of services on offer and assist with onward referral where required. We were delighted to be joined by our guest speakers from Northern Ireland Chest, Heart & Stroke (NICHHS), Pancreatic Cancer Action, Belfast Health & Social Care Trust and the Community Development & Health Network (CDHN) who provided an information stand. The event was well received by members with 100% of respondents rating the event as “very good” and relevant to their professional practice. Further details about the event and the projects discussed can be found on the Forum website at: [www.pfni.org.uk/forum-hosts-engagement-evening/](http://www.pfni.org.uk/forum-hosts-engagement-evening/)

### *Celtic Conference*

The Chair and Manager of the Pharmacy Forum travelled to Edinburgh to attend the first Celtic Conference for Pharmacy. Held at the Edinburgh International Conference Centre (EICC) on Tuesday 26 March 2019, the event is delivered in partnership with the Royal Pharmaceutical Society of Scotland and is supported by the United Kingdom Clinical Pharmacy Association and the Medicines Optimisation and Innovation Centre (MOIC). The conference will subsequently be held in Cardiff in 2020 and Belfast in 2021. The event was designed to bring together pharmacists and pharmacy technicians from all sectors of the profession in Scotland, Wales and Northern Ireland, to hear about the latest developments in pharmacy services across the three countries as well as debating and influencing the direction of travel.

The programme was created by utilising the services of senior pharmacists in each of the Celtic Nations. Northern Ireland was represented on the Steering Group by Acting Chief Pharmaceutical Officer, Cathy Harrison, Deputy Director of the Medicines Optimisation Innovation Centre (MOIC) and Training, Service Development and Research Pharmacist with the Northern Health and Social Care Trust, Dr Glenda Fleming, and the Head of Pharmacy and Medicines Management at Altnagelvin Hospital, Anne Friel.

## **Development**

### *Continuing Professional Development*

The Pharmacy Forum NI has continued to support the profession to meet its regulatory obligations to annually submit a CPD portfolio. The team of peer led facilitators has delivered a range of different CPD facilitation training opportunities and support services including:

- “One to One”, individual facilitation sessions;
- Online resources including a video presentation.

### *Pre-Registration Calculations Training*



Three courses were held during the months of March and April 2019 with 92 students attending. Feedback from those attending was very positive with all respondents stating that event met their expectations, 78% rating the value of the course as “very good” and 22% rating it as “good”.

### *Interest Groups*

The Pharmacy Forum NI has continued to encourage the development of Interest Groups focused on key areas. This year saw initial discussions to develop a newly qualified pharmacists’ group. We look forward to this work coming to fruition in the year ahead.

The newly qualified pharmacists’ group will join our existing Interest Groups, the Northern Ireland Pharmacists working with Older People Special Interest Group (NIPOP) and the General Practice Pharmacists in NI Special Interest Group (GPPNI). NIPOP is responsible for establishing draft guidance, key questions and proposed working practices for the Northern Ireland initiative for Pharmacists with a Special Interest in Older People. They have continued to deliver against their remit this year, hosting a series of Peer Support events across Northern Ireland designed to encourage learning through case review and the sharing of best practice.

The GPPNI held training events for pharmacy professionals in the spring and summer of 2018 on Inhaler techniques and the effective use of these devices.

## **Technology**

### *Website Launch*

In March 2018, the Forum launched our new look website. It is designed to be more accessible, with additional functionality and improved navigation, which we hope will allow for greatly improved accessibility and a more enjoyable user experience. Visit the site at: [www.pfni.org.uk](http://www.pfni.org.uk)

### *E-Newsletter*

During 2018-19, the Forum issued 18 Newsletters and Newsletter specials, covering a wide range of topics from Rebalancing Medicines Legislation and Pharmacy to funding opportunities, with regular updates on current policy consultations, CPD and upcoming events, the activities of key pharmacy stakeholders in the UK, Republic of Ireland, Europe and beyond, as well as conferences and seminars. They are designed to help the profession stay informed and learn more about the work of their leadership body.

### *Social Media*

The Forum’s social media presence has continued to grow in year. This has enabled the organisation to promote our work and activities including the Board Elections,

network online with key stakeholders and partner organisations and to participate in a number of national and international awareness campaigns. We are also active participants in the annual #Pharmacy24 campaign, raising awareness of the work of pharmacists around the world. We will continue in the coming year to explore ways to enhance our online presence and maximise the potential of our social media engagement. Follow the Pharmacy Forum @PharmForumNI

### *NICVA Media Connect*

On 5 February 2019 the Forum's Policy Advisor attended the launch of the NICVA Media Connect Website at BBC Broadcasting House, Belfast. The site is designed to enable journalists and the media to easily and quickly connect with a range of organisations and sectoral interests. This resulted in a live interview on BBC Radio Ulster to discuss the scheduling of Pregabalin and Gabapentin. Both the Forum and the Pharmacists' Advice and Support Service (PASS) are represented. This will link directly to the Forum's ongoing media engagement activities.

## **Support**

PASS provides a range of free and confidential services for pharmacists, former pharmacists and their dependants.



PASS is a registered charity with the Charities Commission NI and is a registered charity with the Charity Commission for Northern Ireland.

Here are just some of the services on offer through PASS:



All services are impartial, free and completely confidential.

