

ROYAL PHARMACEUTICAL SOCIETY

National Pharmacy Board Working Day

22 June 2021 by Zoom

	Time	Subject	Lead Person
	11:15	Declarations of interest (21.06/SPB/03)	Clare Morrison, Director for Scotland
	11.20	Election of Chair, Vice-Chair - refer to amended Regulations Appendix E (21.06/NPB/04a) and Assembly member - refer to amended Regulations Appendix C (21.06/SPB/04b)	Alison Douglas, Governance Manager/Mi-Voice

Scottish Pharmacy Board

June 2021

Declaration of Interests

Brian Addison

- Lecturer in Pharmacy Practice (Master of Pharmacy Course Leader) at Robert Gordon University
- Pharmacy Postgraduate Tutor at NHS Education for Scotland
- Co-author of Minor Illness or Major Disease published by Pharmaceutical Press
- External Examiner Royal College of Surgeons in Ireland Education
- Committee Member of the European Society of Clinical Pharmacy
- Member, RPS Scottish Pharmacy Board

W Iain Bishop

- Member, RPS Scottish Pharmacy Board
- Fellow, UK Faculty of Clinical Informatics
- Clinical Safety Officer, NHS National Services Scotland (NSS)
- Member COVID Vaccination Programme Operational Group
- Member, NSS IT Clinical Governance Group
- Member, NSS Medical Device Regulation Project Board
- Member, NHS Scotland PACS Clinical Advisory Group
- Member, NHS Scotland PACS Reprovisioning Clinical Reference Group
- Member, NHS Scotland General Practice (GP) IT Reprovisioning Clinical Reference group
- Member, NHS Scotland GP IT Prescribing Advisory Board
- Member, NHS Scotland GP IT Change Advisory Board
- Member, NHS Scotland Emergency Care Summary (ECS) Technical Advisory Group
- Member, NHS Scotland ECS Service Board
- Member, NHS Scotland Office 365 Change Advisory Board
- Member, Scottish Prescribing and Practice Pharmacist Association, Data & Intelligence Group

Tamara Cairney

- Pharmacist in NHS Greater Glasgow and Clyde, Royal Alexandra Hospital, Paisley
- Pharmacist in NHS Greater Glasgow and Clyde, Renfrewshire Health and Social Care Partnership
- Member, RPS Scottish Pharmacy Board
- Locum Pharmacist, Boots UK
- Locum Pharmacist, Well Pharmacy
- Sister is a staff nurse in NHS Greater Glasgow and Clyde, Royal Hospital for Children, Glasgow

Andrew Carruthers

- Senior Pharmacist – Medicines Governance at NHS Greater Glasgow & Clyde
- Member, RPS Scottish Pharmacy Board
- Self-employed, community locum pharmacist

Kathleen Cowle

- Employed by Davidsons Chemists
- Member, RPS Scottish Pharmacy Board (2016-)
- Daughter is a pharmacist with NHS Lothian
- Son-in-law works for Lloyds Pharmacy

Omolola (Lola) Dabiri

- UKBPA Lead for Scotland & Northern Ireland - 2019 till date
- RPS Grampian Local Coordinator – 2018
- Co trainer NHS24 - IP training Boot camp, NES- 2018
- Toast Master International - VP Education 2016-2017
- Member, British Lifestyle Medicine Association - 2019 - till date
- Speaker, Encapsulate Solution – delivering Health Information to the community
- Speaker, various forums –including C&D, GPHC, RPS re Equality, Inclusion& Diversity

Lucy Dixon

- Member, RPS Scottish Pharmacy Board
- Pharmacist employee, NHS Highland
- Co-contractor (with husband), Dornoch Pharmacy Ltd
- Co-contractor (with husband), Mitchells Chemist Ltd
- Share-holder, Dornoch Pharmacy Ltd
- Share-holder, Mitchells Chemist Ltd
- Secondment to Effective Prescribing and Therapeutics Division of Scottish Government

John McAnaw

- Head of Pharmacy, NHS 24, South Queensferry
- Pharmaceutical Advisor, Scottish Ambulance Service, Edinburgh
- Member, NHS Scotland Directors of Pharmacy
- Member, UK Ambulance Pharmacists Network
- Member, European Society of Clinical Pharmacy
- Member, RPS Scottish Pharmacy Board
- Wife is director, shareholder and pharmacy superintendent, Lomond Pharmacy Ltd.
- Judge, Scottish Pharmacy Awards

