

## Terms of Reference for the Irish Institute of Pharmacy Pharmaceutical Assistant Advisory Group

### Introduction and Background

The Irish Institute of Pharmacy (IIOOP) 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 ongoing CPD by engaging with ePortfolio Review. IIOOP is tasked with the development of the pharmaceutical assistants' CPD system.

### The Purpose of the Pharmaceutical Assistant Advisory Group

The Pharmaceutical Assistants Advisory Group (PAAG) is appointed by IIOOP to advise on matters relating to the establishment of this new system and to provide guidance on how IIOOP can support pharmaceutical assistants through the upcoming changes. This body is advisory in nature. It does not perform an executive function.

### Membership of the IIOOP Advisory Group

#### Eligibility requirements

Members of the Pharmaceutical Assistant Advisory Group must:

- Hold a qualification as a pharmaceutical assistant.
- Currently hold, or have previously held, registration with the Pharmaceutical Society of Ireland (PSI).
- Demonstrate a strong commitment to supporting their peers in engaging with CPD.

#### Selection Process

- Advisory Group members will be appointed through an Expression of Interest (EOI) process, administered in accordance with relevant IIOOP policies.
- In making appointments, the IIOOP will seek to ensure the Group represents a cross-section of the pharmaceutical assistant community, capturing a broad range of perspectives.
- Applicants who meet the eligibility criteria but are not appointed will be placed on a reserve list for future consideration.
- Should a vacancy arise during the term, individuals from the reserve list will be invited to join the Group.

- All appointed members will be required to complete induction training prior to commencing their role.

## Specific Activities of the PAAG

The PAAG will advise IIOB on the implementation of the new CPD review system for pharmaceutical assistants. This role will include:

- Supporting the development of the pharmaceutical assistant CPD system, including strategic, and operational aspects.
- Providing feedback from the profession to the IIOB on an ongoing basis to prompt engagement with and continuous improvement of IIOB's services.
- Supporting IIOB to ensure pharmaceutical assistant understanding of:
  - why the CPD review system is being introduced
  - what it means for them
  - how they will be supported on an ongoing basis to engage with CPD

Note: This description provides a basic outline of the scope and responsibilities of the role; they will be subject to regular review and amendment as necessary. It is not intended to be an exhaustive list of duties.

## PAAG Operations

- The PAAG shall be appointed for a period of two years with an option to extend or replace as appropriate in service of achieving a balance between group institutional knowledge and member turnover.
- The Group shall meet four times per year, with notice of the meeting dates provided at the start of the year.

## Review of Terms of Reference

The terms of reference will be reviewed annually, or more frequently if required.