During 2018/19, PASS continued its work across a range of functions including providing grants of £7,715, the provision of 42 face to face counselling sessions, multiple telephony counselling sessions for individuals as well as general signposting. PASS also ran a pre-retirement course for pharmacists in the summer of 2018.

We have noted a significant increase in the use of PASS counselling services this year provided by our partner Inspire. While this may be the result of pro-active awareness raising, we are also cognisant of the context within which the profession is operating at present. PASS will continue to monitor all our services closely to identify and seek to address areas of specific emerging need.

PASS has maintained a programme of pro-active engagement with stakeholders and was represented at several events throughout the sector. We placed a particular focus on pre-registration training events to raise awareness for those entering the profession. PASS regularly communicates with all registered pharmacists in Northern Ireland through e-newsletters, presence at sector related events, social media posts and mail shots. For example, during the reporting period, PASS sent a mailshot to all registered Pharmacy premises in Northern Ireland containing information and posters for display in staff areas.

We will continue to work to raise awareness of the support and range of services available for pharmacists, their families and dependants. Information on the full range of services and how to access them can also be found on our web page at: <https://www.pfni.org.uk/pass/how-we-can-help/>

Following on from a PASS membership survey carried out in 2017/18 which found that 22.7% of respondents considered themselves to have caring responsibilities, PASS was delighted to announce a new partnership with Carers NI this year. As part of the new partnership arrangements, members can access the Carers NI Advice and Information Service as well as specialist workshop events.

We would also like to extend our thanks, on behalf of those who have benefitted from PASS services, to everyone who already donates. As a charity, it is vital that we can continue to offer a range of services and financial support received from pharmacists, ensures that we can continue to do so. We urge you to please consider donating. You can do so online at: <https://www.pfni.org.uk/pass/donate/>

Finally, we welcomed the arrival of a new PASS Co-ordinator, Sharon Bell this year. We wish her every success.

If you have any comments or suggestions about the future development of the service, or if you feel that you or your family may wish to avail of any of the services offered through PASS, please contact us during business hours by telephone: (028) 90329553 or by email: [pass@psni.org.uk](mailto:pass@psni.org.uk)

## **7. Financial Statements**

**for the year ended 31 May 2019**

# Financial Statement for the year ended 31 May 2019

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## Foreword Chair of Resources

By Ciaran Hunter, Chair of Resources

### Review of Business Activities

During 2018/19, we have once again managed within the fee structure that has been in place with only one increase since 2009. Our planned use of reserves for projects has been further delayed by legislative issues - in particular around the Rebalancing Board work and legislative reform generally. However, we have been able to use reserves this year effectively to generate future savings in ICT. We also have further plans as set out in our ICT strategy for next year to use reserves to generate savings through the automated pre-registration regime.

Council approved a three-year Financial Strategy in 2018-19 to ensure financial viability and support development through effective operation of the Pharmaceutical Society NI finances. The strategy will support and lead activities which improve effectiveness, reduce costs and minimise the fee burden on registrants.

### Financial Strategy Mission

*To support & lead activities which improve effectiveness, reduce costs and minimise the burden on registrants.*

*To ensure the provision of timely, accurate and relevant financial information to allow decision making by SMT & Council.*

*To ensure there are in place systems and processes to monitor legal & FTP pipeline costs and strategies to deal with costs arising.*

*To have in place processes to ensure the proper management of the investment portfolio.*

### Income Overview

In 2018/19, our total income increased on the previous financial year by £47k to £1,260k (2018: £1,213k). The key sources of income are comprised of:

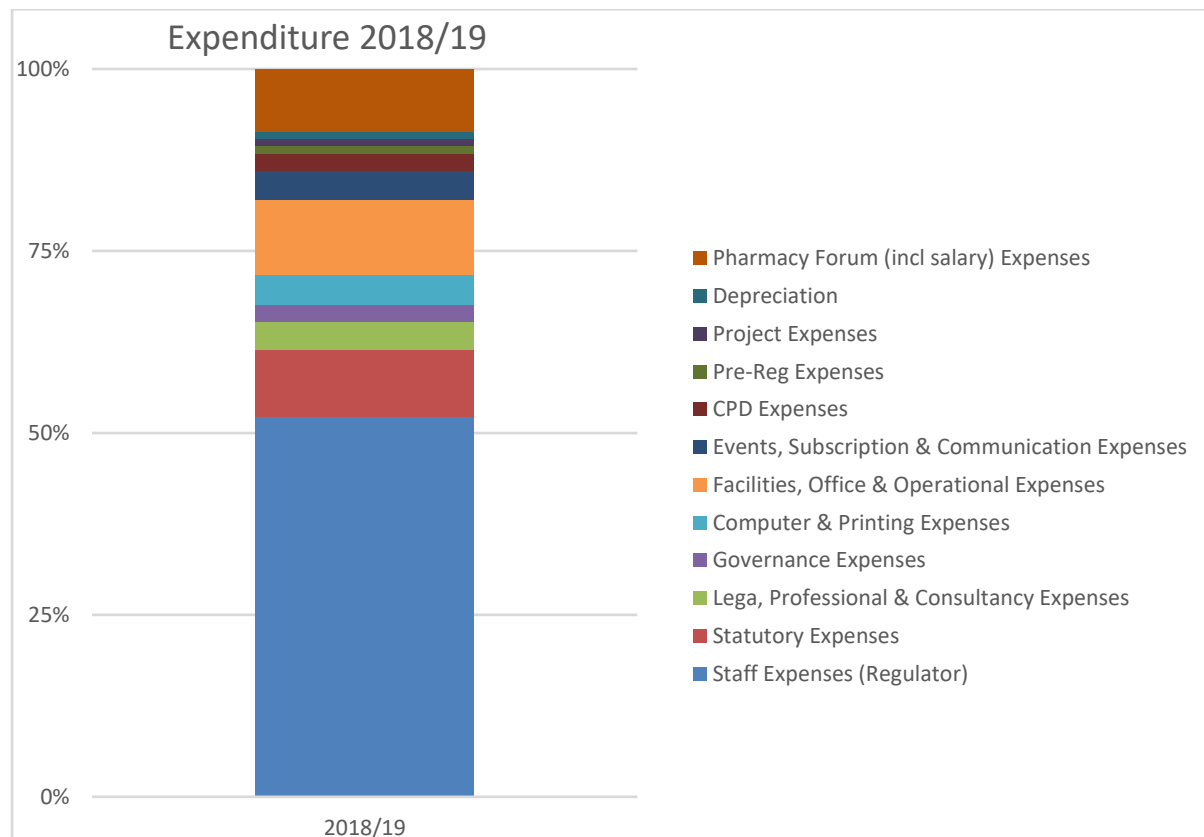
Key Sources of Income	2018/19 £'000	2017/18 £'000	Variance £'000
Retention Fees	937	908	+29
Premises License Fees	87	87	0
Registration Fees	133	129	+4
<b>Total</b>	<b>1,157</b>	<b>1,124</b>	<b>+33</b>