Catriona Sinclair

- Member, RPS Scottish Pharmacy Board
- Member, Community Pharmacy Scotland Board (since May 2013)
- Vice Chair, NHS Highland Area Clinical Forum (since 2018)
- Chair, NHS Highland Area Pharmaceutical Committee (since 2015)
- Chair, Community Pharmacy Highland (since 2012)
- Lead negotiator, committee local pharmaceutical services with NHS Highland
- Royal Pharmaceutical Society, LPF lead for Highlands and Western Isles (2010-2014)

Jacqueline Sneddon

- Member, RPS Scottish Pharmacy Board
- UKCPA - Chair of UKCPA Pharmacy Infection Network 2015-2018, committee member of UKCPA Pharmacy Infection Network (Standards lead) 2013-2015.
- RPS - Chair of Antimicrobial Expert Advisory Group (AmEAG) and member of Science and Research Committee (formerly Science and Research Board) 2018 to date, member of RPS AmEAG 2016-2018
- NHS Education for Scotland – Custodian for various education resources.
- British Society for Antimicrobial Chemotherapy – Tutor for on-line courses, Associate Editor for JAC AMR Education platform.
- Lead Partner –Commonwealth Pharmacy Association Antimicrobial Stewardship Programme project with two hospitals in Ghana
- Expert adviser for research projects on antimicrobial use with several universities (RGU, Strathclyde, Dundee, GCU, Manchester)

Audrey Thompson

- Member, RPS Scottish Pharmacy Board
- Member NHSGGC Area Pharmaceutical Committee 2015-2021; chair 2015-2019, vice chair 2019-2021
- Member NHSGGC Area Clinical Forum Committee 2015-2021; chair 2017-2021
- Member NHSGGC Area Drugs and Therapeutics Committee 2004 - present; Chair Communications subcommittee 2004 – 2016

- Member Scottish Practice Pharmacist and Prescribing Advisers' Leadership group 2015 - present
- Manager Glasgow 2014 Commonwealth Games Athlete Village Pharmacy

Updated: 10 June 2021

APPENDIX E – PROCEDURE FOR THE ELECTION OF CHAIR AND VICE-CHAIR OF THE NATIONAL PHARMACY BOARDS – AMENDED PROCEDURE DURING COVID REMOTE MEETINGS 2021

The election of the Chair and Vice-Chair will be held biennially, entirely in public business, with the voting recorded, at the start of business at the first formal meeting of the Board following the annual election of members to fill vacant places in the requisite Chair/Vice Chair election year.

Each candidate standing for election as Chair or Vice-Chair shall make a declaration of interests at the time of her/his nomination.

The nomination and election procedures are set out below.

In the event that there is only one candidate nominated for any post, the Board will be asked to confirm that the person is duly elected.

The confirmation process shall be as per the process for confirming the second year of a term of office outlined at 7.5.4 in the Regulations.

The voting shall be reported to the Board and recorded in the minutes.

Once the elections have been completed, the names of the candidates, the names of the newly-elected Chair and Vice-Chair and the address submitted by the newly-elected Chair will be published.

Nominees do not need to be personally present at the meeting.

1 Chair

- 1.1 Candidates for the position of Chair should be nominated by a Board member and seconded by another Board member. All nominations must be received in writing by the Board's Secretary at least 11 calendar days before the Board meeting at which the election is to take place, with a 12 noon deadline. The specific deadline for nominations in a given year will be communicated to Board members by the Board's Secretary.
- 1.2 Candidates for the position of Chair are required to produce an address of up to 1,000 words outlining how they meet the job requirements and setting out their vision and objectives. This must be received by the deadline specified for nominations. The address must be in plain text and not include any photos, images, graphics, website addresses or urls.
- 1.3 The names of those nominated and the names of the nominators will be circulated with the text of addresses to reach Board members by one week before the Board meeting.
- 1.4 The content of the addresses will be confidential to the Board until after the election has taken place.
- 1.5 The Board's Director will take the chair for the election of the Chair. Voting will follow the procedure set out below.
- 1.6 The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.
- 1.7 The newly-elected Chair may make a short statement following election.
- 1.8 The name of the newly-elected Chair, the address submitted and the names of all nominees will be circulated to the pharmacy press.

2 Voting procedure

2.1

Voting will be by a secret ballot at the meeting of those members who are entitled to vote and shall be undertaken via the process and platform provided by the external scrutineer. Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.

- 2.2 The Board's Director will read the names of the candidates and invite each Board member present to cast their vote.
- 2.3 If one candidate has received the majority of the total votes cast, that person will be deemed to have been elected to the position concerned.
- 2.4 In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate receiving the lowest number of votes in that ballot will be eliminated and the procedure set out in 2.2 – 2.4 above will be repeated. This procedure will be repeated until one candidate receives the majority of all votes cast.
- 2.5 If, in any ballot in which one candidate does not receive a majority of all votes cast, two or more candidates tie with the lowest number of votes, a separate ballot involving only those candidates will be held under the procedure set out in 2.2 and 2.3 above to decide which of these candidates is to be eliminated.
- 2.6
- 2.7 If there is still a tie after this second ballot, the Board meeting will be adjourned for five minutes and, on its resumption, nominations for the post concerned will again be called for. The procedure set out in paragraphs 3.2 and 3.3 above, as appropriate, will then be followed.

