

## Call for Expressions of Interest for Pharmaceutical Assistant Advisory Group and Panel

The Irish Institute of Pharmacy (IIOIP) is responsible for the management of the Continuing Professional Development (CPD) system for pharmaceutical assistants and pharmacists in Ireland. Upcoming changes to the CPD model mean it will become mandatory for pharmaceutical assistants to demonstrate evidence of their CPD by engaging in ePortfolio Review. IIOIP is responsible for the development of the pharmaceutical assistants' CPD system. We, in IIOIP, are now seeking expressions of interest from pharmaceutical assistants who would like to contribute to the establishment of this new system and support colleagues through the upcoming changes.

Our initial focus will be on the establishment of

1. a Pharmaceutical Assistant Advisory Group (PAAG)
2. a panel of pharmaceutical assistants who wish to be informed of other opportunities for involvement

### Pharmaceutical Assistant Advisory Group

To become a member of the PAAG, applicants should be committed to:

- Contributing to the profession's journey of CPD
- Acting as a role model for CPD within the community
- Providing feedback to the IIOIP on how services could be improved

This is a voluntary role. Agreed expenses associated with your involvement (e.g. travel) will be reimbursed. Whilst previous experience with advisory groups would be useful, it is not necessary. IIOIP will provide appropriate training and induction. The terms of reference for this group are available [here](#).

### Pharmaceutical Assistant Panel

We are also seeking to establish a panel of pharmaceutical assistants who are interested in supporting the profession by becoming involved in other areas of IIOIP activity. It is likely that IIOIP will recruit from this panel for the following roles:

- Standard Setting Group members for ePortfolio Review
- Reviewers for ePortfolio Review
- Pilot participants for ePortfolio Review
- Event facilitators for support events
- Peer support activities

Please note this list is not exhaustive.

Details on the specifics of each project and role will be communicated to the panel as opportunities arise. Whilst previous experience in similar projects would be useful, it is not necessary. IIOIP will provide appropriate training and/or induction for all roles as appropriate. Remuneration, where applicable, will be in line with IIOIP's remuneration policy. Panel members are not obliged to accept any specific role, but applications should only be made by individuals who have an interest in contributing to IIOIP projects.

## Application Process

These opportunities are open to all pharmaceutical assistants. IIOIP is endeavouring to create an advisory group and panel that includes voices from across the profession and encourages all pharmaceutical assistants to consider being involved in shaping their profession.

The application form for both the PAAG and the Panel can be found [here](#). Please note, you may express interest in the PAAG, the panel, or both.

If you require further information about the roles or selection process, please email [info@iioip.ie](mailto:info@iioip.ie). The closing date for applications is 8 April 2026.

Information shared with pharmaceutical assistants at IIOIP events will be for the purpose of supporting colleagues and the development of the profession. Members of the PAAG and panel are not permitted to use this information outside of their roles for commercial purposes. Confidentiality agreements will be required for some projects to protect the integrity of IIOIP processes.