*The above makes up 92% of our total income*

Actual income was broadly in line with budget expectations which included accurate assumptions on numbers retained and joining the Register. We have recently seen an increase year on year in those remaining on the Register and also an increase in those joining from other Registers.

## Expenditure Overview

In 2018/19, our total expenditure increased by £23k on the previous financial year to £1,153k (2018: £1,130k)



Historically, the largest expenditure elements are staff costs (including pensions), Statutory Committee Expenses, Office Expenses, Facilities & Operational expenses and Governance costs. Together, these represent 80% of the total operational expenditure in 2018/19 (2018: 81%).

Staff costs rose from £635k to £650k an increase of £15k on prior year. The rise is mainly due to the cost of temporary staff to cover maternity leave and minor annual adjustments to salary. Statutory Committee Expenses have slightly reduced as a result of fewer in-year cases. While the Pharmaceutical Society NI continues to focus on reducing costs associated with each case, based on our current predictions, caseload costs are expected to increase in the coming year.

Facilities, Office, Operational and Governance expenses are broadly in line with the previous year with reductions in Governance due to vacancies on Council. We do,

however, expect Governance expenses to rise in 2019/20 as a consequence of all Council positions being filled. We estimate this expense will be in line with our £42k budget. Depreciation on fixed assets decreased from £22k (2017/18) to £12k (2018/19), attributed to a significant IT asset, with a prior year charge of £11k being fully depreciated at 31 May 2018. CPD Expenses increased from £14k (2017/18) to £27k (2018/19), the variance of £13k mostly relates to a major review of the CPD Framework which was carried out in 2018/2019, this resulted in draft proposals for an amended CPD Framework being approved for consultation in 2019/2020. Additionally, as part of quality control measures, including those linked CPD assessors, an exercise was carried out to ensure consistency and provide assurance to Council on the robustness of the CPD process.

### **Balance Sheet Overview**

Due to the overall surplus in 2018/19, the reserves have risen by £89k.

While the Pharmaceutical Society NI remains on 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 potential significant costs arising from Fitness to Practise and to deal with any unexpected variations arising from external events. Additionally, reserves are being carried over year on year due to the inability to progress some projects which require legislative provision.



**Ciaran Hunter**  
**Chair of Resources**



## **Council, Executive and Professional Advisors**

President

Dr. Jim Livingstone

Council

Full list of Council members referenced on page 23

Chair of Resource

Ciaran Hunter

Chief Executive

Trevor Patterson

Auditors

KPMG  
The Soloist Building  
1 Lanyon Place  
Belfast  
BT1 3LP

Principle Bankers

Bank of Ireland  
University Road  
Belfast  
BT7 1ND

Legal Advisors

Cleaver Fulton Rankin  
50 Bedford Street  
Belfast  
BT2 7FW

## Statement of responsibilities of the Council

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

Article 4C of the Pharmacy (Northern Ireland) Order 1976 requires the Council to prepare financial statements for each financial year in such form as the Department of Health (the 'Department') may determine. To date, no determination has been issued by the Department. The Council has elected to prepare the financial statements in accordance with the basis of preparation and accounting policies set out in note 1 which it has determined are appropriate to the Society's circumstances having regard to current requirements of accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 *The Financial Reporting Standard Applicable in the UK and Ireland*.

In preparing these financial statements, the Council has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent; and
- prepared 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 are sufficient to show and explain the Society's transactions.

The Council is also responsible for preparing the Annual Report in accordance with Article 4D of the Pharmacy (Northern Ireland) Order 1976 and the regulations made under it.

The Council has general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Society and to prevent and detect 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 UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. By Order of the Council.



