

Appointment to the Council of the Pharmaceutical Society of Ireland

Closing Date: Midnight on Thursday 21 May 2015

**State Boards Division
Public Appointments Service
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State Boards.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. On 30 September 2014, the Government decided that PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which 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.

1. **Entity:** Council of the Pharmaceutical Society of Ireland
2. **Board Meeting Location:** Dublin
3. **Number of Vacancies:** 4
4. **Remuneration:** €7,695 per annum
(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 provided for under statute, e.g., the appointment of Worker Directors).
5. **Time Requirements:** Council members can expect to attend 6-8 Council meetings per annum, each for one full day's duration and one day's preparation. Council members are also expected to sit on one or two Advisory Committees to Council. Committees meet four to six times per year for up to 3 hours. The total time commitment is approx. 18 - 20 days per annum (meetings and preparation).

1. Background

The Pharmaceutical Society of Ireland (PSI), is an independent statutory body established by the [Pharmacy Act 2007](#), 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 and safety 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 well-being of patients and the public.

The PSI has responsibility for regulating the professional practice of circa 5,400 pharmacists, 428 pharmaceutical assistants and 1,850 pharmacies.

The Pharmacy Act 2007 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 are effectively performed. 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 disciplinary processes and imposing sanctions.

The PSI is governed by a 21 member Council established under Section 10 of the Pharmacy Act 2007, with a non-pharmacist majority, appointed by the Minister for Health to regulate the pharmacy sector in the public interest. The Act specifies membership of the Council to include: pharmacists selected by registered pharmacists; a nominee of the Health Products Regulatory Authority (formerly IMB) and the Health Service Executive; a nominee of the Schools of Pharmacy; and nominees of the Minister for Health that provide the relevant

expertise, qualifications and interest in contributing to the Council. 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.thepsi.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 Pharmacy Act 2007 (the Act) and with all statutory and legal obligations.

Secondly, the Council performs a quasi-judicial role as the decision-maker in the statutory disciplinary process. In accordance with Part 6 of the Act, Council has a significant role in the statutory complaints and disciplinary process (fitness to practise) 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.

3. Vacancy Details & Legislative Requirements

There are four vacancies to be filled by the Minister for Health under Section 10(3) (c), (d) and (e) of the Act, following the end of terms of office of current Council members on 14 June 2015. One of the vacancies is set out specifically in legislation (Section 10(3) (c)).

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 yearly basis.

The Council is required under the Act to meet at least four times annually, and in practice Council meets at least six times per annum, each meeting 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 and to its Advisory Committees, and it is envisaged that Council members also participate as a member of one to two Committees.

Council members are expected to be in attendance for the entire Council meeting. Documentation for Council meetings is provided in advance, 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](#).

Council members participate in two to three training days per year, with induction training for new members. The Council is supported in its work by the Executive of the PSI, acting under the Registrar/CEO.

4. Person Specification

Expressions of interest are sought from candidates who consider they possess relevant and in-depth experience in relation to one or more of the following essential criteria:

1. A person with extensive experience at senior management or board level in the health sector.

This person must demonstrate either:

- Extensive experience at senior management level in the health sector; or
- Experience of the strategic direction and oversight of a body, preferably a statutory or public body, in the health sector.

2. A person with significant experience in a patient advocacy or citizen engagement role.

This person must demonstrate:

- Significant experience of representation in the public interest such as in a patient or citizen advocacy role.

In addition, it is desirable that they have:

- An understanding of the healthcare system and the delivery of healthcare services in the interests of patients.

3. A person with extensive experience in regulation, compliance, enforcement or corporate governance of a statutory regulatory body.

This person must demonstrate either:

- Extensive management level experience as part of a statutory body working in regulation, compliance, or enforcement; or
- Extensive management level experience with responsibility for corporate governance in a statutory regulatory body.

In addition, it is desirable that they have:

- Insight into the development or operation of regulatory procedures.

- Understanding and appreciation of the principles of best practice in risk-based regulation, compliance or enforcement.
- Experience of achieving excellence in corporate governance, including the review of effectiveness of corporate governance processes, particularly in a regulatory or public sector environment.

4. A person who is a representative of the provision of continuing professional development in relation to pharmacy (*experience of continuing professional development in pharmacy or another healthcare profession*)

This person must demonstrate:

- Experience in the development and/or delivery of continuing professional development for pharmacists, or for other healthcare professionals as could be applied to the pharmacy profession,
- Involvement in the delivery of higher education and training.

This requirement is specified in s.10 (3) (c) of the Pharmacy Act 2007.

It is desirable that all candidates can demonstrate:

- a commitment to public service values and regulation in the public interest;
- a strong sense of ethics, integrity and impartiality;
- a strong understanding of what constitutes good corporate governance in a public sector or regulatory organisation;
- the ability to understand and work within a legislative framework;
- a commitment to collective responsibility in discharging the statutory and fiduciary duties of the board;
- the ability to constructively challenge and critically analyse information;
- excellent interpersonal skills, including the ability to work effectively and cohesively as a member of a team;
- evidence of strategy development; financial literacy; and
- experience at senior management or board level, ideally with a public body.

In relation to each of the vacancies, a background or understanding of healthcare regulation, management and/or the healthcare system is considered desirable. Additionally, persons with legal or audit experience would be desirable.

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. Term of Appointment

Under the Act, appointments to the Council will be made for a period of 4 years subject to:

- The membership of any member of the Council may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Council may resign his or her membership of the Council 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.
- If the Council fails to perform any of its functions the Minister for Health may direct it in writing to perform the function within a specified timeframe.
- A Council member shall cease to be a member of the Council if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or the European Parliament.

6. How to Apply

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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, applicants should consider whether they meet the specific appointment criteria set out in the 'Person Specification' section above.

If you decide that you wish to be considered for appointment, you should submit an application via the following link www.stateboards.ie together with a detailed Curriculum Vitae and cover letter. In order to submit your application, you should take the following steps:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. 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).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. This will bring you to a page on 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 set one up.
- vi. 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.
- vii. 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. Click on “continue”.

- viii. 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 "submit" button at the bottom of the page.
- ix. 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.

7. Appointments Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- draw up a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)