

HPRA Patient Forum Meeting Record

Tuesday 1 March 2022, Virtual meeting

Chair: Dr. Paula Kilbane

1 Welcome & Introductions

The Chair welcomed forum members to the meeting. Those present introduced themselves.

2 Minutes of the last meeting and matters arising

The meeting record of the meeting of 14 December 2021 was agreed.

Terms of reference and work plan 2022

The forum was updated on the terms of reference and work plan. It was noted that both documents were circulated to members following the December meeting and that no additional comments or edits were received. The documents are considered final and will be published on the HPRA website.

HSE social inclusion unit

The forum was updated on contact between the HPRA and the HSE social inclusion unit to introduce the HPRA patient forum.

3 Adoption of the agenda

The agenda was adopted and an additional item was proposed under AOB.

4 Work plan 2022: HPRA Culture & Values

Members were updated on the development of the staff induction module, the purpose of which is to highlight the patient centred approach taken at the HPRA, as well as the proposal for a patient speaker programme. Following discussion, the members supported the proposals overall, with feedback given on the design and format of both the induction module and speaker programme. The HPRA thanked the members for their valuable feedback and noted it would be incorporated as part of further development work.

5 Declaration of interest process

Members were informed of the process for managing potential conflicts of interests in relation to the forum. It was explained that the process was designed to take account of the purpose and remit of the forum, including that members are not involved in regulatory decision making. It was agreed that a copy of the policy would be circulated, and members could raise any queries with the HPRA.

6 HPRA website – patient forum page

Members were informed of the plan to publish a special topics page about the patient forum on the HPRA website. Members were also reminded of the plan to publish a summary of each patient forum meetings on the HPRA website, per the terms of reference.

7 AOB

Forum members enquired about intravenous products offered to consumers as part of a service, and were briefed by the HPRA on the relevant regulatory requirements that apply when such products are medicines.