

Minutes

PHECC Council Meeting

18th January 2018

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Jimmy Jordan
Patrick Fleming
Mick Molloy
Shane Knox
Tess O'Donovan
Thomas Keane
Pat Hanafin
Shane Mooney
Patrick Plunkett
Conor Deasy
David Menzies

Apologies:

Martin Dunne
Fiona McDaid
Stephen Brady

In attendance:

Peter Dennehy, Director
Barry O'Sullivan, Registrar
Con Foley, Chair, Compliance and Audit Committee
Margaret Bracken, Council Secretariat
Kathleen Walsh, Programme Development Officer
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Chair welcomed everyone and wished all a happy New Year. Apologies were noted.

1.1 The Chair stated the following:

1. Should any issues arise in the Coroners Court that either Council or the Executive feel would impact on the mission of PHECC, Council request that PHECC's legal advisors register as an interested person. The Director will seek advice and report back to Council.
2. Council request a report with status of all complaints, inclusive of fitness to practice, received pertaining to this Council in the last year, to include complaints held over from the last serving Council. A report of all complaints is to be provided to Council on a quarterly basis going forward.

* It is noted that Hillery Collins left after the closed session and returned later in the meeting.

2. Minutes & Matters arising

2.1 Draft Minutes December 2017*

The draft minutes from the December 2017 meeting were presented for consideration. Discussion took place and amendments were noted on 3.1 and 3.2 and agreed.

Resolution: Council approve the minutes of the December 2017 meeting with noted amendments.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Jimmy Jordan

2.2 Matters arising

Item 3 Governance and Finance

Amendments on 3.1 and 3.2 were agreed and noted as follows:

3.1 CPR UL Funding 2018.

Resolution (a): Council do not approve funding for salary increases for 2017.

Resolution (b): Council do not approve funding for CPR UL for 2018.

3.2 AP Course - Funding 2018/19.

Resolution (a): Council approve that the sum of €536,000 be paid currently to UCD for the next AP programme for the year commencing April 2018.

Resolution (b): Council also approve that two further AP courses for September 2018 and April 2019 be funded also.

The members voted on the payment of student registration fees. In order to facilitate engagement with key stakeholders following a review of standards for courses (EMT, P, and AP) by the Education and Standards Committee, and to allow a tender process to commence for the AP programme, Council approve that student registration fees will be paid in addition to funding the AP courses.

Resolution: Council approve that student registration fees will be paid in addition to the AP programmes as in the resolution above.

Item 5 Register

5.1 Register update.

A status of temporary registrations was included with the register update at the December meeting and noted. The members discussed legislation regarding temporary registration and the possible risks. The Registrar informed the members that the EU Directive governs temporary registration and PHECC are obliged to implement the EU Directive. The Registrar clarified that certain restrictions are in place and a visiting practitioner is permitted to practice on a temporary basis for a specific duration only. It was agreed to draft a report for Council.

A report of the current status of the Register was tabled for noting by Council.

5.2 Fitness to Practice update.

At the December meeting Council were notified that hearings were conducted on 7th and 8th December 2017 and the reports would be presented in due course. The FTP findings will be an agenda item for the next meeting on 22nd February beginning at 10am followed by the Strategic Plan 2018-2020. Full attendance from the members is requested.

At the December meeting the Risk Register was discussed under matters arising and it was suggested that CPGs and field guide updates be released in draft format initially for feedback prior to publication. The Director pointed out his concerns regarding this, as controlled documents issued in draft format would undermine the control of the documents. It was suggested that the Medical Advisory Committee consider establishing study groups to provide feedback on the draft CPGs and field guide prior to publication.

At the December meeting Stephen Brady proposed that a protocol document for Parliamentary Questions be drafted and submitted at the January meeting. A report compiled by the Registrar on PQs was tabled at the meeting and the members stated that they found the report to be very helpful and informative. It was highlighted that PQs are generally an executive responsibility but where they require Council input it was suggested that the Chair or Council members nominated by the Chair work with the Executive on responses to PQs within the remit of Council. PHECC do not currently have a policy regarding PQs and will work towards developing a policy with Council input.

* It is noted that Hillery Collins returned to the meeting at this point. Jacqueline Egan and Kathleen Walsh, Programme Development Officers, joined the meeting, and Barry O'Sullivan, Registrar, left the meeting.

3. Director's Report

The Director verbally introduced items on the report.

3.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted. Clarification was sought from the members regarding the conditional approval for licensed CPG providers and the procedures in place if these conditions are not complied with. Mr Brian Power, Programme Development Officer, explained the process to the members and informed them, as set out in Council rules, if licensed CPG providers do not comply with the conditions specified, they are notified of the deficit and given a deadline to correct it. If this deadline is not met approval is withdrawn and they are notified by registered post of this decision. Mr Power pointed out that in the majority of cases deadlines are adhered to. A concern was raised regarding licensed CPG providers employing practitioners from outside of Ireland on a temporary basis, and Mr Power informed the members that as per PHECC standards, all licensed CPG providers have been advised that only PHECC registered practitioners may be employed. Following a query on practitioners engaged in criminal activity, Mr Power highlighted that if criminal activity is suspected and a complaint is made to PHECC it then becomes a fitness to practice issue.

4. Education and Standards (Circulated for December meeting)

The following agenda items were on the agenda for the December 2017 meeting and deferred to January 2018.

4.1 Paramedic NQEMT Examination Standard (Interim)

Shane Knox requested to note that he wanted to defer the Interim Standard. Following a detailed discussion on the operation of the Paramedic Examination Standard (Interim) submitted by the Education and Standards Committee a decision was made to ensure that two examiners would be assigned to each station and the critical fail element would be removed from the Standard.

Resolution: Council approve, with immediate effect, the Paramedic NQEMT Examination Standard (Interim) V2, with the removal of the critical fail element. For the interim standard PHECC will, where possible, endeavour to have two examiners in each OSCE station.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Hillery Collins

* It is noted that Pat Fleming and David Menzies left the meeting at this point.

4.2 NQEMT Paramedic Examination Standard Research Workshop – Update

A report and agenda from the PHECC NQEMT Paramedic Examination Standard research workshop held in the Osprey Hotel, Naas, on 21st November 2017, was included in the meeting papers for information. Ms Jacqueline Egan briefed the members. Dr Anthony Marini presented and facilitated the workshop on international best practice in paramedic assessment and examination. This was a day event and attended by 23 people representing RIs, Exam Quality, Test Item Writers, Education & Standards Committee, and Facilitators.