3 Vice-Chair

- 3.1 The newly-elected Chair, if present, will take the chair otherwise the Director of the Board will take the Chair. At the Chair's discretion, there may be a break of up to 15 minutes before nominations are invited for the position of Vice-Chair.
- 3.2 Candidates for the position of Vice-Chair may be nominated by themselves or by another Board member and should be seconded by another Board member. Nominations may be made in advance of the meeting or at the meeting. There will be no supporting speeches for this position. **(English and Welsh Pharmacy Boards only:** The Chair is not allowed to nominate or propose a vice chair).
- 3.3 Voting will follow the procedure set out for the Chair above.
- 3.4 The newly-elected Vice-Chair may make a short statement following election.
- 3.5 The name of the newly-elected Vice-Chair and the names of all nominees will be circulated to the pharmacy press.

APPENDIX C - PROCEDURE FOR APPOINTMENT OF NATIONAL BOARD MEMBERS TO THE ASSEMBLY – AMENDED PROCEDURE DURING COVID-19 REMOTE MEETINGS 2021

Any sitting President will automatically be appointed as a Board Assembly representative for their respective National Board. National Board members appointed to serve as a Board representative on the Assembly serve a two year term of office on the Assembly, provided they remain elected to their relevant National Board.

Board members elected to fill casual vacancies will be eligible to be appointed to the Assembly. Co-options to the Boards will not be eligible to be appointed to the Assembly.

1 Voting Procedure

The appointment of Board members to the Assembly will be held entirely in public business, with the voting recorded, at the start of business on the first formal meeting of the newly elected National Pharmacy Board meetings.

Nominations can be made at the meeting or in advance. Board members may nominate themselves or others and should be seconded by another Board member. The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.

Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted. For the purposes of the 2021 Election, 'present at the meeting' shall be defined as those members of the Board participating in the meeting via means of remote/video conferencing.

Each candidate standing for appointment to the Assembly shall make a declaration of interests at the time of their nomination.

The Director of the Board will read the names of the candidates and each candidate who is present will be invited to make a short supporting speech of no more than two minutes. Nominations will close before the first vote is taken. Nominees may vote for themselves.

Voting will be by a secret ballot at the meeting of those members present who are entitled to vote and shall be undertaken via the process provided by the external scrutineers appointed by the Society

The voting shall be reported to the Assembly and recorded in the minutes. Once the elections have been completed, the names of the successful candidates will be published. Successful candidates will be invited to make a short statement following their election.

The election procedures for each Board are set out below.

2 English Pharmacy Board (EPB)

Five elected members of the EPB are appointed to the Assembly in addition to the Chair and Vice Chair. In the event that the sitting President is a member of the EPB, only four members will need to be elected.

In the event that there are only as many candidates nominated to the Assembly as there are places to be elected, the EPB will be asked to confirm that those persons are duly appointed. If there are more candidates than a secret ballot will be held using the One Member One Vote (OMOV) system (ie each EPB member has up to 5 votes for up to 5 places) and shall be undertaken via the process

provided by the external scrutineers. The EPB candidates that receive the highest number of votes by the OMOV system will be elected to the Assembly. If two or more candidates tie with the next highest number of votes, a separate ballot, undertaken via the process provided by the external scrutineers, involving only those candidates, will be held to decide which of these candidates is to be elected. If there is still a tie after this second ballot, the meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

3 Scottish Pharmacy Board (SPB)

One elected member of the SPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the SPB, there will be no need to appoint an additional member to the Assembly.. In the event that there is only one candidate nominated to the Assembly the SPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will held using the One Member One Vote system and shall be undertaken via the process provided by the external scrutineers. The SPB candidate that receives the highest number of votes will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected, undertaken via the process provided by the external scrutineers. If there is still a tie after this second ballot, the SPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

4 Welsh Pharmacy Board (WPB)

One elected member of the WPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the WPB, there will be no need to appoint an additional member to the Assembly.. In the event that there is only one candidate nominated to the Assembly the WPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will held using a One Member One Vote system and shall be undertaken via the process provided by the external scrutineers. .

The WPB candidate that receives the highest number of votes in a OMOV will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected, undertaken via the process provided by the external scrutineers. If there is still a tie after this second ballot, the WPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.