JIM LIVINGSTONE  
PRESIDENT



TREVOR PATTERSON  
CHIEF EXECUTIVE

**19 September 2019**

# **Independent Auditor's Report to the Council of the Pharmaceutical Society of Northern Ireland**

## **1 Report on the audit of the financial statements**

### ***Opinion***

We have audited the financial statements of the Pharmaceutical Society of Northern Ireland ('the Society') for the year ended 31 May 2019 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Cash Flow Statement, the Statement of Changes in Equity and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the accounting policies set out in note 1 of the financial statements.

In our opinion, the accompanying financial statements:

- have been properly prepared, in all material aspects in accordance with the basis of preparation and accounting policies set out in note 1 of the financial statements; and
- have been properly prepared in accordance with the Pharmacy (Northern Ireland) Order 1976 and the regulations made under it.

### ***Basis for opinion***

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with ethical requirements that are relevant to our audit of financial statements in the UK, including the Financial Reporting Council (FRC)'s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***We have nothing to report on going concern***

The Council has prepared the financial statements on the going concern basis as they do not intend to liquidate the Society or to cease its operations, and as they have concluded that the Society's financial position means that this is realistic. They have also concluded that there are no material uncertainties that could have cast significant doubt over its ability to continue as a going concern for at least a year from the date of approval of the financial statements ("the going concern period").

# **Independent Auditor's Report to the Council of the Pharmaceutical Society of Northern Ireland (continued)**

## **1 Report on the audit of the financial statements (continued)**

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least a year from the date of approval of the financial statements. We have nothing to report in these respects.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Society will continue in operation.

### ***Other information***

The Council is responsible for the other information accompanying the Annual Report together with the financial statements. The other information comprises the information included in the Chair of Resources Foreword and the Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express any form of assurance conclusion on that information.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statement audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work, we have not identified material misstatements in the other information.

## **2 Respective responsibilities and restrictions on use**

### ***Responsibilities of the Council for the financial statements***

As explained more fully in the Statement of Responsibilities of the Council set out on page 48, the council is responsible for the preparation of the financial statements in accordance with the basis of preparation as set out in note 1 to the financial statements; and otherwise comply with The Pharmacy (Northern Ireland) Order 1976 and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Independent Auditor's Report to the Council of the Pharmaceutical Society of Northern Ireland (continued)**

### **2 Respective responsibilities and restrictions on use (continued)**

In preparing the financial statements, the Council is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the council either intends to liquidate the society or to cease operations, or have no realistic alternative but to do so.

#### ***Auditor's responsibilities for the audit of the financial statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities)

#### ***The purpose of our audit work and to whom we owe our responsibilities***

Our report is made solely to the Society's Council, as a body, in accordance with Section 4(C) of the Pharmacy (Northern Ireland) Order 1976. Our audit work has been undertaken so that we might state to the Society's Council those matters we are required to state to them in an auditor's 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 its Council, as a body, for our audit work, for this report, or for the opinions we have formed.



**John Poole (Senior Statutory Auditor)**  
**for and on behalf of KPMG, Statutory Auditor**  
***Chartered Accountants***  
**The Soloist Building,**  
**1 Lanyon Place,**  
**Belfast**  
**BT1 3LP**  
**19 September 2019**

# The Pharmaceutical Society of Northern Ireland

## Statement of Comprehensive Income for the year ended 31 May 2019

	Notes	2019 £	2018 £
<b>INCOME</b>			
Retention Fees		936,892	907,838
Licenses		86,606	86,748
Registration Fees		133,186	129,365
Tutors Course & Calculations Fees		23,193	19,425
Interest		3,226	2,474
Miscellaneous		20,521	10,338
Examinations		29,145	29,145
Dividends		26,872	27,357
		<u>1,259,641</u>	<u>1,212,690</u>
<b>EXPENDITURE</b>			
Computer & Photocopier Expenses		48,250	44,578
Salaries and National & Medical Insurance		650,432	634,570
Pension		32,491	31,467
Office Expenses		53,321	55,179
Events, Travel & Subsistence		34,733	29,146
Legal, Professional & Other Consultancy Expenses		44,580	42,725
Statutory Committee Expenses		105,690	110,276
Pharmacy Forum Events, CPA subs & Discretionary Expenses		18,182	13,618
Subscriptions		9,533	6,966
Facilities and Operational Expenses		58,436	55,706
Depreciation		12,008	21,624
Recruitment		6,000	8,956
Communications		2,772	2,322
CPD Process		26,532	13,795
Pre-registration Administration		12,575	15,192
Governance Expenses		26,145	26,475
Project Expenses		11,422	17,504
		<u>1,153,102</u>	<u>1,130,099</u>
<b>OPERATING SURPLUS</b>		<b>106,539</b>	<b>82,591</b>
(Loss)/Gain on revaluation of investments	5	<u>(21,504)</u>	<u>38,676</u>
<b>GAIN BEFORE TAX</b>		<b>85,035</b>	<b>121,267</b>
Taxation	3	<u>3,040</u>	<u>(7,228)</u>
<b>SURPLUS FOR THE YEAR</b>		<b>88,075</b>	<b>114,039</b>
<b>OTHER COMPREHENSIVE INCOME</b>		<b>1,030</b>	<b>1,030</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b><u>89,105</u></b>	<b><u>115,069</u></b>

The notes on pages 56-63 form part of these financial statements.