4.3 Examination Quality Group Terms of Reference*

4.4 Examiner Panel Terms of Reference*

4.5 Test item Writing Panel Terms of Reference*

Revised draft Terms of Reference for Examination Quality Group, Examiner Panel and Test Item Writing Panel were included in the meeting papers. Additions and amendments were highlighted by Ms Jacqueline Egan, Programme Development Officer. Following discussion some further amendments were noted.

It was agreed that the Examination Quality Group Terms of Reference, Examiner Panel Terms of Reference and Test Item Writing Panel Terms of Reference be referred back to the Education and Standards Committee as an agenda item for their March meeting for further discussion and review.

4.6 Education and Standards Committee Terms of Reference TOR015 – revision re: Vice Chair*

Revised draft terms of reference TOR015 were included in the meeting papers. Additions and amendments were highlighted by Ms Kathleen Walsh, Programme Development Officer.

Resolution: Council approve the Education and Standards Committee Terms of Reference TOR015.

Proposed: Tess O'Donovan

Seconded: Conor Deasy

Carried without dissent

4.7 Qualification Assessors Panel Terms of Reference TOR003*

Revised draft terms of reference TOR003 were included in the meeting papers. Additions and amendments were identified by Ms Kathleen Walsh, Programme Development Officer.

Resolution: Council approve the Qualification Assessors Panel Terms of Reference TOR003.

Proposed: Tess O'Donovan

Seconded: Shane Mooney

Carried without dissent

5. Appeals Panel – Membership Clarification (Circulated for December meeting)

Council Policy and Procedures for Appeals POL019 was tabled for information. Ms Walsh, responsible for managing the Appeals Panel, noted a concern regarding membership previously determined with regard to the Chair of the Education and Standards Committee serving on the panel as there are 5 out of 9 grounds for appeal directly relating to education matters. She queried whether there could be a perception of conflict of interest in this matter. Following discussion, it was agreed to consider expanding

the terms of reference of the Appeals Panel to increase the number of members on the Panel. If a conflict of interest arises it is the responsibility of the panel member to clearly state this. It was agreed that the Appeals Panel terms of reference be reviewed and amended accordingly.

Ms Kathleen Walsh informed the members that currently there are no appeals pending.

* It is noted that Shane Mooney left the meeting at this point.

6. Governance and Finance

6.1 2016 Financial Statements and OCAG Report

2016 Financial Statements and OCAG Report were included in the meeting papers for information. At the December meeting Council approved the financial statements for the year ended 31 December 2016 subject to no material changes by the C&AG. The Director expressed his thanks to everyone involved and informed the members that the financial statements for the year ended 31 December 2016 have been signed off by the C&AG and presented to the Óireachtas.

6.2 Council Effectiveness Survey (Presentation)

The Chair of the Compliance and Audit Committee presented on the results of the DPER survey with feedback from the members. The Chair of Council thanked the members for completing the survey and expressed appreciation for the great response rate and quality of responses. The results will be considered as part of the Strategic Plan 2018-2020.

6.3 PHECC Grants Policy

A report on the current Grants Policy was included in the meeting papers for information.

* It is noted that Pat Hanafin left the meeting at this point.

7. Clinical Matters

7.1 Protocol 37 Implementation – Final Report

The Protocol 37 Implementation project has concluded and the final report was included in the meeting papers for Council information. Feedback from the members was very positive and they were highly appreciative of all involved in the implementation project.

Resolution: Council approve the Protocol 37 Implementation final report and request that a status review report on Protocol 37 be provided to Council in 12 months.

Proposed: Jason van der Velde
Carried without dissent.

Seconded: Hillery Collins

8. Strategy 2018 - 2020

8.1 Strategy Consultancy Tender

The Strategy Consultancy Tender for support in developing the Strategic Plan 2018 -2020, which was published on etenders.gov.ie on 22 Dec 2017, was included in the meeting papers for information. The Director informed the members that the deadline for receipt of applications is early February.

Tender applications will be evaluated and the successful tender will be selected before the next Council meeting in February and the tenderer will report to Council with a project plan.

8.2 Strategic Plan 2015-2017

In preparation for the development of the Strategic Plan 2018-2020 the current 2015-2017 Strategic Plan was included in the papers to assist Council members in preparation for the planning process. The Strategic Plan 2018-2020 will be an agenda item for the next Council meeting in February.

8.3 Implementation Report - Strategy 2015/2017 (To be tabled)

The PHECC Strategic Plan 2015-2017 Implementation Report was tabled for information. The Chair thanked the Director and the Registrar for the report.

9. AOB

9.1 Shane Mooney expressed concern regarding the difficulties faced by applicants who wish to apply for supervisory positions but have mislaid their NQEMT certificates, as PHECC do not provide copies of the NQEMT certificate. Currently there is no policy in place to deal with this issue. It was suggested to charge a fee with a 4-week timeframe. Consideration will be given to developing a policy by the Director.

9.2 There will be two agenda items for the next meeting on 22nd February, Fitness to Practice at 10am followed by The Strategic Plan 2018-2020. Full attendance is requested by the members. Final reports from FTP hearings conducted on 7th and 8th December will be presented.

9.3 The C&AC Annual Report will be tabled for the March meeting.

9.4 The Chair proposed that Council meetings be scheduled in future from 10am to 4pm in order to get through full agendas. There is a need for meetings to be more efficient and effective. Members are required to read meeting papers in advance and the Chairs to bring key issues from their sub Committees to Council. It was suggested that reports from the Programme Development Officers be included in the meeting papers to include the name of the PDO on the relevant reports.

9.5 It was agreed that where possible all tabled documents are to be added to dropbox in pdf format in the future.

9.6 An update was requested on a recent complaint against a licensed CPG provider operating at the Dublin Marathon. The Director informed the members that this is still under investigation. Mr Brian Power provided the background for the complaint. PHECC currently has a process for dealing with complaints against individuals, however it does not have a procedure in place to deal with complaints against Organisations. The members identified this as a risk.

9.7 An update was requested on the current status of 14 UL students who spent 4 months in the UK last year doing their post-grad internship. The Director clarified that the RI was given conditional approval to run courses according to PHECC standards and rules have to be applied. The students have just completed their short written answer exams.

9.8 Council Secretary is currently the role of the Chair of the Compliance & Audit Committee. Clarification was sought regarding a previous discussion concerning putting training in place for the position of Council Secretary.

The Director informed the members that there is a legal skill to the role and that no staff member in the organisation possess those skills presently.

9.9 A verbal report on recent Brexit meetings was provided by the Director who informed the members that PHECC are engaging with the HCPC, and Mr Barry O'Sullivan, Registrar, will manage the process, and PHECC's legal team will be consulted. The Director requested he be informed of any concerns the members might have regarding this.

9.10 Brian Power informed the members that Mr Ricky Ellis, Programme Development Officer, will be taking over the management of the approval process for licensed CPG providers which will become part of the Governance Validation Framework.

