

Pharmaceutical Society of Northern Ireland

Clinical Adviser - Information for applicants

The Pharmaceutical Society NI is looking to appoint a minimum of eight experienced clinical advisers, with a range of expertise to its Clinical Advisers List, to provide advice to its Fitness to Practise Committees on health related issues.

Appointments will be for a term of four years in the first instance. Appointments may be renewed at the Pharmaceutical Society NI's discretion.

Introduction

The Pharmaceutical Society of Northern Ireland has two Fitness to Practise Committees: the Scrutiny Committee and the Statutory Committee.

The Scrutiny Committee considers concerns about a registrant's fitness to practise, it has the power to dismiss a case, give advice, issue warnings and agree undertakings if appropriate. It must refer more serious cases to the Statutory Committee. All Scrutiny Committee meetings are held in private.

The Statutory Committee makes judgements on whether a registrant's fitness to practise is impaired for reasons concerning their conduct, professional performance or health. All meetings are held in public (except for health related cases and interim order proceedings). The Statutory Committee has the power to issue formal warnings, agree undertakings, place conditions on the practice of a pharmacist, impose suspension and remove registrants from the Register.

When a case concerns a Registrant's physical or mental health or a relevant health issue a clinical adviser will be selected from the clinical adviser list, based on their area of expertise and the details of the case, to sit with either the Scrutiny or Statutory Committee and advise them on issues relating to the health aspect of the case, within the area of their expertise.

Main purpose of the role

A Clinical Adviser is appointed to give advice to the Scrutiny Committee or Statutory Committee on health related issues under consideration by either committee in the course of proceedings before it¹.

¹ The Pharmacy (Northern Ireland) Order 1976, Schedule 3 paragraph 18 (4) (a)

Main services to be provided

Statutory Committee

1. Read and assimilate papers before hearings
2. Consider reports submitted by the Pharmaceutical Society NI's and/or the registrant's Medical Assessors after medical examination of the registrant.
3. Consider relevant health related issues outlined in the papers.
4. Attend the Statutory Committee hearings/meetings to advise the panel as they consider allegations against a pharmacist where physical or mental health is under consideration; and or any relevant health related issue.

Scrutiny Committee

1. Read and assimilate papers before Scrutiny Committee meetings
2. Consider reports submitted by the Pharmaceutical Society NI's and/or the registrant's Medical Assessors after medical examination of the registrant.
3. Attend Scrutiny Committee meetings to advise the panel as they consider allegations against a pharmacist where physical or mental health is under consideration; and or any relevant health related issue.

Requirements to be a clinical adviser

Essential

- a. A currently registered doctor with a license to practise in the United Kingdom with significant practicing experience
- b. Is not disqualified by virtue of the requirements as set out in the Criteria for disqualification from appointment to the Clinical Advisers List (See Appendix A)
- c. Significant and evidenced experience in the particular speciality
- d. Good oral and presentational skills
- e. Is prepared to meet the requirements as set out in the Code of Conduct for members of the Clinical Advisers List (Annex B)

Desirable

- f. Membership of the relevant Royal College and/or GMC Specialist Register.
- g. Experience of evaluating evidence and providing objective and unbiased opinion.
- h. Experience of giving advice to tribunals or similar bodies.

Areas of expertise

We invite applications in the form of a covering letter and CV from medical professionals from a range of background but specifically those who specialise in the following areas:

- Alcohol dependence and misuse
- Drug dependence and misuse
- Psychiatry
- Depression
- Occupational Health
- Generalist

We would invite applicants to self-select which area(s) of practice they have the requisite level of expertise in.

Duration of Appointment

Clinical Advisers will be appointed to the Clinical Advisers List for a period of four years and will be engaged on a case by case basis.

Recruitment Process

This will be a paper based exercise; assessors will only consider written information provided by the applicant. Appointments will be made on a basis of merit. Only those applicants who most closely meet the criteria outlined will be appointed to the panel.

Remuneration

Clinical advisers will be paid on an hourly rate of £80 per hour. This includes reading and preparation time. Expenses will be reimbursed as per the Pharmaceutical Society NI's expenses policy.

The Pharmaceutical Society NI can make no guarantees with regards to the number of cases a clinical adviser will consider in any given period.

How to apply

To apply to the position of clinical adviser please:

1. Fill in the form provided;
2. Write a covering Note outlining how you meet the requirements;
3. Provide a C.V.; and
4. Send all necessary documents to Mark.neale@psni.org.uk by **5.00pm on Friday 2nd June 2017**, or by post to Mark Neale, Head of Public Affairs, Pharmaceutical Society NI, 73 University Street Belfast, BT7 1HL

If you have any questions you can contact Mark Neale on: 028 90326927

Annex A

Criteria for disqualification from appointment to the Clinical Advisers List

A person will not be considered for appointment as a member of the Clinical Advisers List if that person:

