



Appointments to the Council of the Pharmaceutical Society of Ireland

Closing Date: 15:00 on 03 May 2017

**State Boards Division
Public Appointments Service
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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. On 30 September 2014, the Government decided that the 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 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.

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Location:	Dublin
Number of Vacancies:	5
Remuneration:	€7,695 per annum. Travel and subsistence allowances may be claimed in accordance with approved public sector rates. (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).

Time Requirements: Council members can expect to attend 6-8 Council meetings per annum, each for one full day's duration and each requiring one day's preparation. Council members are also expected to sit on one or two of the Advisory Committees to Council. Committees meet four to six times per year for up to 3 hours. The total time commitment expected from Council members is approx. 18 - 20 days per annum (to include meetings and preparation time).

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 5,600 pharmacists, 380 pharmaceutical assistants and 1,900 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 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 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.

2. Functions of the Council

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.

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

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.

There are five vacancies to be filled by the Minister for Health under Sections 10(3) (d) and (e) of the Act, following the end of terms of office of current Council members from 17 June 2017 to 12 March 2018.

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 2016, <http://www.per.gov.ie/en/revised-code-of-practice-for-the-governance-of-state-bodies/>

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.

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:

Experience in a patient advocacy or citizen representative/engagement/advocacy role (two vacancies).

Suitable appointees must demonstrate:

- Significant experience of representation in the public interest, ideally in a patient advocacy or citizen advocacy role (e.g., representing the needs and voice, either individually or collectively, of older people, people with disabilities, children, marginalised groups, etc.).

In addition, it is desirable that they have:

- 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.

Extensive experience in professional regulation and/or regulation of services (one vacancy).

This person must demonstrate:

- Extensive regulatory experience gained in the areas of pharmacy/pharmacies or in other relevant areas of regulation such as food safety, healthcare quality and safety, residential/social care regulation or oversight of financial services.

In addition, it is desirable that this person has:

- 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 services, including such areas as risk-based regulation, assessment against outcome-based standards, design of self-

assessment systems, managing compliance programmes and/or managing enforcement activities.

Senior financial management experience in an organisation of scale (one vacancy).

This person must demonstrate:

- Experience at a senior level in financial management with significant professional experience in the area of audit (internal and/or external) and/or financial management.

In addition, it is desirable that they have:

- Experience of reporting to a Board on financial management and planning.
- Experience of public procurement processes and procedures.

Detailed knowledge and experience of risk management and extensive senior management experience in this area in an organisation of scale (one vacancy).

This person must demonstrate:

- Significant experience at a senior level in managing risks and performance through robust internal control frameworks, implementing quantitative and qualitative performance management systems and reporting on risks/performance to an Audit/Risk Committee.

In addition to the criteria listed above, it is desirable that all candidates can demonstrate:

- a commitment to public service values and to regulating in the public interest;
- a strong sense of personal ethics, integrity and impartiality in decision-making;
- 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 experience together with financial literacy; and
- experience at top management or Board level, ideally with a public body.

In relation to each of the vacancies, a background or understanding of healthcare regulation, healthcare management and/or how the healthcare system should deliver good health outcomes is considered highly 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.

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](#).

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
- The roles and responsibilities of Board Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- 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 as a representative in the European Parliament, or becomes a member of a local authority.

6. 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. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link 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 application. 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 Board 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.

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

7. 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
 - Meeting¹/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 suitable candidates 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.

8. 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.

9. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

APPENDIX 1

Submitting your application:

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

1. Go to 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 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. Click on "continue".
8. 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.
9. 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.