9.11 An update was requested on the status of Mr Ellis's secondment. The Director informed the members that a request has been made to the DoH for a post in this area. Tess O'Donovan stated that the post be prioritised.

9.12 A copy of an agreement between PHECC and CLEAR, for Council Member access to a new online platform which combines the effectiveness of CLEAR's Introduction to Regulatory Governance with the convenience of on-demand training, was included in the November meeting papers for information. This facility was made available to all Council members before the end of December 2017. Members are experiencing some issues downloading when first logging onto the site, using the ipads is problematic and chrome is the only browser which will work currently. This issue needs to be addressed on an individual basis through the Clear Helpline.

9.13 The meeting dates for 2018 were agreed as follows:

22nd Feb (FTP and Strategic Plan – full attendance required)

15th March

19th April

17th May

14th June

12th July

20th Sept

18th Oct

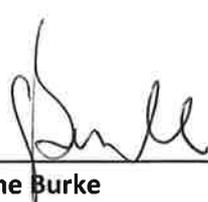
15th Nov

13th Dec

The meeting concluded at 4.30pm approximately.

The next meeting will be held on 22nd February @ 10am in the PHECC office.

Signed: _____


Dr Jacqueline Burke
Chair

Date: _____

15/03/2018

Minutes

PHECC Council Meeting

22nd February 2018

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Martin Dunne
Patrick Fleming
Mick Molloy
Shane Knox
Tess O'Donovan
Stephen Brady
Pat Hanafin
Shane Mooney
David Menzies
Patrick Plunkett (not present for FTP,
present for Strategic Plan)

Apologies:

Conor Deasy
Fiona McDaid
Jimmy Jordan
Thomas Keane

In attendance:

Peter Dennehy, Director
Barry O'Sullivan, Registrar (in attendance for FTP)
JP McDowell, Solicitor, legal advisor to PHECC (in attendance
for FTP)
Con Foley, Chair, Compliance and Audit Committee
Evelyn Murphy, Council Secretariat
Margaret Bracken, Programme Development Support Officer

1. Chair's Business

The Chair welcomed everybody and thanked everyone for attending.

2. FTP

The Chair introduced Mr J P McDowell, Solicitor and legal advisor to PHECC, to the meeting. Mr McDowell presented to the members on the role of Council in respect to fitness to practice and the process involved. Council was advised it had two roles, one is the issue of sanction and the other is in relation to the issue of publication. Mr McDowell outlined the background to two FTP cases which were conducted on 7th and 8th November 2017 and informed the members that the first case involving two registrants required a sanction and the second case was for noting and no sanction was required.

Clarification was sought from the members regarding legal representation to Council. Mr McDowell advised that as the fitness to practice reports were being presented to Council for sanction it was not a requirement to have a legal advisor present and should Council require legal advice this can be provided at a later stage.

Following discussions, any Council members who had a previous involvement in the case, all representatives and PHECC executive staff, withdrew to allow Council to deliberate on the reports of the FTP hearings and all associated documents.

* It is noted that Tess O'Donovan and Martin Dunne left the meeting at this point due to a conflict of interest.

Following deliberations, the meeting reconvened. The Chair advised that during proceedings should Council require legal advice the proceedings would adjourn until legal advice was sought. The two registrants in the first case, Mr Patrick McDonald and Mr David Kiernan entered the room and were welcomed by the Chair. Council members introduced themselves individually to the registrants. Both registrants were unaccompanied by legal representation. Mr McDonald was given the opportunity first to speak and opted not to make a statement to Council. Mr Kiernan was then afforded the same opportunity to speak, he thanked Council and made his statement. Following this both registrants left the room.

* Mr McDowell, the Registrar, the Director, and the Stenographer withdrew to allow Council to make their decision.

There was a discussion on Council's duty re publication.

Resolution: Record fitness to practice sanctions on practitioner's registration record.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Jason van der Velde

Resolution: Publish sanctions as per previous cases, and review the process for publication of Council's determinations, and the publication of the report from the Fitness to Practice Committee.

Proposed: Mick Molloy
Carried without dissent

Seconded: Jason van der Velde

Case Number 1: Practitioner A - Mr. Patrick Thomas McDonald, Paramedic (PHECC PIN 5289)

Council considered the Report of the Fitness to Practice Committee inquiry into an allegation of professional misconduct which was made against Mr. McDonald. On consideration of the Report and all the evidence provided, Council accepted the findings of the Report compiled by the Fitness to Practice Committee. Council have accepted and confirmed a finding of Professional Misconduct against Mr. Patrick Thomas McDonald, Paramedic (PHECC PIN 5289), with respect to conduct as follows;

On the 17th August 2013 Mr McDonald;

- a) failed to carry out adequately, an appropriate patient assessment; and/or failed to ensure that an appropriate patient assessment was carried out;
- b) failed to ensure that the patient was questioned as to whether he had any allergies; and/or failed to ensure that the information recorded in the PCR in respect of allergies was accurate and/or complete;
- c) failed to measure and/or record the patient's vital signs; and/or failed to ensure that this was carried out;

- d) allowed and/or failed to object to the patient being left unattended in the back of the ambulance for the transit to the hospital;
- e) failed to communicate and/or interact with the patient in transit to the hospital and/or failed to ensure adequate communications were maintained;
- f) failed to adequately complete the PCR; and/or failed to ensure same was adequately completed.

Sanction: Council have determined the behaviour in this case falls far below the standard expected of a registrant and that Mr. McDonald be admonished in relation to his conduct.

Council also decided to;

- I. recommended that his employer and the complainants should be informed of the outcome of the case,
- II. record the findings on the Register and
- III. to give further consideration to wider publication of these findings.

Proposed: Hillery Collins
Carried without dissent

Seconded: Pat Hanafin

Case Number 1: Practitioner B - Mr. David Kiernan, Advanced Paramedic (PHECC PIN 2402)

Council considered the Report of the Fitness to Practice Committee inquiry into three (3) allegations of professional misconduct which were made against Mr. Kiernan. Council also considered his submission to them in relation to the findings of the Fitness to Practice Committee. On consideration of the Report, the submission and all of the evidence provided, Council accepted the findings of the Report compiled by the Fitness to Practice Committee. Council have accepted and confirmed a finding of Professional Misconduct against Mr. David Kiernan, Advanced Paramedic (PHECC PIN 2402), with respect to his conduct as follows;

Allegation Number 1:

On the 17th August 2013 Mr Kiernan;

- a) failed to carry out adequately, or at all, an appropriate patient assessment;
- b) failed to ask the patient whether he had any allergies and/or failing to record on the Patient Care Report (PCR), that the patient had an allergy in circumstances where the patient is allergic to penicillin;
- c) failed to measure and/or record the patient's vital signs;
- d) placed the patient in the back of the ambulance unattended for the transit to the hospital while both paramedics remained in the front of the ambulance;
- e) failed to communicate and/or interact with the patient while in transit to the hospital;
- f) failed to adequately complete the PCR.

