



About the PSI Council

Information Booklet

An overview for those considering a
Council member role at the
pharmacy regulator

February
2025

1. About the PSI

The Pharmaceutical Society of Ireland (PSI – The Pharmacy Regulator) is a statutory body empowered under the Pharmacy Act 2007 to regulate pharmacists and retail pharmacy businesses in the public interest.

The responsibilities of the PSI include:

- Registering pharmacists, pharmaceutical assistants and pharmacies.
- Setting standards for pharmacy education and training and ensuring all pharmacists are undertaking appropriate continuing professional development (CPD).
- Promoting good professional practice by pharmacists by raising standards and sharing information for the benefit of patients and the wider health system.
- Conducting fieldwork to assess how pharmacies comply with pharmacy and medicines law and, where necessary, act to address poor performance and/or unsafe practices.
- Considering formal complaints made against a pharmacist or a pharmacy, including imposing sanctions.
- Providing advice, support and guidance to the public, the pharmacy profession and the Government on pharmacy care, treatment, and services in Ireland.



Our Mission

We assure patient safety and public trust in pharmacy through effective regulation



Our Vision

Safe and effective pharmacy care supporting the health of our communities

2. About the PSI Council

Governance and oversight of the PSI, as well as a statutory judicial role with regard to the complaints and disciplinary process, is provided by the 21-member Council, the PSI's board. All Council members are appointed by the Minister for Health and must act in the best interests of patients and the public, in the promotion of safe, appropriate pharmacy care and services.

In accordance with section 10 of the Pharmacy Act 2007, the PSI Council is made up of:

- 11 people who are not pharmacists. Of these, one must be nominated by the Health Service Executive, one must be nominated by the Health Products Regulatory Authority, and one must have expertise in the provision of continuing professional development relevant to pharmacy.
- 10 registered pharmacists. Nine are elected from, and by those on, the PSI Register of Pharmacists, and one registered pharmacist is nominated by the Schools of Pharmacy

It is imperative that the Council has a diverse range of voices and experiences available to it, to ensure objective scrutiny, good governance, and decision-making that places patient and public safety at its centre.

Council members serve a four-year term of office, commencing from their date of appointment by the Minister.

View current [Council members](#) and related information.

3. Obligations and responsibilities of Council Members

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

Council members will need to:

- provide leadership and strategic direction, ensuring the PSI carries out its statutory functions to effectively regulate in accordance with the terms of the Pharmacy Act 2007, as well as complying with the law as it applies to all public bodies;
- meet their own statutory and fiduciary duties in discharging their PSI role;
- be collectively responsible for all Council decisions, as the powers and responsibilities of Council, are exercised jointly by all Council members; and,
- be accountable to the Minister for Health, and to the Oireachtas in ensuring that the PSI's statutory functions are carried out.

The PSI's [values](#) underpin how the organisation's mission is delivered and how the PSI strives to meet its vision. The values apply to everyone working as part of the PSI, and it is a responsibility of the Council to see that the values guide decisions and behaviours.

These values underpin the commitment to a person-centred approach to our work, including the [commitment to equality and human rights](#).



4. Council members' workload

By law, the Council must meet at least four times a year. In practice, the Council meets more often than this in order to fulfil its governance responsibilities, as well as its quasi-judicial role in the PSI's statutory disciplinary process. Eight meetings and two development days have been scheduled for 2025.

In addition to scheduled meetings, Council members may need to meet at short notice, to deliberate on matters involving an immediate safety risk to the public.

Council members are also expected to contribute to the PSI's Advisory Committees or other working groups.

Council meetings

In general, Council meetings are held at the PSI offices on Fenian Street, Dublin 2. Typically, a Council meeting commences at 8.30am and lasts for a full working day. Council members are expected to attend each meeting in person. Council members may, due to extenuating circumstances arising and at the discretion of the President, attend Council meetings remotely.

Meetings have two parts:

- The **public session** deals with a range of matters relating to the PSI's governance, strategy, policy matters, and ongoing activities and engagement with stakeholders. It is open to the public to attend. Agenda, minutes and reports from the public meeting are published on the PSI website.
- The **private session** deals with disciplinary and fitness to practise matters, and other items which are deemed sensitive and confidential. This part is not open to the public.

Meeting preparation

Papers are provided seven days in advance of meetings, and Council members are provided with a tablet device to access documentation securely. Council members should expect to spend on average two days in preparation for each meeting. Documentation can be extensive, particularly for sanction hearings.

Participation in PSI Advisory and Disciplinary Committees

Each Council member can expect to become a member of at least one Committee, whether a Disciplinary or an Advisory committee.

The [Advisory Committees](#) of Council consist of the Performance and Resources Committee, the Regulatory and Professional Policy Committee, the Audit and Risk Committee and the Special Purposes Committee. The Advisory Committees meet on average four to five times a year.

The Pharmacy Act provides that the PSI must establish [Disciplinary Committees](#) to independently consider complaints made about pharmacists and pharmacies and adjudicate on those cases. These are the Preliminary Proceedings Committee (complaints screening committee), Professional Conduct Committee and the Health Committee.

Remuneration

Some Council members are entitled to payment for their role; €7,695 per annum in accordance with the rates approved by the Department of Public Expenditure and Reform for board membership of a category 3 non-commercial state body. No payment is provided to any Council member who is already in continuous full-time employment in the public sector.

Accommodation costs and expenses incurred by all Council members whilst undertaking Council business are reimbursed in accordance with the terms of the PSI's travel and subsistence policy.

Further information

Full details of the PSI's responsibilities, the role of the Council and its procedures are set out in the PSI's [Corporate Governance Framework](#), the [Code of Conduct for Council and Advisory Committee members](#) and the [Code of Practice for the Governance of State Bodies](#) (Department of Public Expenditure and Reform, revised 2016)

The [PSI \(Council\) Rules 2008](#) and [2015](#) set out the rules relating to appointments to Council, the election of a President and Vice-President, and the rules on how Council governs itself.

The Council is currently overseeing the delivery of the [Corporate Strategy 2025-2028](#) and related annual [Service Plans](#).

In accordance with the [Ethics in Public Office Acts](#) all members of the PSI Council are required to declare any material interests they have, which could influence their work for the PSI. A register of Council members' declarations of interest is published on the PSI website, and declarations are submitted annually to the Standards in Public Office Commission (SIPO)

For further information visit the PSI website, www.psi.ie.