# The Pharmaceutical Society of Northern Ireland

## Balance Sheet for year ended 31 May 2019

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible Assets	4	33,778	33,404
Investments	5	885,019	914,002
		<u>918,797</u>	<u>947,406</u>
<b>CURRENT ASSETS</b>			
Debtors	6	351,584	467,600
Bank deposits		501,378	300,446
Cash in bank and on hand		896,364	936,408
		<u>1,749,326</u>	<u>1,704,454</u>
<b>CURRENT LIABILITIES</b>			
Creditors and accrued expenses	7	(1,103,310)	(1,168,193)
		<u>646,016</u>	<u>536,261</u>
<b>NET CURRENT ASSETS</b>			
		<u>1,564,813</u>	<u>1,483,667</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
<b>PROVISIONS</b>			
Deferred tax liability	8	(39,911)	(43,558)
Pension obligations	9	(84,290)	(87,572)
		<u>1,440,612</u>	<u>1,352,537</u>
<b>NET ASSETS</b>			
<b>SOURCE OF FUNDS</b>			
Income and expenditure account		1,434,387	1,345,282
Premises renovation grant		6,225	7,255
		<u>1,440,612</u>	<u>1,352,537</u>

The financial statements were authorised for issue on 19 September 2019 and signed on behalf of the Council by:



**JIM LIVINGSTONE (PRESIDENT)**



**TREVOR PATTERSON (CHIEF EXECUTIVE)**

The notes on pages 56-63 form part of these financial statements.

# The Pharmaceutical Society of Northern Ireland

## Cash Flow Statement for year ended 31 May 2019

<i>Note</i>	<b>2019</b> £	2018 £
<b>Cash flows from operating activities</b>		
Surplus for the year	<b>88,075</b>	114,039
<i>Adjustments for:</i>		
Depreciation	<b>12,008</b>	21,624
Interest receivable	<b>(3,226)</b>	(2,474)
Dividends received	<b>(26,872)</b>	(27,357)
Loss/(gain) on revaluation of investments	<b>21,504</b>	(38,676)
Taxation	<b>(3,040)</b>	7,228
	<b>88,449</b>	74,384
Decrease in trade and other debtors	<b>116,016</b>	129,514
Decrease in trade and other creditors	<b>(64,516)</b>	(48,647)
Decrease in provisions	<b>(3,282)</b>	(693)
	<b>136,667</b>	154,558
Tax paid	<b>(975)</b>	(2,360)
<b>Net cash from operating activities</b>	<b>135,692</b>	152,198
<b>Cash flows from investing activities</b>		
Acquisition of tangible fixed assets	<b>(12,382)</b>	(8,718)
Interest received	<b>3,226</b>	2,474
Dividends received	<b>26,872</b>	27,357
Purchase of investments	<b>(10,494)</b>	(3,057)
Proceeds from sale of investments	<b>17,973</b>	33,619
<b>Net cash from investing activities</b>	<b>25,195</b>	51,675
<b>Cash flows from financing activities</b>		
Cash (placed)/withdrawn from deposit	<b>(200,931)</b>	57,700
<b>Net cash from financing activities</b>	<b>(200,931)</b>	57,700
Net increase in cash and cash equivalents	<b>(40,044)</b>	261,573
Cash and cash equivalents at 1 June	<b>936,408</b>	674,835
<b>Cash and cash equivalents at 31 May</b>	<b>896,364</b>	936,408

The notes on pages 56-63 form part of these financial statements.



# The Pharmaceutical Society of Northern Ireland

## Statement of changes in equity for the year ended 31 May 2019

	Income and expenditure account	Premises renovation grant	Total funds £
	£	£	
Balance at 1 June 2017	1,230,213	8,285	1,238,498
<i>Total comprehensive income for the year</i>			
Profit or loss	114,039	-	114,039
<b>Other comprehensive income</b>			
Premises grant amortisation	1,030	(1,030)	-
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the year	115,069	(1,030)	114,039
	<hr/>	<hr/>	<hr/>
Balance at 31 May 2018	1,345,282	7,255	1,352,537
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	Income and expenditure account	Premises renovation grant	Total funds £
	£	£	
Balance at 1 June 2018	1,345,282	7,255	1,352,537
<i>Total comprehensive income for the year</i>			
Profit or loss	88,075	-	88,075
<b>Other comprehensive income</b>			
Premises grant amortisation	1,030	(1,030)	-
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the year	89,105	(1,030)	88,075
	<hr/>	<hr/>	<hr/>
<b>Balance at 31 May 2019</b>	1,434,387	6,225	1,440,612
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

# Notes to the Financial Statements for the year ended 31 May 2019

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## 1. Principal Accounting Policies

The Pharmaceutical Society of Northern Ireland (the “Society”) is a statutory regulatory body for pharmacists, domiciled in Northern Ireland.

### ***Basis of preparation***

The financial statements have been prepared as required by Article 4C of the Pharmacy (Northern Ireland) Order 1976 and in accordance with the accounting policies set out in this note, which have been determined by the Council to be appropriate to the Society’s circumstances having regard to the recognition and measurement criteria of current accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Ireland (‘FRS102’), with the exception of:

- Payments to former employees under which the obligation has been estimated in accordance with FRS102.21 Provisions and Contingencies, rather than FRS102.28 Employee Benefits as a defined benefit obligation; and
- The Society has prepared financial statements which present information about the Society only and does not incorporate financial information relating to certain funds (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Fund) whose operations are directed by the Society. The Council considers that it is appropriate not to incorporate this information into the Society’s financial statements as required by FRS102 and details of the funds are provided in the unaudited appendices to the financial statements.

