



Education and Standards Committee

Draft Meeting Minutes 20th September 2018 PHECC Office, Naas

Present

Shane Knox (SK) (Chair)
Peter McDaid (PMcD)
Paul Lambert (PL) (Vice Chair)
Gareth Elbell (GE)
Niamh O'Leary (NOL)
Ben Heron (BH)
Tom Brady (TB)
Chris O'Connor (COC)
Roisin McGuire (RMcG)
Ray Lacey (RL)

In Attendance

Kathleen Walsh (KW), PDO
Ricky Ellis (RE), PDO
Jacqueline Egan (JE), PDO
Ray Carney (RC), Acting PDO
Marion O'Malley (MOM), Acting Secretary

Absent

Adrian Murphy

Apologies

Tess O'Donovan
Melissa Redmond
Mary O' Neill
Brian Power

1. Minutes from 18th July meeting

The Chair welcomed members and apologies were noted. KW offered the sympathies of the Committee to the Chair following his recent bereavement. Draft minutes from the June 2018 meeting were presented for consideration. COC requested that minutes be circulated sooner than one week in advance of meetings. KW confirmed that for future meetings there would be a two-week turnaround for dissemination of minutes. KW informed the Committee that a new Director was appointed to PHECC, Mr Richard Lodge.

Resolution: The Education and Standards Committee approve the minutes of the meeting held on 18th July 2018.

**Proposed: Roisin McGuire
Carried without dissent**

Seconded: Niamh O' Leary

2. Matters arising

Irish Heart Foundation update – correspondence sent to IHF and PHECC are awaiting feedback. KW to liaise with the Acting Director and report back to the next Education and Standards meeting.

3. EMT CPC - Update

Included in the papers was the CPC End of Cycle Report. Omar Fitzell, CPC Coordinator, presented the findings of the report to the Committee and sought approval from the Committee to implement the recommendations of the CPC subcommittee as outlined in the report.

Some discussion ensued around the implications on practitioners if they did not engage with the CPC process or did not meet the standard. The CPC Coordinator informed the Committee that the Registrar confirmed that these practitioners would not be allowed re-register and that legal opinion is being sought in relation to informing RIs and licensed CPG providers of practitioner status. COC suggested that the CPC subcommittee look at the NREMT (US) policy for inactive registrants.

It was agreed that, as a matter of urgency, a policy should be developed to address:

- Inactive practitioners
- Practitioners not returning to practice
- Practitioners who failed to meet the CPC standard
- Practitioners who failed to engage

The CPC Coordinator informed the group of the benefit of the roadshows in 2017 and it was highlighted that specific roadshows should be aimed at the RIs and licensed CPG providers going forward. RE suggested that along with the roadshows, an e-learning platform should be made available to EMTs for CPC purposes. It was agreed that, in the interim, a dedicated CPC page on PHECC website should be developed to include updates on CPC activities, relevant information and CPC articles.

Discussions took place around the proposed change to the 'patient contact requirement'. It was recommended by the CPC subcommittee that a simulation assessment would take place if the EMT did not have the required number of 12 patient contacts per year. It is proposed that this assessment would be RI driven but must be developed further as the process has not yet been designed.

It was agreed to seek legal opinion regarding 'Reflective Practice' following a recent case in the UK. RE to follow up and bring back to the next Committee meeting.

The Chair complimented the CPC Coordinator, CPC subcommittee and PHECC staff on their dedication and hard work in developing CPC for EMTs.

Resolution: That the Education and Standards Committee recommend to Council that a policy be developed to address inactive practitioners, practitioners not returning to practice, practitioners who fail to meet the CPC standard and practitioners who fail to engage in the CPC process.

Proposed: Ray Lacey

Seconded: Gareth Elbell

Carried without dissent

Resolution: That the Education and Standards Committee endorse the recommendations of the 2016/2017 Emergency Medical Technician Continuous Professional Competence – End of Cycle Report.

Proposed: Tom Brady

Seconded: Paul Lambert

Carried without dissent

4. Civil Defence Proposal re: CFR, FAR and EFR Responder Instructors

Included in the papers was a proposal from Civil Defence regarding the delivery of courses and re-certification period for CFR, FAR and EFR responder instructors. RMcG detailed the proposal and then was recused from the meeting to allow for discussion and decision of the Committee.