Allegation Number 2:

In or around September 2013, Mr Kiernan created or caused to be created a second PCR purporting to relate to the patient which contained additional and different information, which you knew or ought to have known was;

- a) inaccurate and/or;
- b) false.

Allegation Number 3:

On the 7th September 2013 Mr Kiernan called to the home of the patient and spoke to the patient's wife about the complaint the patient and his wife made to the National Ambulance Service, which he knew or ought to have known was inappropriate.

Sanction: Council have determined Mr Kiernan's behaviour in this case falls far below the standard expected of a registrant and that Mr Kiernan be censured in relation to his conduct.

Council also decided to;

- I. recommend that his employer and the complainants be informed of the outcome of the case,
- II. record the findings on the Register and
- III. to give further consideration to wider publication of these findings.

Proposed: Hillery Collins
Carried without dissent

Seconded: Stephen Brady

* It is noted that Mr McDowell, the Registrar, the Director and Stenographer returned at this point.

The Chair gave Council's decision on Case 1.

Case Number 2:

Mr McDowell provided the background to Case 2 for noting by Council.

* It is noted that Mr McDowell left the meeting.

A discussion ensued among the members and clarification was sought regarding cases presented for noting and the meaning and implications. It was proposed to seek legal advice in relation to how this fits into Council rules. All members were in agreement with this proposal.

Proposed: David Menzies
Carried without dissent

Seconded: Shane Mooney

* David Menzies left the meeting and Patrick Plunkett, Tess O'Donovan and Martin Dunne joined the meeting at this point.

3. Strategy 2018 - 2020

- 3.1. Strategy Consultancy Tender
- 3.2. Strategic Plan 2015 - 2017
- 3.3. Implementation Report - Strategy 2015/2017 (To be tabled)

The Director addressed the meeting and introduced two team members from the Organisation Genesis, an international strategic marketing and development consultancy, who have been awarded the tender to work with Council to develop a Strategic Plan for 2018 - 2020. The Chair welcomed Genesis and conveyed that Council and the Executive are looking forward to working with them.

Genesis made a presentation to Council and a discussion with questions and answers ensued. Genesis will send an email to the members with questions regarding the development of the strategic plan and the members agreed to respond with their answers within a two-week timeframe.

The strategic plan 2018 - 2020 will be discussed further at the March meeting.

4. Minutes from January Council Meeting

- 4.1 Minutes and matters arising

This agenda item is deferred to the March meeting.

5. AOB

There was no other business and the meeting concluded at 4.30pm approximately.

The next meeting will be held on Thursday 15th March @ 10am in the PHECC office.

Signed: _____

Dr Jacqueline Burke
Chair

Date: _____

15/03/2018



PHECC Council Meeting

15th March 2018

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jimmy Jordan
Patrick Fleming
Mick Molloy
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
Fiona McDaid
Patrick Plunkett
Tess O'Donovan
Conor Deasy

Apologies:

Martin Dunne
Jason van der Velde
David Menzies
Thomas Keane

In attendance:

Barry O'Sullivan, Acting Director
Con Foley, Chair, Compliance and Audit Committee
Evelyn Murphy, Council Secretariat
Margaret Bracken, Programme Development Support Officer

1. Chair's Business

The Chair welcomed everyone to the meeting. Apologies were noted. Ms Evelyn Murphy, who has recently joined PHECC, and is replacing Ms Margaret Bracken as Council secretariat, was introduced to the members.

The Chair stated the following:

1. Congratulations were acknowledged for the PHECC Practitioners and emergency services who worked so hard during the recent bad weather.
2. Condolences were expressed to Mr Brian Power, Programme Development Officer, on the recent death of his father.
3. The first anniversary of the Rescue 116 tragedy was noted by the members.

2. Minutes & Matters arising

2.1 Draft Minutes January 2018*

The draft minutes from the January 2018 meeting were presented for consideration. Discussion took place and amendments were noted on 3.2 under item 2.2 matters arising, and item 4.1, and agreed.

Resolution: Council approve the minutes of the January 2018 meeting with noted amendments.

**Proposed: Patrick Plunkett
Carried without dissent**

Seconded: Pat Hanafin

2.2 Matters arising from January meeting

Amendments were noted on 3.2 under item 2.2 matters arising, and item 4.1, and noted as follows.

3.2 AP Course funding 2018/19

Resolution (a): Council approve that the sum of €536,000 be paid to UCD for the year commencing January 2018.

4.1 Paramedic NQEMT Examination Standard (Interim)

Dr Knox requested it be noted that he wanted to defer the Interim Standard.

Updates and clarifications were sought from Council on the following requests arising from the January meeting.

- a) Chair's Business – Status report on FTP Complaints
- b) Procedure for responding to Parliamentary Questions to be clarified
- c) Item 9.1 AOB – Replacement NQEMT certificates
- d) Item 9.4 AOB – Meeting efficiency, the Chair requested members read meeting papers in advance and the Director answer member's queries on the report
- e) Item 9.5 AOB - tabled documents are to be added to Dropbox as soon as they are available

The Acting Director advised that items a) to e) will be actioned as soon as the draft minutes have been approved and signed by the Chair.

The Chair clarified that due to exigencies there was a delay in circulating the meeting papers.

Item 5.2 Fitness to Practice - Following a query re the quorum for a Council Sanction Hearing the Acting Director confirmed, as per SI No. 109 of 2000, "The quorum for a meeting of the Council shall be five". A quorum of 9 is considered best practice when sanctioning registrants.

* The meeting adjourned for ten minutes to enable members to read two tabled documents.

* It is noted that Tess O'Donovan joined the meeting

2.1 Draft Minutes February 2018*

The draft minutes from the February 2018 meeting were tabled for consideration.

Resolution: Council approve the minutes of the February 2018 meeting.

Proposed: Shane Knox

Seconded: Shane Mooney

Carried without dissent

2.2 Matters arising from the February meeting

FTP

Following consideration of the recent hearing Council requested that the case reference number be retained until the completion of proceedings and that the FTP rules be circulated.

Resolution: Council agree that following a Fitness to Practice Inquiry, Council will only be provided with the final report from the FTP Committee, and it is not necessary for Council to receive all the transcripts

relating to the hearings in advance. The hard copies of the transcripts will be made available to members on the day of a sanction hearing.