The presentation and functional currency of these financial statements is Sterling.

The accounting policies set out below have, unless otherwise stated, been applied consistently to all periods presented in these financial statements.

Management have assessed that there are no estimates or judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities recognised in the financial statements.

### ***Measurement convention***

The financial statements are prepared on the historical cost basis except investments which are measured at their fair value.

### ***Going concern***

The Pharmaceutical Society’s activities together with factors affecting future, development, performance and position are set out in the Annual Report and Chair of Resources Forward. The Pharmaceutical Society NI has satisfactory financial resources and is in a strong net asset position. As a consequence the Council believes that the Pharmaceutical Society NI is well placed to manage its risks successfully. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

### ***Financial information relating to funds administrated by the Society***

Certain funds (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Fund) whose operations are directed by the Society are not incorporated in the financial statements. The financial statements present information about the Society only.

# Notes to the Financial Statements for the year ended 31 May 2019 (continued)

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## 1. Principal Accounting Policies (continued)

### **Revenue**

Turnover represents the invoice value of service and is recognised on provision of the related service. Retention, licences and registration fees are recognised on commencement of the relevant annual registration period.

Revenue from examinations is recognised in proportion to the stage of completion of the delivery of this service at the reporting date. The stage of completion is assessed by management.

Interest is included in the income and expenditure account on an accruals basis. Dividend income is recognised when the security is declared ex-dividend.

### **Basic financial instruments**

#### *Trade and other debtors/creditors*

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs.

#### *Cash and cash equivalents*

Cash and cash equivalents comprise cash balances and call deposits.

### **Equity investments**

Equity investments are recognised initially at fair value which is normally the transaction price (but excludes any transaction costs, where the investment is subsequently measured at fair value through profit and loss). Subsequently, they are measured at fair value through profit or loss, except for those equity investments that are not publicly traded and whose fair value cannot otherwise be measured reliably, which are recognised at cost less impairment until a reliable measure of fair value becomes available.

If a reliable measure of fair value is no longer available, the equity instrument's fair value on the last date the instrument was reliably measurable is treated as the cost of the instrument.

### **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Where parts of an item of tangible fixed assets have different useful lives, they are accounted for as separate items of tangible fixed assets.

Depreciation is charged to expenditure on a straight-line basis and reducing balance over the estimated useful lives of each part of an item of tangible fixed assets. Leased assets are depreciated over the shorter of the lease term and their useful lives. The estimated useful lives are as follows:

- Property - 40 years line, straight-line
- Furniture and office equipment - 4-7 years, reducing balance
- Computer equipment - 4 years, reducing balance

Depreciation methods, useful lives and residual values are reviewed if there is an indication of a significant change since last annual reporting date in the pattern by which the Society expects to consume an asset's future economic benefits.

# Notes to the Financial Statements for the year ended 31 May 2019 (continued)

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## 1. Principal Accounting Policies (continued)

### *Impairment*

#### ***Financial assets (including trade and other debtors)***

A financial asset not carried at fair value through profit or loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. For financial instruments measured at cost less impairment an impairment is calculated as the difference between its carrying amount and the best estimate of the amount that the Society would receive for the asset if it were to be sold at the reporting date. Interest on the impaired asset continues to be recognised through the unwinding of the discount. Impairment losses are recognised in profit or loss. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through profit or loss.

### ***Post-retirement benefits***

#### *Defined contribution plans*

A defined contribution plan is a post-employment benefit plan under which the Society pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an expense in the income and expenditure account in the periods during which services are rendered by employees.

#### *Payments to former employees*

The Society has a commitment to provide annual payments to a former employee. The Society's obligation in respect of this member is calculated by estimating the amounts of future benefit that the member is estimated to receive and is recognised as a liability of the Society.

The liability is measured based on publicly available actuary mortality tables and other relevant assumptions using guidance set out in FRS102.21 Provisions and Contingencies.

### ***Provisions***

A provision is recognised in the balance sheet when the entity has a present legal or constructive obligation as a result of a past event, that can be reliably measured, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are recognised at the best estimate of the amount required to settle the obligation at the reporting date.

### ***Taxation***

Tax on the profit or loss for the year comprises current and deferred tax. Tax is recognised in the income and expenditure account except to the extent that it relates to items recognised directly in equity or other comprehensive income, in which case it is recognised directly in equity or other comprehensive income.

Current tax is the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous years.

# Notes to the Financial Statements for the year ended 31 May 2019 (continued)

## 1. Principal Accounting Policies (continued)

### Taxation

Deferred tax is provided on timing differences which arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in the financial statements. The following timing differences are not provided for: differences between accumulated depreciation and tax allowances for the cost of a fixed asset if and when all conditions for retaining the tax allowances have been met to the extent that it is not probable that they will reverse in the foreseeable future.

Deferred tax is not recognised on permanent differences arising because certain types of income or expense are non-taxable or are disallowable for tax or because certain tax charges or allowances are greater or smaller than the corresponding income or expense.

Deferred tax is measured at the tax rate that is expected to apply to the reversal of the related difference, using tax rates enacted or substantively enacted at the balance sheet date.

### Grants

#### Premises Renovation Grant

The premises renovation grant was recorded in reserves on receipt and is amortised into the income and expenditure account at 2.5% per annum in line with the depreciation period on the property.

