

Information Statement

Public Authority: Pharmacy Council

Table of Contents

Introduction:	Your Rights under Public Access to Information
Section A:	Organizational structure of the authority and governing legislation
Section B:	1. Legislated functions and powers of the authority 2. Obligations under PATI
Section C:	Services and programmes
Section D:	Documents: Records held
Section E:	Documents: Administrative manuals/ guidelines
Section F:	Documents: Decision making
Section G:	How to Contact the Information Officer and Make a Request
Section H:	Further information (includes financial)
Section I:	Other information (as prescribed)
Section J:	Locations of the Information Statement

Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Pharmacy Council (the Council). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Bermuda Health Council Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key, including definitions

- Health Council means the Bermuda Health Council
- Act means the Pharmacy and Poisons Act 1979
- Council means the Pharmacy Council
- Ministry means the Ministry of Health

- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

The Pharmacy Council consists nine members [Section 4, the Act]:

- i Seven voting members –
 - a. a Chairman, and
 - b. a physician appointed by the Minister of Health
 - c. a representative of the association appointed by the minister
 - d. Four members elected from among registered pharmacists practicing the profession.
- ii A representative of the Pharmacy Owners Association as a non-voting member.
- iii The Government Pharmacist has also been co-opted as a non-voting member.

Please see the Government website for the list of current members at <https://www.gov.bm/government-boards-and-committees>; then select current Boards and Committees and then search for the Pharmacy Council

Primarily: Pharmacy and Poisons Act 1979 (amended 2013)

Other legislation for administering the Act: Misuse of Drugs Act 1972 and its Regulations 1973

Section B1: Legislated Functions, Powers, duties of the Authority [s5(1)b]

The major function of Pharmacy Council is to secure high standards of professional competence and conduct in the practice of pharmacy in Bermuda [section 3 and 4A, the Act]. This includes:

- i To appoint a Registrar to be responsible for the establishment and maintenance of a register of pharmacists (section 7(1) and (2)) and pharmacies (section 16 (1))
- ii To review applications for registration as a pharmacist and register persons who meet the established qualification and training requirements set out in section 7 (4) and (5)
- iii To review applications for re-registration (section 7 (4A))
- iv To remove from the register any pharmacist for reasons of misconduct or being unfit to practice (as listed in section 8(1) a to d, the Act);
- v To restore to the register any pharmacist whose name was removed either voluntarily or for reasons of misconduct, and is deemed fit to practice again (section 12, the Act).
- vi To appoint examiners to conduct examinations for persons applying for registration as pharmacists
- vii To establish and amend as necessary, a Code of professional conduct (section 9)
- viii To prepare an annual report for the Minister
- ix To make periodic recommendations to the Minister regarding any necessary amendments to the Act especially in reference to the Third and Fourth schedules; i.e. how drugs are classified (prescription only, pharmacist only or pharmacy only) (Section 4A, the Act)
- x To perform any function under the Act

Section B2: Obligations under PATI Act [s5(1)b]

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)(3)]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Services

1. The registration of pharmacists.
2. Decide actions to be taken in cases of alleged professional misconduct which have been referred for action by the Pharmacy Profession Complaints Committee.
3. Makes recommendations to the CMO and Minister for amendments to the Pharmacy and Poisons Act.
4. **Programmes.** Not applicable - the Council has no programmes.

Section D: Records held [s5(1)d]

Registration Records

1. *The Pharmacists Register.* (Last 10 years; Gazetted annually). Government of Bermuda. (Public Access). The Register is a list of practitioners authorized to practice in Bermuda. It is an electronic database, an official copy of which is Gazetted every year.
2. *Registration Applications.* (Last 10 years). Pharmacy Council. (Exemption section23 – Personal Information). Contains application information such as qualifications and work experience

Activities of the Council

3. *Meeting minutes of the Council.* (2003 to current). Pharmacy Council. (Public Access, with personal identifiers redacted). Records the business addressed and attendance.

4. *Annual Report of the Council.* (2003 to current). Pharmacy Council. (Public Access, with personal identifiers redacted). Summarizes the activities of the Council for the preceding year, includes business addressed, registration and complaints statistics, member attendance.

Section E: Administration manuals[s5(1)e]

1. *Pharmacist Initial Registration Requirements* (2025). Pharmacy Council. (Public access). Describes the requirements for registration as prescribed in the Act, and explains the process. The document is intended for use by the applicants.
2. *Re-Registration Requirements for Pharmacists* (2014). Pharmacy Council. (Public access). Describes the conditions for re-registration which include continuing professional development (continuing education) and minimum practice hours (the minimum number of hours a pharmacist must work in any registration period) as required by the Act are outlined.

Section F: Decision-making documents [s5(1)f]

1. *Pharmacy and Poisons Act 1979*. The Government of Bermuda. (Public Access). The legislation that governs the power, functions and procedures of the Council, and the process for registering practitioners and handling complaints against practitioners.
2. *Standards of Practice for Pharmacists* (December, 2013). Pharmacy Council. (Public access). A statement of professional conduct describing responsibilities including skills and judgment as required in the practice of Pharmacy to promote a consistent quality of professional performance.
3. See Documents listed in Section E

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact

Shunee Burt
PATI Information Officer
Bermuda Health Council

Hand Deliver To	Bermuda Health Council Sterling House, 3 rd Floor 16 Wesley Street Hamilton, HM11
Mail*	Bermuda Health Council PO Box HM 3381 Hamilton, HM PX
Email*	contactus@healthcouncil.bm
Telephone	292-6420
Contact	Shunee Burt PATI Information Officer Bermuda Health Council

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

1. **About us** is available on the **Health Council's** website at: [Health Professionals – Bermuda Health Council](#)
2. Information regarding health professional registration and complaints handling can be found on the Health Council's website: [Health Professionals – Bermuda Health Council](#)
3. The **legislation** listed may be found at Bermuda Laws Online [www.bermudalaws.bm](#).
4. **Financial Information.** As with all statutory boards, the fees for services and the remuneration of board members for service is governed by the following legislation:
 - Government Fees Act, 1965; and the Government Fees Regulations, 1976. The Act governs the charging of fees to applicants for services. The Regulations lists the fees for the services.
 - Government Authorities (Fees) Act, 1971. The Act governs the remuneration of body members for services. In brief: the Chair receives \$100, and other members receive \$50, per meeting. Public Officers receive no monies.

Section I: Other Information As Prescribed [s5(1)i]

At Aug 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Note for this authority, there is no power to enter into any contracts.
3. **Expenditure:** Quarterly expenditure will be provided upon request. Other than remuneration to members for attending meetings, as described in section H (3) above, the Authority has no expenses

4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Locations of Information Statement

- Bermuda Health Council Office: Sterling House, 16 Wesley Street, Hamilton
- The Bermuda National Library
- The Bermuda Archives
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati>
 - Authority's website – [Bermuda Health Council \(healthcouncil.bm\)](http://Bermuda Health Council (healthcouncil.bm))
- With the Information Commissioner.

Date Information Statement was updated:

Date:

Sign:

Name: Tiffany Smith
Post: Chairperson, Pharmacy Council

Ends