Proposed: Shane Knox
Carried without dissent

Seconded: Conor Deasy

Strategy 2018 - 2020

Genesis, an international strategic marketing and development consultancy, who have been awarded the tender to work with Council to develop a Strategic Plan for 2018 - 2020, made a presentation to Council. It was agreed that Genesis would engage directly with members regarding the development of the strategic plan. The members were reminded that the deadline for responding with their answers is 23rd March and all responses should be sent to Genesis by that date.

3. Director's Report

3.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted.

The Chair of the Quality and Safety Committee noted the 2017 Medications Field Guide is not published and this as a potential serious risk. Members also expressed concerns that the 2017 CPGs have been released without the updated field guide.

Following a brief adjournment, the Acting Director clarified that the 2017 Medications Field Guide is currently with the printers and is anticipated to be ready for publication and distribution at the end of the month. It was highlighted by the Acting Director that Council agreed at the December 2017 meeting that the field guide, CPGs, education and training standards, and examination materials, be updated, synchronised and published simultaneously going forward.

4. Register

4.1 Register update

The current status report of the PHECC Register and chart were included for noting by Council. It was highlighted that currently there are no temporary registrations and thus not included in the report. The Acting Director also reminded that the issue of temporary registration was referred to the C&AC for review and a report from the Committee will be included in the April meeting papers.

4.2 Fitness to Practice update

Council conducted an FTP sanction hearing at their February meeting. The findings and sanction letters for each of the registrants were tabled for information.

A letter detailing the outcome of a recent Coroner's Court case was included for information only. This will now become the subject of a referral to the Preliminary Proceedings Sub-Committee of the Fitness to Practice Committee. The Chair expressed gratitude to the PHECC Executive, the Chair of the FTP

Committee, Professor Patrick Plunkett, and Dr Mick Molloy, for representing PHECC at the Coroner's Court. A discussion ensued as to how Council can be made aware of pending cases in the Coroner's Court relating to pre-hospital emergency care.

Resolution: Council request the Executive inform Council of matters relating to pre-hospital emergency care which may require PHECC representation in the Coroner's Court.

Proposed: Prof Plunkett
Carried without dissent

Seconded: Pat Hanafin

PHECC through our legal representatives are maintaining a watching brief an ongoing Court Case involving a PHECC registrant. If appropriate this matter will also be referred to the Preliminary Proceedings Sub-Committee of the Fitness to Practice Committee.

A discussion ensued regarding promoting awareness of PHECC and bringing PHECC to the attention of the Coroner's Society of Ireland, Sports Council Ireland, and the Minister for Sport and Tourism. It was agreed that PHECC need to be more pro-active. The members were informed that the executive have commenced engagement with National Sporting Bodies and an update report will be included the meeting papers for the April meeting.

Resolution: Council request the Executive to write to the Coroner's Society of Ireland promoting the role and function of PHECC.

Proposed: Mick Molloy
Carried without dissent

Seconded: Pat Hanafin

5. Education and Standards

Draft Terms of Reference for the Examiner Panel, Examination Quality Panel and Test Item Writing Panel were included in the Council papers.

5.1 Terms of Reference:

5.1.1 Examiner Panel

Resolution: Council approve the Examiner Panel Terms of Reference.

Proposed: Tess O'Donovan
Carried without dissent

Seconded: Jimmy Jordan

5.1.2 Examination Quality Panel

Resolution: Council approve the Examination Quality Panel Terms of Reference.

Proposed: Tess O'Donovan
Carried without dissent

Seconded: Fiona McDaid

5.1.3 Test Item Writing Panel

Resolution: Council approve the Test Item Writing Panel Terms of Reference.

Proposed: Hillery Collins

Seconded: Pat Fleming

Carried without dissent

5.2 Payment to Test Item Writers

Approval was sought from Council for the payment of test item writers. Attendance difficulties are experienced when scheduling test item workshops. Exam Quality members receive payment for exam content development and approval work and no issues are generally experienced convening such workshops. It is of paramount importance that examination content is expanded to meet the demands of NQEMT and Responder examinations.

Resolution: Council approve payment of test item writers at the same rate as similar examination support payments.

Proposed: Mick Molloy

Seconded: Hillery Collins

Carried without dissent

5.3 RI Engagement Event

An RI engagement event was held on 12th March in the Osprey Hotel, Naas. The event provided an overview and a demonstration of the new online portal for RI renewals, course approvals and applications, updates on the transition from OFA/HSA to FAR/PHECC, Quality Review Framework Evaluation and other PHECC initiatives. This Engagement Event was one of five information sessions which are being held in March throughout the country.

5.4 March Information Sessions

A list of dates and locations for all the RI information sessions was included in the meeting papers for noting. On behalf of Council, Hillery Collins, Vice Chair, commended Ms Kathleen Walsh, Programme Development Officer, and the PHECC team, for all their hard work.

5.5 Responder Certificates

A list of responder certificates issued by course for 2017 was included in the meeting papers for information.

6. Appeals Panel

6.1 Nomination from Committees and Appeals Policy

At a previous meeting Council agreed to increase the Appeal Panel by two persons who are not Council members. Council were informed that at the Quality and Safety Committee meeting in December 2017 a nomination was sought and David Bradley volunteered to join the Appeal Panel to the agreement of the Committee. A nomination from the Education and Standards Committee is currently awaited.

A draft Council policy and procedures for appeals POL019 was included in the meeting papers for approval, with the membership amended from 5 to 7 members. Draft POL019 was recommended to Council for approval by the Education and Standards Committee with noted amendment.

Resolution: Council approve Council policy and procedures for appeals POL019 with membership increased to 7 members.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Pat Hanafin

7. Research

7.1 CPR 2017 Annual Report

Centre for Prehospital Research Annual Report to PHECC for 2017 was included in the meeting papers for information. A mechanism for enabling registrants submit feedback was discussed. It was agreed that the Medical Advisory Committee and the Programme Development Officers will discuss this further on the recommendation of Council.

8. Governance and Finance

8.1 Comptroller and Auditor General

8.1.1 OCAG Cert 2016 Financial Statements

The report from the Comptroller and Auditor General in relation to the PHECC 2016 Financial Statements along with notification that statements have been laid before both houses of the Oireachtas were contained in the Council papers for noting.

8.1.2 Correspondence re Financial Statements

A letter from the Public Accounts Committee (PAC) in relation to the Financial Statements and the timeliness of their presentation were included for noting.

The Secretary General of the Department of Public Expenditure and Reform has issued new guidance for the preparation of annual financial statements under the Code of Practice for the Governance of State Bodies. A Guide to the implications for the annual financial statements and the annual report was included in the meeting papers. These documents have been sent to the Compliance and Audit Committee for consideration. There will be material consequences for the manner in which accounts are presented in the future.