## 2. Expenses and auditors' remuneration

	2019	2018
	£	£
<i>Operating surplus on operating activities before tax is stated after charging/crediting:</i>		
Depreciation of tangible assets	12,008	21,624
Auditors Remuneration:		
- Audit of these financial statements	9,000	9,000
	<u>          </u>	<u>          </u>

## 3. Taxation

### Total tax expense recognised in the income and expenditure account

	2019	2018
	£	£
<i>Current tax</i>		
Current tax on income for the period	613	469
Adjustments on respect of prior periods	(6)	185
	<u>          </u>	<u>          </u>
Total current tax	607	654
<i>Deferred tax</i>		
Origination and reversal of timing differences	(3,647)	6,574
	<u>          </u>	<u>          </u>
Total deferred tax (note 8)	(3,647)	6,574
	<u>          </u>	<u>          </u>
Total tax (credit)/charge	<u>(3,040)</u>	<u>7,228</u>

## Notes to the Financial Statements for the year ended 31 May 2019 (continued)

### 4. Fixed Assets

	<i>University Street Property</i> £	<i>Furniture and Office Equipment</i> £	<i>Computer Equipment</i> £	<i>Total</i> £
<b>Cost</b>				
At 1 June 2018	87,114	130,643	95,629	313,386
Additions	-	-	12,382	12,382
	<hr/>	<hr/>	<hr/>	<hr/>
<b>At 31 May 2019</b>	<b>87,114</b>	<b>130,643</b>	<b>108,011</b>	<b>325,768</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 June 2018	72,129	126,307	81,546	279,982
Charge for year	2,709	1,082	8,217	12,008
	<hr/>	<hr/>	<hr/>	<hr/>
<b>At 31 May 2019</b>	<b>74,838</b>	<b>127,389</b>	<b>89,763</b>	<b>291,990</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>				
At 31 May 2019	<b>12,276</b>	<b>3,254</b>	<b>18,248</b>	<b>33,778</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 May 2018	14,985	4,336	14,083	33,404
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

### 5. Investments

	2019 £	2018 £
<b>Fair value</b>		
At beginning of year	914,002	905,888
Additions	10,494	3,057
Disposals	(17,973)	(33,619)
Fair value adjustments	(21,504)	38,676
	<hr/>	<hr/>
At end of year	<b>885,019</b>	914,002
	<hr/> <hr/>	<hr/> <hr/>

Investments comprises listed investments which as at 31 May 2019 the market value of these investments was £885,019 (2018: £914,002).

## Notes to the Financial Statements for the year ended 31 May 2019 (continued)

### 6. Debtors

	2019 £	2018 £
Trade debtors	329,350	432,228
Amounts receivable from related parties	-	13,638
Prepayments and accrued income	22,234	21,734
	<u>351,584</u>	<u>467,600</u>

### 7. Creditors

	2019 £	2018 £
Trade Creditors	8,323	19,385
Accruals	42,926	58,178
Amounts payable to related parties	-	1,431
Deferred Income	1,037,608	1,075,787
Taxation and Social Security Costs	14,352	12,943
Corporation tax	101	469
	<u>1,103,310</u>	<u>1,168,193</u>

### 8. Deferred tax liability

	2019 £	2018 £
Investments	39,911	43,558
	<u>39,911</u>	<u>43,558</u>

The movement during the year comprises a credit of £3,647 (2018: charge of £6,574) which is recognised in gain or deficit for the year.

## Notes to the Financial Statements for the year ended 31 May 2019 (continued)

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### 9. Employee benefits

#### Defined contribution plans

The Society operates a defined contribution plan. Contributions payable by the Society for the year ended 31 May 2019 amounted to £28,529 (2018: £25,059). No contributions were outstanding at year end (2018: nil).

#### Payments to former employees

	<b>2019</b>
	<b>£</b>
At beginning of year	87,572
Charge to the income and expenditure account for the year	3,962
Benefits paid	(7,244)
	<hr/>
At end of year	<b>84,290</b>
	<hr/> <hr/>

The provision relates to the Pharmaceutical Society's obligation to make annual payments to a former employee and in his death, 50% of the annual payment to his spouse.

### 10. Commitments

The Society had no contractual commitments contracted for but not provided in the financial statements (2018: nil).



## Notes to the Financial Statements for the year ended 31 May 2019 (continued)

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### 11. Contingent liabilities

During the 2014/15 review of fees, which was the subject of public consultation, the Department of Health Social Services and Public Safety (DHSSPS) was requested, pursuant to Articles 5 and 25A of The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012 as amended, to approve amendments to some of the fees levied by the Society. During this approval process it became clear that, in the last round of substantive amendments to fees in 2009, some of the changes we had requested at that time had for some reason not in fact been incorporated in new Regulations as expected.

The Council initiated an immediate and comprehensive review of fees charged and their historic legislative basis. As a result, it became clear that a number of anomalies had arisen over a period of twenty years such that some registrants and prospective registrants were charged fees for services provided on the basis of a fee structure that was not wholly contained in Regulations.

Council has taken legal advice concerning any potential liability to repay sums charged in excess of statutory authority to affected persons. Council does not consider it appropriate or equitable to refund any of the sums that have been charged in excess of statutory authority.

No provision has been made by the Pharmaceutical Society NI for future costs or refunds in this regard and such sums are deemed to represent a contingent liability. The total amount of fees charged in excess of statutory authority is estimated to be £340k (2018: £340k).