- 1) At any time be subject to any investigational proceedings concerning the person's professional conduct (including fitness to practise) conducted by any licensing body and the final outcome of which was:
 - a) suspension from the register held by the licensing body and the suspension has not expired or been terminated;
 - b) the person's name has been erased from the register held by the licensing body; or
 - c) a decision which allows the person to practice subject to conditions and those conditions have not expired or been terminated;
- 2) has at any time been subject to any investigation or proceedings relating to an allegation that the person's entry in a register held by a licensing body was fraudulently procured and was suspended and the suspension has not expired or been terminated, or the person's name being erased from the register;
- 3) has at any time been subject to any investigation or proceedings concerning the person's professional conduct (including fitness to practise) of any licensing body and the Council is satisfied that the person's membership to the Clinical Advisers List will be liable to undermine public confidence in the regulation of pharmaceutical chemists;
- 4) has at any time been convicted of an offence:
 - a) in the UK where the final outcome of the proceedings was a sentence of imprisonment or detention and that a conviction is not spent, or where the outcome was not a sentence of imprisonment or detention but the Council is satisfied that the person's membership would be liable to undermine public confidence in the regulation of pharmaceutical chemists; or
 - b) outside of the United Kingdom and the Council is satisfied that the person's membership would be liable to undermine public confidence in the regulation of pharmaceutical chemists;
- 5) has received a formal caution for the criminal offence of the United Kingdom and the Council is satisfied that the person's membership would be liable to undermine the public confidence in the regulation of pharmaceutical chemists;

- 6) has at any time been included in any barred list within the meaning of the Safeguarding Vulnerable Groups Act 2006, or Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 - unless that person was removed from the list on the grounds that it was not appropriate for that person to be included in it or as a result of a successful appeal;
- 7) is included on the children's list or the adult's list maintained under the Protection of Vulnerable Groups (Scotland) Act 2007 (c);
- 8) has at any time been adjudged bankrupt or sequestrations of the person's estate has been awarded and the person has not been discharged or the person is subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order (and the Council is satisfied that the membership would undermine public confidence);
- 9) is a person to whom a moratorium period under debt relief applies, or is subject to a debt relief restrictions order or an interim debt relief order (and the Council is satisfied that the membership would undermine public confidence);
- 10) is subject to a:
 - a) disqualification order or undertaking under the Company Directors Disqualification Act 1986;
 - b) disqualification order under Part II of the Companies (Northern Ireland) Order 1989
 - c) a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002, or
 - d) an order made under section 429 (2) of the Insolvency Act 1986 (disabilities on revocation of a county court administration order);
- 11) has at any time been removed from office of charity trustee or trustees for a charity on grounds of misconduct or mismanagement in administration of the charity (for which that person was responsible, was privy, contributed to, or facilitated by, that person's conduct);
- 12) has at any time been removed from being concerned with the management or control of a body where the removal was by section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or section 34 (5)(e) of the Charities and Trustees Investment (Scotland) Act 2005;

- 13) has at any time been removed from office as the chair, or a member, convenor or director, of any public body on the grounds that it was not in the interests of, or conducive to the good management of, that body that the person should continue to hold that office; or
- 14) has at any time made a composition or arrangement with, or granted a trust deed for, the person's creditors and the person has not been discharged in respect of it

Annex B

Code of Conduct for members of the Clinical Advisers List

Being a member of the Clinical Advisers List of the Pharmaceutical Society of Northern Ireland requires strict adherence to a Code of Conduct designed to ensure that patients, the public and pharmacists will have confidence in the effectiveness and impartiality of Fitness to Practise Committees. To that end all members must undertake:

1. To attend FtP hearings, FtP Committee meetings, seminars, training sessions or any other meeting at which their presence is required, unless there is good reason for them being unable to do so.
2. That where they are unable to attend as listed at 1 above, to take all reasonable steps to give advance warning of their absence as soon as is reasonably practical to the organisers of such hearings etc. (normally the committee secretary).
3. To prepare for all events as listed at 1 above at which they are required to attend by reading the agenda and any papers sent to them by the organisers of such hearings in accordance with the published Guidance for Clinical Advisers.
4. To be alert to the possibility of any conflicts of interest, and to declare any such conflicts to the secretary or committee chair as soon as is reasonably practical.
5. To dress in a manner which will maintain the confidence of those appearing on and before the committee.
6. To listen carefully to all the evidence presented at hearings and to read fully all written evidence presented.
10. To abide by the principles of public life as set out in the Nolan Principles.
11. To observe the confidentiality of information provided in connection with hearings, seminars, training sessions or other meetings and to comply with written procedures for the handling and destruction of written materials as set out in the Data Protection policy.

12. To avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively as a Clinical Adviser.
13. To declare in the Clinical Advisers List's register of interests their membership of other bodies or organisations in accordance with the Council's guidance on this matter.
14. To undergo education and training provided or organised by the Pharmaceutical Society of Northern Ireland and to participate in any appraisal processes from time to time, so that they are properly informed about their responsibilities and individual performance.
15. To report any serious anxieties about the conduct of committees or individuals participating in them to the relevant chairman or, in the event of concerns about the Committee chairman, to the secretary.
17. To support the above principles by example.
18. To as soon as they become aware, declare any relevant issues in relation to disqualification or suspension.