There was general consensus that a CFR, FAR or EFR instructor must deliver a minimum of 4 courses over a two-year period and that this could be a combination of CFR, FAR or EFR courses at which the instructor is certified.

Some discussion ensued around instructors being monitored and signed off on at least one course they deliver. It was agreed that the monitoring should be undertaken by an assessor with a higher qualification than the instructor, e.g. EFR instructor to be signed off by an EMT, and that the instructor must be assessed on the highest-level course they deliver. It was suggested that a modified version of the Teaching Critique Form (contained within the Teaching Faculty Framework) could be used as a monitoring form template.

It was also agreed that the re-certification period for EFR instructors be reduced from three to two years.

These proposed amendments to the standard are to be applied to all RIs.

JE recommended that the Executive bring a proposal back to the Committee regarding the implications of the agreed recommendations. This was declined by the Chair and agreed by the Committee.

This agenda item highlighted the urgent requirement for the revision of the Education and Training Standards.

Resolution: That the Education and Standards Committee recommend to Council the following interim changes to the CFR, FAR and EFR Education and Training Standards:

- **A minimum of four courses to be delivered over a two-year period, this can be a combination of CFR, FAR or EFR courses**
- **Re-certification period for EFR instructors to be reduced to two years**
- **Instructors must be monitored on at least one course in the two-year period, on the highest-level course they deliver**
- **Assessors must hold a higher qualification than the instructor being assessed.**

Proposed: Gareth Elbell

Seconded: Chris O'Connor

Carried without dissent

5. Education and Training Standards Revision - Update

Included in the meeting papers was a summary document for tender development for the revision of the Education and Training Standards. This paper was developed by a sub-group of the Education and Standards Committee whose discussions focussed on key considerations for the project including approach, timelines, milestones, specifications and deliverables. The Chair thanked the sub-group for their work to date. The

Chair agreed with the details of the summary document but felt that the priority was for the standards to be revised in the first instance, followed by the development of a practical framework/toolkit to assist PHECC in establishing mechanism and processes for future reviewing the standards acknowledging implications involving clinical practice developments e.g. CPGs, policy development e.g. scope of practice and specialisations, etc.

There was a discussion regarding terminology and it was agreed to use the term 'framework' instead of 'toolkit' for clarity purposes to guide its development.

It was decided to progress with a tender for the revision of the Education and Training Standards with practitioner standards as the priority issue and to concurrently develop a practical framework. This will include international literature review, reviewing current standards, engaging stakeholders and feedback.

Resolution: That PHECC Executive progress, immediately with the tender for the revision of the Education and Training Standards to include the development of a practical framework as detailed in the summary document.

Proposed: Tom Brady

Seconded: Chris O'Connor

Carried without dissent

6. Examiner Panels – Update

JE informed the Committee that the EOI for exam panel membership was previously withdrawn at their request.

Included in the papers was a process for seeking nominations to exam panels. JE detailed the process explaining the rationale for expanding the Exam Quality Committee, Examiner Panel and Test Item Writing Panel.

Nominations for each of the panels will be brought back to the Education and Standards Committee for ratification.

It was agreed that existing panel members will remain in place until sign-off of new members, following appropriate mandatory training is complete. JE to write to panel members to confirm their interest in remaining on panels.

It was confirmed that panel members on the TIW group will now be reimbursed for their time.

The Chair suggested that a member of the Exam Quality Panel should be in attendance at SWA corrections and review a sample of SWA corrections. JE confirmed that she will review the procedure with a view to including an exam quality panel member at all corrections.

7. Paramedic Examinations Update

JE presented the update on the paramedic examinations. A subcommittee of this Committee met to discuss the draft 'Towards PHECC Paramedic NQEMT Standard'. It was a very productive meeting with positive discussion and outputs. There are 21 recommendations in the document, all of which were agreed, with no dissent, however all recommendations do need to return to this Committee for discussion and approval. One of the recommendations in the report is that the SWA component is to be removed from the paramedic assessment.