### 12. Related party transactions

During the year none of the Council members or members of the key management staff has undertaken any material transactions with related parties.

Total compensation (including pension contributions & benefits) of key management personnel in the year amounted to £273,034 (2018: £264,088). Total compensation of Council Members in the year amounted to £29,842 (2018: £22,591).

During the year the Society paid attendance fees to Council members totaling £27,422 (2018: £20,025). The Council also paid expenses to Council members totaling £2,420 (2018: £2,566).

Registrant members of the Council are required to pay a Retention Fee to the Pharmaceutical Society of NI, on the same basis as other registrant members.

The CW Young Scholarship Fund, The Ronnie McMillian Trust Fund and the PASS Fund are deemed to be related parties by virtue of the fact the trustees are nonexecutive directors or executive members of the Society. During the year, the Society collected income of £0 (2018: £1,431) on behalf of the Funds. Additionally expenses of £21,553 (2018: £36,782) were recharged from the Society to the Funds. The Funds owe £0 (2018: £13,838) to the Pharmaceutical Society NI as at 31 May 2019 and the Society owes £0 (2018: £1,431) to the funds as at 31 May 2019.

### 13. Subsequent events

Subsequent to the balance sheet date, no events have occurred affecting the Society's financial statements.

**The following appendices do not form part of the audited financial statements**

## THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

### UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET OF THE CW YOUNG SCHOLARSHIP FUND FOR THE YEAR ENDED 31 MAY 2019

#### APPENDIX 1

	Cost	Related Income	
		2019	2018
	£	£	£
Investments	150,360	5,517	5,649
Gain on sale of shares	-	334	414
Debtors	55	-	-
Ulster Bank Ltd. - Current Account	552	-	-
Cunningham Coates - Deposit Account	19,219	-	-
Creditors	-	-	-
	<u>170,186</u>	<u>5,851</u>	<u>6,063</u>
<b>INCOME ACCOUNT</b>		<b>2019</b>	<b>2018</b>
		£	£
At Beginning of Year		153,687	148,094
Income for Year		5,851	6,063
Investment Management Charge		(1,699)	(1,783)
Research Grant		-	-
Sundry		(38)	(158)
Legal and Professional Fees		(50)	(240)
Bank Charges		-	(38)
Realised gain on investments		6,894	1,749
At End of Year		164,645	153,687
<b>CAPITAL ACCOUNT</b>		<b>5,541</b>	<b>5,541</b>
		<u>170,186</u>	<u>159,228</u>

## THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

### UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET OF THE RONNIE MCMULLAN TRUST FUND AS AT 31 MAY 2019

#### APPENDIX 2

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##### BALANCE SHEET

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Bank of Ireland – Current Account	14,721	16,204
	<hr/>	<hr/>
Creditors	14,721 -	16,204 327
	<hr/>	<hr/>
Net Assets	14,721	15,877
	<hr/> <hr/>	<hr/> <hr/>

##### INCOME ACCOUNT

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
At beginning of year	15,877	16,252
Bank interest	-	(2)
Conference Trip	-	(46)
Legal & Professional Fees	(350)	(240)
Independent Examination Fees	(781)	-
Sundry	-	(37)
Bank charges	(25)	(50)
	<hr/>	<hr/>
At end of year	14,721	15,877
	<hr/> <hr/>	<hr/> <hr/>

**THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND**

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

**UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET AT 31 MAY 2019  
APPENDIX 3**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Dividend Received	19,484	19,912
Presidents Appeal	9,378	1,453
Bank Interest	<u>934</u>	<u>1,356</u>
	29,796	22,721
<b>EXPENDITURE</b>		
Grants	7,715	10,545
Retirement Training	1,364	1,627
Management Charge	5,084	6,044
Bank Charges	83	51
Salary Costs	14,260	12,600
Printing/Stationery	-	299
Counselling	3,160	1,800
Legal and Professional Fees	2,016	3,275
Help Line	5,925	2,404
Sundry	179	384
Telephone	529	1,346
Website & Branding	<u>-</u>	<u>468</u>
	40,315	40,843
	<u>          </u>	<u>          </u>
<b>DEFICIT OF INCOME OVER EXPENDITURE</b>	<b>(10,519)</b>	<b>(18,122)</b>
	<u>          </u>	<u>          </u>

**BALANCE SHEET AS AT 31 MAY 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>CAPITAL EMPLOYED ASSETS</b>		
<b>INVESTMENTS</b>	<u>415,511</u>	<u>399,049</u>
<b>CURRENT ASSETS</b>		
Cash at Bank	991	37,453
Cash on Deposit	69,811	50,293
Loans	3,264	4,155
Sundry Debtors	<u>-</u>	<u>1,431</u>
	74,066	93,332
<b>CURRENT LIABILITIES</b>	<u>-</u>	<b>(13,033)</b>
<b>NET ASSETS</b>	<u>489,577</u>	<u>479,348</u>
<b>REPRESENTED BY:</b>		
<b>CAPITAL ACCOUNT</b>		
At start of year	<b>479,349</b>	493,575
(Deficit) of Income over Expenditure	<b>(10,519)</b>	(18,122)
Realised gain on investments	<u>20,747</u>	<u>3,896</u>
	<u>          </u>	<u>          </u>
At end of year	<b>489,577</b>	479,349

