

**Appointment to the Council of the Pharmaceutical Society of Ireland**

**Closing Date: 15:00 on Wednesday 30<sup>th</sup> June 2021**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. PAS also has responsibility for providing an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## Appointment to the Council of the Pharmaceutical Society of Ireland

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	1
<b>Remuneration:</b>	€7,695. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate civil service rates.
<b>Time Requirements:</b>	6-8 Council meetings (Full day meetings). 4-6 advisory committee meetings (3 hour meetings). 18/20 days per annum including meetings and preparatory time.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

### 1. Background

The Pharmaceutical Society of Ireland (PSI), is an independent statutory body established under the Pharmacy Act 2007 (the Act), and is the pharmacy regulator in Ireland. The principal function of the PSI is to regulate the profession and practice of pharmacy having regard to the need to protect, maintain and promote the health, safety and wellbeing of the public.

The PSI's purpose is to ensure that pharmacy services are delivered in a competent, professional and ethical manner and in an appropriate environment, to the highest standards of quality care and best practice in the interests of the wellbeing of patients and the public.

The PSI has responsibility for regulating the professional practice of circa 6,750 pharmacists, 285 pharmaceutical assistants and 1,969 pharmacies.

The Act sets out the principal functions and duties of the PSI. Members appointed to the PSI Council act in the public interest to ensure that the statutory functions of the PSI are performed effectively. The principal areas of responsibility of the PSI include:

- Statutory registration of pharmacists, pharmaceutical assistants and pharmacies;
- Accreditation of educational programmes for the pharmacy profession at different levels, and standards for continued professional development and training;
- Quality assurance of standards, and the development of pharmacy practice; • Inspection of pharmacies and enforcement of medicines and pharmacy legislation, including the taking of prosecutions;
- Receiving complaints about pharmacists and pharmacies, operating the statutory fitness-to-practise processes and imposing sanctions on pharmacists.

The PSI is governed by a 21-member Council established under Section 10 of the Pharmacy Act 2007 with a non-pharmacist majority. Members are appointed by the Minister for Health. The Act specifies membership of the Council to include: pharmacists selected by registered

pharmacists; a nominee of the Health Products Regulatory Authority and the Health Service Executive; a nominee of the Schools of Pharmacy; and public interest nominees of the Minister for Health via the State Boards process. Collectively, members of the Council should provide the relevant expertise, knowledge and experience necessary for the Council to fulfil all of its statutory duties and governance responsibilities. The Council is accountable to the Minister for Health and to the Oireachtas.

Further information on the work of the Pharmaceutical Society of Ireland is available on its website at: [www.psi.ie](http://www.psi.ie)

## **2. Functions of the Board**

The Council has two main functions. Firstly, the Council is responsible for providing leadership and strategic direction in the delivery of the PSI's statutory functions and to oversee the overall performance of the organisation and compliance with the Act and with all statutory and legal obligations. This work is carried out in public meetings.

Secondly, the Council performs a quasi-judicial role within the statutory disciplinary process. In accordance with Part 6 of the Act, the Council has a significant role in the statutory complaints and disciplinary process (fitness to practise processes) operated by the PSI. The Council's role is prescribed by the Act, and involves taking decisions regarding further action in respect of certain complaints and in the imposition of sanctions where a pharmacist or pharmacy owner has been found to have committed professional misconduct or poor professional performance. This work is carried out in private meetings.

The Pharmacy Act 2007 is the establishing legislation of the Pharmaceutical Society of Ireland and its Council. The PSI (Council) Rules 2008 (S.I. 492 of 2008) and PSI (Council) (Amendment) Rules 2015 (S.I. 114 of 2015) make specific provisions in relation to the Council, including how it conducts meetings and delegates its functions. The PSI's Corporate Governance Framework and the Code of Conduct for Council members' sets out details of PSI responsibilities, procedures and Council accountabilities. The PSI's Corporate Strategy and Annual Service Plan set out the Council's key objectives on a multi-annual and yearly basis.

The Council is required under the Act to meet at least four times annually - in practice, the Council meets between six and eight times per annum, each meeting typically for the duration of the working day. Council meetings are held in public, save for consideration of certain confidential matters and all deliberations relating to the Council's role in the PSI's statutory disciplinary functions (fitness to practise) which are considered in private session. Council delegates some of its functions to the Registrar. The Council has two principal Advisory Committees and an Audit and Risk Committee - all Council members participate as a member of one of these three Committees.

Council members are expected to be in attendance for the entire duration of a Council meeting. Documentation for Council meetings is provided in advance via secure iPads, and members may expect to spend one day in preparation for each meeting. Council members are required to devote as much time to duties on the Council as is necessary for the proper and efficient discharge of those duties, and to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies and the Ethics in Public Office legislation.