8.1.3 OCAG Engagement Letter 2017 Audit

Correspondence from OCAG with respect to the PAC letter was included for noting.

8.2 DPER – Public Sector Travel Circular

The Department of Public Expenditure and Reform have issued a circular relating to the processing of expenses for public sector employees and this has also been sent to the Compliance and Audit Committee for consideration. The DPER public sector travel circular sets out new procedures to be followed where staff of one public service body incur expenses arising from work undertaken on behalf

of another public service body. This will be implemented once arrangements have been completed with the appropriate employers. Tess O'Donovan volunteered to co-ordinate this matter for the HSE Council members.

8.3 C&AC 2017 Annual Report to Council

The C&AC Annual Report to Council 2017 was included for approval of Council.

Resolution: Council approve the C&AC Annual Report 2017.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Pat Fleming

8.4 Funding Support Requests

Two requests for PHECC funding were included for consideration by Council.

1. CFR Ireland submitted a request that PHECC support and sponsor the Resporid 2018 Conference and CFR Ireland in the sum of €10,000 as €5,000 for conference support and €5,000 for organisational development. The Conference will be held on Saturday 21st April in the Mullingar Park Hotel.

Resolution: Council approve funding to CFR Ireland in the sum of €10,000 as €5,000 for conference support and €5,000 for organisational development.

Proposed: Shane Mooney
Carried without dissent

Seconded: Hillery Collins

2. EMS Gathering Ireland 2018 submitted a request for a grant of €18,000 to help run EMS Gathering 2018 which will be held in Cork on September 12th and 13th 2018. Council praised the PHECC staff who represented PHECC at the EMS Gathering at previous events.

Resolution: Council approve funding to EMS Gathering Ireland 2018 in the sum of €18,000 to help run EMS Gathering 2018.

Proposed: Hillery Collins
Carried without dissent

Seconded: Shane Knox

9. Clinical Matters

Three CPGs were presented to Council for noting;

- 9.1 CPG Asystole
- 9.2 CPG Emergency Tracheostomy Management
- 9.3 CPG Stridor

10. AOB

10.1 The Acting Director clarified that the Council meeting papers prepared by the executive are corporate documents compiled and presented accordingly and thus they represent the corporate position and not that of any individual staff member.

10.2 It was agreed to circulate all PHECC Committee meeting agendas to Council members in the future.

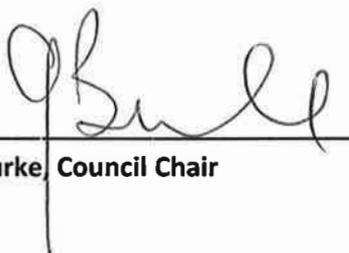
10.3 The Council meeting for September 2018 will now take place on 12th September in Cork to coincide with the EMS Gathering.

The meeting concluded at 1.30pm.

The next Council meeting is scheduled for Thursday 19th April in the PHECC office @ 10:00am.

Signed: _____

Jacqueline Burke, Council Chair



Date: _____

19/04/2018

Minutes
PHECC Council Meeting
19th April 2018

Present:

Jacqueline Burke (Chair)
Jimmy Jordan
David Menzies
Thomas Keane
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
Martin Dunne
Tess O'Donovan
Mick Molloy (via t/c)
Jason van der Velde (via t/c)

Apologies:

Hillery Collins (Vice Chair)
Fiona McDaid
Patrick Plunkett
Patrick Fleming
Conor Deasy

In attendance:

Peter Dennehy, Director
Con Foley, Chair, Compliance and Audit Committee
Beth Breslin, Acting Council Secretariat

1. Chair's Business

The Chair welcomed everyone to the meeting and apologies were noted.

2. Minutes & Matters arising

2.1 Draft Minutes March 2018*

The draft minutes from the February 2018 meeting were presented for consideration.

Resolution: Council approve the minutes of the March 2018 meeting.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Jimmy Jordan

2.2 Matters arising from the March meeting

Status Report on FTP Complaints

The Chair of the Preliminary Proceedings Committee (PPC) sought clarification as to when the Registrar's scope ends and the PPC's starts in relation to FTP. A brief discussion took place and the Director assured Council that the Registrar has access to legal advice and that he must have a formal complaint and accompanying evidence before being passed to the PPC. The Chair stated that having the official complaint form on the PHECC website would help the process.

Parliamentary Questions (PQs)

The Chair of Medical Advisory Committee agreed to work with the PDO on a revision to the brief on voluntary ambulance provision for the Department.

In relation to point 4. "Authority – *within PHECC, only the Director or his Deputy respond to PQs*" it was requested that the Director and Deputy Director's responses to PQs be reflective of Council Policies.

The Director told Council that in the future, clear identification will be given to the Department as to whether the response is a Council policy or the view of the Executive. It was requested that point 4. "Authority" **should** reflect what the Director stated.

Replacement NQEMT Certs

The Director stated that PHECC do not have the resources to accommodate reprinting of NQEMT Certs. It was noted by the Director that it is custom and practice for other regulatory bodies to issue duplicate certs. The Chair suggested that the Certs should be made available at an additional cost.

3. Director's Report

3.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the meeting papers and noted.

Clinical Matters

The Director informed Council that the Governance Validation Framework (GVF) poster which was presented at RCSI was accepted for the Institute of Healthcare Improvement's conference in Amsterdam this May, and Mr Ricky Ellis, Programme Development Officer, would be attending same. The Council passed on their congratulations to Mr Ellis.

A tabled letter from the Irish Red Cross confirming that they do not collaborate with Event Med was discussed. It was agreed that PHECC need to have a more proactive role with Sport Ireland so that they understand what level of cover they need and the approved list of CPG providers for same. It was also agreed that to better improve communications PHECC will:

1. Put a statement on the PHECC website reinforcing Council Policies
2. Purposely notify registrants again about licensing and privileging to remove any ambiguity

Register

The Chair stated that at the last Council meeting it was decided that the FTP hearing in February was concluded and it should be published as per usual. She also stated that the process of publication for any future FTP hearings will be reviewed.

4. Governance and Finance

4.1 Business Case 2018 Estimates

The Director explained that Council had already seen the original business case in the meeting papers and it was for noting. A brief discussion on department policy and agency accountability for spending took place. There was a general consensus that PHECC should move towards independence and self – funding but that regulation was only about 20% of PHECC's functions, and that foremost, PHECC need to promote the value of regulation and protect the title of Practitioner. It was noted by Council that PHECC's Mission Statement should always be at the forefront of any discussion.