A further meeting of the subcommittee will be scheduled and the full report and recommendations from the subcommittee will be brought to the next Education and Standards meeting for consideration and approval

Review of recent paramedic OSCE results

JE provided a table of recent OSCE examination results. A new assessment and scoring methodology, devised by a subgroup of Council and approved by exam quality was implemented at the recent OSCEs and feedback was very positive. JE agreed to circulate the feedback electronically from examiners and exam quality members.

8. Modifications of PHECC Terminology of RI Status at Responder Level

KW informed the group that legal advice was sought regarding temporary status and issue of approving RI status before full status is received. Excerpts from the PHECC composite SI were included in the meeting papers.

The advice given to PHECC stated that the phrase 'recognised institution' relates only to institutions delivering NQEMT courses.

KW requested that the Committee agree to a name change for responder level institutions, suggesting that they should be referred to as 'approved training institution'. She noted that assistance would be sought to draft the appropriate wording to ensure consistency of terminology with the SI.

Resolution: That the Education and Standards Committee recommend to Council a change in terminology for responder level institutions from 'recognised institution' to approved training institution'.

Proposed: Tom Brady

Seconded: Paul Lambert

Carried without dissent

9. RI Status – Update

9.1 Listing and approvals

Included in the papers was a table detailing all the RIs and their approved courses. Servisource have recently been approved at responder level.

PL asked if UCC have accreditation with PHECC. The Chair explained that the accreditation of the NASC paramedic programme with UCC as a new academic partner was discussed by Council and this was given interim approval.

PL referred to a previous decision of the Committee where all applications at practitioner level are to go to the Committee before Council. KW confirmed that the delegated decisions of the Director which includes RI and course approvals needs to be amended by Council before applications are brought before the Committee. It was agreed to seek clarification from Council regarding this.

It was highlighted that there is no existing policy to cover a change of partnership in academic partners and this will be developed as per Council resolution.

9.2 Course Report Development

Included in the papers was a draft course report at responder level to monitor new RIs who are not yet part of the QRF cycle. The completion of this report is an interim measure as the QRF is currently being revised. KW requested feedback from the Committee regarding contents to guide RIs in their report writing.

It was suggested that as part of course feedback participants should be asked if they agree to be contacted by the regulator for quality purposes. There was general agreement for this.

It was agreed that the existing draft was too detailed for responder level institutions and that it be revised to remove the 'additional criteria' element and include the question regarding the regulator contacting participants.

9.3 RI Applications Assessor Panel

KW informed the group that a RI applications assessor panel is being developed through an EOI process. This is due to the increasing volumes of applications, course approvals and renewal applications. KW detailed the requirements to become an assessor.

10 Quality Review Framework Revision – Update

KW informed the group that PHECC recently ran a Request for Tender (RFT) for the Revision of Quality Review Framework for PHECC Recognised Institutions based on the evaluation of the QRF and subsequent Council recommendations. This tender was recently awarded. It is anticipated that a draft revision will be available for the next Committee meeting.

11 Recognition of Qualifications – Update

Included in the papers was an update on the number of applications through the ROQ process. Some discussion ensued regarding the outcome of some of the applications. KW confirmed that the standards are not comparable between Ireland and other countries and informed the group that many applicants do not have the 'post graduate internship' requirement of the PHECC standard.

12 AOB

COC requested an update regarding the Research Working Group. The recommendations of the group were reported to the Education and Standards Committee and then passed to Council in July. This feeds into new Council Strategy. PHECC executive are awaiting direction from Council.

The development of CPC for paramedics and advanced paramedics was again highlighted as a priority. The Chair shared that CPC was not included in PHECC's Business Plan for 2018, however, Council have agreed that CPC will be supported and funded next year. TB suggested that it be included as an item on the risk register and be brought to Councils attention.

Resolution: That the delay in the development of a CPC standard for paramedics and advanced paramedics be included on the risk register and brought to the attention of Council.

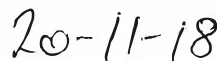
Proposed: Niamh O'Leary
Carried without dissent

Seconded: Chris O'Connor

The next meeting of the Committee will take place on 7th November at 10am in PHECC office. There being no further business the meeting concluded.



Signed by Chair



Date