Council members are also expected to participate in Council training sessions and attend induction training for new members. The Council is supported in its work by the Executive of the PSI, acting under the leadership of the Registrar/Chief Officer.

Current composition of the board:

<b>Name</b>	<b>First Appointed</b>	<b>Reappointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Ailis Quinlan	21/06/2017		21/06/2021	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Ann Sheehan	17/06/2015	18/06/2019	17/06/2023	Board Member	Nominated and appointed by the Minister for Health
Brian Kirby (Prof)	18/06/2019		17/06/2023	Board Member	Nominated by the Schools of Pharmacy; Appointed by the Minister for Health
Dorothy Donovan	16/05/2018		15/05/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Fintan Foy	17/06/2015	18/06/2019	17/06/2023	Board Member	Nominated and appointed by the Minister for Health
Fiona Walsh	16/05/2018		15/05/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Geraldine Crowley	18/06/2019		17/06/2023	Board Member	Nominated by the HSE; Appointed by the Minister for Health
Graham Knowles	17/06/2015	18/06/2019	17/06/2023	Board Member	Nominated and appointed by the Minister for Health
Hugo Bonar	29/10/2015	21/06/2017	21/06/2021	Board Member	Nominated by the HPR. Appointed by the Minister
Joanne Kissane	17/06/2015	18/06/2019	17/06/2023	President	Nominated by Election and Appointed by the Minister for Health as a Board Member. Elected President by the Council on 20.06.2019. Re-elected President by the Council on 18.06.2020
Marie Louisa Power	21/06/2017		21/06/2021	Board Member	Nominated by Election. Appointed by the Minister for Health
Mark Jordan	18/06/2019		17/06/2023	Board Member	Nominated by Election; Appointed by the Minister for Health
Michael E. Lyons	21/06/2017		21/06/2021	Vice President	Nominated by Election and Appointed by the Minister for Health as a Board Member. Elected Vice-President by the Council on 20.06.2019. Re-elected Vice-President by the Council on 18.06.2020
Muireann Ní Shuilleabháin	17/06/2015	18/06/2019	17/06/2023	Board Member	Nominated by Election. Appointed by the Minister for Health
Nicola Cantwell	18/06/2013	21/06/2017	21/06/2021	Board Member	Nominated by Election. Appointed by the Minister for Health

Paul Gorecki	31/01/2014	16/05/2018	15/05/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Paul Turpin	17/06/2015	18/06/2019	17/06/2023	Board Member	Nominated and appointed by the Minister for Health
Roy Hogan	18/06/2019		17/06/2023	Board Member	Nominated by Election; Appointed by the Minister for Health
Seán Reilly	21/06/2017		21/06/2021	Board Member	Nominated by Election. Appointed by the Minister for Health
Shane McCarthy	13/03/2014	16/05/2018	15/05/2022	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Veronica Treacy	21/06/2017		21/06/2021	Board Member	Nominated by Election. Appointed by the Minister for Health

### 3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill one vacancy on the Pharmaceutical Society of Ireland Council.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

#### **Essential:**

Expressions of interest are sought from candidates who consider they possess relevant extensive experience in relation to **one or more** of the following essential areas:

- Extensive experience in healthcare regulation and/or regulation of social care services.
- Extensive regulatory experience in the areas of health or social care regulation either through experience in working at senior level in a regulatory body or experience in a senior role working within regulated health/social care services.

#### **Desirable:**

- An understanding of the general healthcare system and how healthcare services should meet the needs of, and be delivered in the interests of, patients, service users and the broader public.
- Experience of the development, implementation and evaluation of regulatory procedures, processes and frameworks.
- Understanding and appreciation of the principles of good practice in professional regulation and/or regulation of relevant healthcare services, including such areas as risk-based regulation, assessment against outcome-based standards, design of self-assessment systems, managing compliance programmes and/or supporting service improvement through publishing regulatory findings.
- Experience in other related and relevant areas such as patient safety, healthcare quality improvement, regulatory risk and reform, and standards development

The Minister shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

#### **4. Term of Appointment**

Appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available here [Code of Practice for the Governance of State Bodies](#).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

- In accordance with Section 10(3) (e) of the Pharmacy Act 2007 these positions may not be filled by a pharmacist or any person who has ever been registered as a pharmacist.

## 5. Submitting your Application

Before submitting your application, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

### IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to

the bona fides of the qualifications and experience contained in their applications).

- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## **7. Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **8. Data Protection**

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

## APPENDIX 1

### Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.