The Chair summarised the discussion into three main points:

1. PHECC need to promote the value of regulation
2. PHECC need a protected title
3. Council need to look at FAR/OFA as self-funding

4.2 DOH Letter of Determination

The Director confirmed that there would be four new members of staff and that PHECC's head count would increase from 14 to 18 and there would be two upgrades. Additionally, the Chair of Education and Standards Committee queried the merits of having a CPC officer at a Grade IV position.

4.3 Draft Business/Service Plan 2018

The Director cautioned that this document does not reflect anything that will be in the new Strategy and there is an understanding that we might have to revisit this document in Q3/Q4 to incorporate the new Strategy. It was noted that PHECC are not doing eLearning or training.

Resolution: Council approve the Draft Business/Service Plan 2018.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Martin Dunne

4.4 Draft Schedule of Fees

The Director stated that he is required to bring the Schedule of Fees to Council every year and that the fees are well below that of other regulatory bodies and PHECC is not covering its costs.

A rationale from the Executive to show the gaps in fees versus the costs was requested. It was also noted that this was an opportunity to add a fee for issuing a duplicate NQEMT cert. It was agreed to defer this item to the May meeting in order to allow for more information before agreeing the proposed new Schedule of Fees 2018.

4.5 Draft Minutes of Compliance and Audit Committee meeting 20th March 2018

The Draft Minutes of the Compliance and Audit Committee (C&AC) meeting March 2018 were included in the meeting papers for noting. The Chair of the C&AC told Council that the C&AC would be meeting again in May.

4.6 International certification and accreditation

Shane Knox said he would forward an email to the Chair of the C&AC to add context. It was noted that ILEM was associated with DRIP, an Irish Registered Charity, and that NASC and DRIP have had a relationship since 2007 that was endorsed by PHECC.

4.7 Staff matters (Health & Safety)

Council members noted that the stress in the workplace had to be highlighted and dealt with. Council referred to its request in November 2017 for a full risk assessment in terms of staff and queried whether this has taken place and what risks were identified and actions put into place. Council also observed its recommendation in November 2017 of an open invitation to have a staff representative (other than a PDO) to attend Council (this could be on a rotational basis). The Director assured Council he would pass on the invitation to Staff.

5. Education and Standards

5.1 UL Paramedic Students – Postgraduate Internship

The Director referred Council to a proposal in the meeting papers, of a mechanism through recognition of qualifications that could be used for individuals currently completing their education and Postgraduate Internship with UL. Three recommendations were proposed.

Resolution: Council approve the recommendations of the Executive in relation to UL Paramedic Students – Postgraduate Internship

Proposed: Shane Knox

Seconded: Tess O'Donovan

Carried without dissent

5.2 TOR017 - Paramedic NQEMT Examinations Subcommittee Terms of Reference

The Chair of the Education & Standards Committee informed Council that the Interim Paramedic NQEMT Examination Standard has not been reviewed and that as Chair of this Committee, he felt it necessary to identify this as a major risk. He requested getting a small group of educators together to complete this Interim Examination Standard. The Director advised that rather than put any more work into the Interim Standard, the Executive wanted to work towards creating the Paramedic NQEMT Examination Standard.

In response to a query from Council, the Director noted that this issue is not currently recorded on the Risk Register, but that he would look into putting it on the Risk Register at the next C&AC meeting. The Chair asked the Chair of the Education and Standards Committee to also identify the specific elements of risk associated with the absence of a Paramedic Examination Standard.

Resolution: Council approve that this risk be assessed by the C&AC and that the risk be recorded on the Risk Register.

Proposed: Martin Dunne

Seconded: Pat Hanafin

Carried without dissent

The discussion continued and Council decided that the Paramedic NQEMT Examination Standard should be finalised by July 2018 and resources be made available for same. It was also noted that there are unintended consequences to be considered when we don't get our processes right.

Resolution: Council approve a final Paramedic Examination Standard to be completed by July 2018.

Proposed: Pat Hanafin

Seconded: Tess O'Donovan

Carried without dissent

6. Quality and Safety

6.1 Draft TOR014 Quality and Safety Committee Terms of Reference-V4

The Chair of the Quality and Safety Committee informed Council that the new version of TOR014 included a Vice Chair.

Resolution: Council approve the Draft TOR014 Quality and Safety Committee Terms of Reference-V4.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Tess O'Donovan

7. Risk

7.1 Compliance and Audit Committee Report – Temporary Registration

The Chair of the C&AC presented the **Risks to PHECC arising from the Temporary Registration of Overseas EMT Practitioners** report from the C&AC.

The report had two recommendations:

1. The number of temporary registrations to be reported to Council monthly to include the number of temporary registrants admitted, registered and lapsed.
2. GUI002 (Guidelines for Temporary Registration), RUL007 (Registration Rules 2017 V.2), FOR005 (Application Form for Temporary Registration) to be reviewed and amended, if necessary.

Upon discussion, it was agreed to remit the Report to the Committee to clarify certain matters and review the earlier evaluation of the risk as "Low". Council then requested that the Director revert back with the Executive's position on temporary registration.

* There was a break for lunch and then a Strategy 2018 – 2020 workshop with Genesis followed.

The Council Meeting resumed.

8. Register

8.1 Register Report

The Register Report was included in the meeting papers for noting. Any discussion on same was deferred to the May Council Meeting.

9. Clinical Matters

9.1 CPG Asystole

9.2 CPG Emergency Tracheostomy Management

9.3 CPG Stridor

Resolution: Council approve the CPGs Asystole, Emergency Tracheostomy Management, and Stridor.

Proposed: Shane Mooney
Carried without dissent

Seconded: Shane Knox

9.4 Final draft for Council Medications in pregnancy 2018

It was noted that this will become a PHECC Standard.

Resolution: Council approve the Final draft for Council Medications in pregnancy 2018.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Shane Mooney

9.5 GVF

Shane Mooney informed Council about the upcoming meeting invitations to licensed CPG Providers to update them on the implementation of GVF. For noting.

10. AOB

The Chair, on behalf of Council, wished David Menzies and Respond 2018 the best of luck.

The meeting concluded at 3.30pm.

The next Council meeting is scheduled for Thursday 17th May in the PHECC office @ 10:00am.

Signed: _____

Dr Jacqueline Burke Council Chair

Date: _____

11 / 08 / 2018

**Minutes
PHECC Council Meeting
17th May 2018**

Present

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jimmy Jordan
Patrick Flemming
Shane Knox
Stephen Brady
Tess O'Donovan (via T/C)
Pat Hanafin
Shane Mooney
Conor Deasy (via T/C)
Patrick Plunkett
Martin Dunne
Fiona McDaid
Jason Vandarvelde
David Menizes
Thomas Keane
Mick Molloy (via T/C)

Apologies

In Attendance

Con Foley, Chair Compliance & Audit Committee
Joanne Byrne, Council Secretariat
Ricky Ellis, PHECC PDO
Margaret Bracken, PHECC
Liz Dempsey, PHECC staff representative

1. Chair's Business

The Chair welcomed everyone to the meeting and introduced Joanne Byrne as Council Secretariat and thanked Margaret Bracken whom Joanne is replacing. The Chair also welcomed Liz Dempsey who attended the meeting as a PHECC staff representative. Mick Molloy, Tess O'Donovan and Conor Deasy attended by teleconference.

