

Manual for Fitness to Practise Committees

The Council of the Pharmaceutical Society NI provides a Manual for its Fitness to Practise Committees to assist them in their work and to ensure a consistent approach to meeting their statutory obligations as independent decision makers.

[The Manual for Fitness to Practise Committees](#) is a comprehensive resource and may be of interest to members of the public, registrants and those representing registrants in fitness to practise proceedings.

Impairment to fitness to practise Fitness to practise criteria Fitness to Practise Key Performance Indicators

The following table shows the Key Performance Indicators (KPIs) used by the Pharmaceutical Society of Northern Ireland in relation to Fitness to Practise investigations:

Self-declarations regarding a health or conduct issue

[Self-declaration form interactive](#)

Investigation process and fitness to practise committee structure

[Investigation processes and committee structure](#)

[Parallel Investigations Policy](#)

[Fitness to Practise Communications Policy](#)

Referral of an allegation to fitness to practise committee

Where an allegation is made to the Pharmaceutical Society NI against a registered person that their fitness to practise is impaired or the organisation has information that calls into question a registered person's fitness to practise, (even though no allegation has been made to the organisation), the Registrar must refer the matter to the Scrutiny Committee.

There are exceptions to the above provision and the Register must not refer an allegation:

- if an allegation fails to meet the threshold criteria, it should not be referred;
- where more than 5 years have lapsed since the most recent events referred to in the allegation unless the Registrar considers that it is necessary for the protection of the public, or otherwise in the public interest, for the allegation to be referred;
- where the informant is anonymous and the allegation is not capable of verification from an independent source; or
- the informant does not participate in the consideration of the allegation and the allegation is not capable of verification from an independent source.

The Registrar can carry out investigation of the allegation to assist its consideration. Investigations may include requesting the Pharmacy Inspector to undertake further enquiries; requesting the informant to provide a written statement or a statutory declaration; instructing solicitors; or in relation to a health allegation, requiring the registered person to agree to be medically examined by a medical practitioner nominated by the Pharmaceutical Society NI.

Threshold criteria for referral to Scrutiny Committee

[Threshold criteria for referral to Scrutiny Committee – 30 June 2020](#)

Note: ongoing cases may have been subject to previous threshold criteria –

[Threshold Criteria for referral to Scrutiny Committee – 01 October 2016 – 29 June 2020](#)

[Threshold Criteria for referral to Scrutiny Committee – 1 August 2014 – 01 October 2016](#)

Referral criteria for referral to Statutory Committee

[Referral criteria for referral to Statutory Committee](#)

Procedures of fitness to practise committees

[Procedures of fitness to practise committees](#)

[Procedure for remote Statutory Committee hearings during Covid-19 pandemic](#)

Indicative Sanctions Guidance for Statutory Committee

The Council of the Pharmaceutical Society NI, published revised Indicative Sanctions Guidance in January 2019. This guidance came into effect on **27 March 2019**. All Fitness to Practise cases heard by the Statutory Committee on the **27 March 2019** and after will use the revised Indicative Sanctions Guidance.

[Revised Indicative Sanctions Guidance – Effective from 27 March 2019](#)

Sanctions available to fitness to practise committees

[Sanctions available to fitness to practise committees](#)

Interim Orders

[Interim orders](#)

Health Matters

[Information on disclosure of health matters and procedure once declared](#)

[Guidance for Clinical Advisers to the Statutory and Scrutiny Committees](#)

For clinicians acting as expert or professional witnesses, the Pharmaceutical Society NI supports and adopts the guidance produced by the Academy of Medical Royal Colleges (2019): [Acting as an expert or professional witness – Guidance for healthcare professionals](#).

Fitness to Practise Hearings

[Fitness to Practise Hearings Schedule](#)

Appeals to fitness to practise decisions

[Information on appeals](#)