The Chair informed the members that the Director, Deputy Director and PHECC Executive were not available to attend the meeting. Following a brief discussion, Council decided to proceed with the meeting, to address agenda items where possible and defer those that require input from the Director.

2. Minutes and Matters arising

2.1 Draft Minutes April 2018*

The draft minutes from the April 2018 meeting were presented for consideration. Discussion took place and amendments were noted on 5.2 and agreed.

Resolution: Council approve the minutes of the April 2018 meeting with noted amendments.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Jason van der Velde

2.2 Matters arising

5.2 TOR017 Paramedic NQEMT Examinations Subcommittee Terms of Reference
It was agreed that the resolution be recorded as follows:

Resolution: Council agree that this risk be assessed by the C&AC and that the risk be recorded on the Risk Register.

3. Director's Report

3.1 Report delegated decisions to Director

The list of decisions delegated to the Director were included in the papers. Council agreed to defer this item and include the report for the June meeting.

4. Governance and Finance

4.1 Draft Schedule of Fees 2018

A revised and updated draft Council Policy and Schedule of Fees were included in the meeting papers. The members discussed and many concerns were raised. The Chair of the Compliance & Audit Committee suggested forming a finance subcommittee of Council to look at the schedule of fees and report back to Council with proposals. The members agreed to defer the decision regarding establishing a finance subcommittee until the Director is consulted.

It was noted that a rationale from the Executive to show the gaps in fees versus the costs was requested at the April Council meeting. The members agreed that it is not appropriate to make a decision without the requested further information from the Director. It was agreed to defer this item to the June meeting, in order to allow for time for more information before agreeing the proposed new Schedule of Fees 2018.

Resolution: that Council defer the decision on approving the revised and updated draft schedule of fees 2018 until further information is received from the Director and the status quo remains until further review.

Proposed: Jason van der Velde
Carried without dissent

Seconded: Hillery Collins

4.2 OCAg Management Letter 2016 Financial Statements

A letter from the OCAg regarding the audit of the 2016 financial statements with a report of any irregularities and recommendations was included for noting. It was highlighted that from a Council perspective these irregularities are a concern and must be recorded on the risk register. This item needs to be discussed again when the Director is present. The members commended the Chair of the Compliance and Audit Committee on his hard work.

5. Education and Standards

5.1 Council Policy and Procedures for Appeals – note Appendix 1 Examinations *

This item was deferred following consultation with the Chair of Education and Standards Committee

5.2 Paramedic NQEMT Examination Standard (Interim) V3*

Draft Paramedic NQEMT Examination Standard (Interim) V3 with the removal of requirement to have successfully completed the MCQ component before a candidate takes the OSCE was included in the meeting papers. The Chair of the Education and Standards Committee explained that as candidates must pass both components of the examination to be deemed successful overall, there is no rationale for why the candidate must sit the MCQ exam before the OSCE.

Resolution: Council approve STN028 Paramedic NQEMT Examination Standard (Interim) V3 with the removal of requirement to have successfully completed the MCQ component before a candidate takes the OSCE with immediate effect.

Proposed: Shane Mooney
Carried without dissent

Seconded: Stephen Brady

5.3 Continuous Professional Competence Report and Recommendations *

The Education and Standards Committee approved a report on Continuous Professional Competence (CPC) at their March meeting. The report and its recommendations were presented in the meeting papers for Council approval. Other Inclusions as appendices were a CPC Guide 2018 for pre-hospital emergency care practitioners, Terms of Reference, a new form for approval of short CPC Course and minutes of the PHECC CPC Subcommittee meetings. Ricky Ellis, Chair of the CPC Subcommittee joined the meeting and presented to Council. A discussion ensued and concerns in relation to resources, implementation and overall costs were noted.

The Chair of the Education and Standards Committee advised that the Committee have identified CPC as a priority and requested that Council give consideration to prioritising also as part of Council's new strategic plan. He also informed that 4 staff positions are required for the management of the CPC process, with one overall co-ordinator at the level of Grade 8, and three other positions at each practitioner level, to be decided by Council. It was noted that extra resources will be required and the Chair expressed concern that approval was being sought for 4 extra members of PHECC staff which is not in the current business plan. It was recommended that extra funding and resources for CPC be included for in the next budget and that the Executive submit a business plan to the DoH to enable this process to move forward.

The Chair and the members acknowledged the excellent work done on this project in a short period of time and commended Mr Ellis on his work.

Resolution: Council approve the Continuous Professional Competence Report and Recommendations in principle and direct the Executive to develop a business case for submission to the DoH.

Proposed by: Pat Hanafin

Seconded: Martin Dunne

5.4 First Aid Response Education and Training Standard Revision

The Education and Standards Committee at their March meeting reviewed the revision of the STN006 First Aid Response Education and Training Standard (2014). Revised draft FAR Education and Training Standard V1 with revisions to incorporate 2017 FAR CPGs, HSA recognition of FAR as national standard for occupational first aid training in the workplace, was included in the meeting papers for approval of Council. The Chair of the Education and Standards Committee briefed the members.

Resolution: Council approve STN006 First Aid Response Education and Training Standard V1.

Proposed: Jason van der Velde

Seconded: Pat Hanafin

Carried without dissent

5.5 Recognition of Institutions Application re: temporary status *

Correspondence from a company who recently applied to PHECC for recognition of institution status to deliver CFR-C and FAR courses was included in the meeting papers.

Legal advice was sought by the company, and the PHECC Executive sought legal advice also, correspondence from both legal advisers was also contained in the papers. Following discussion, it was highlighted that to expediate the processing of online applications for recognition of institution status would require extra resources and/or redeployment of PHECC resources from current work. It was recognised by the Council that this is a potentially serious issue and Council were not in a position to make a decision without the Director or Executive present.

An email from the PHECC Registrar to the Chair of the Compliance and Audit Committee regarding the OFA FAR legal challenge, with recommendations for PHECC staff to defer all other work to respond appropriately and efficiently, was also included for consideration of Council. It was agreed that an action plan be put in place by the Executive to resolve the issue.

Resolution: Council direct the Executive to expediate the entire process in relation to the transition of OFA to FAR to the best of their ability.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Jimmy Jordan

6. Quality and Safety

6.1 National Ambulance Service CISM eLearning Module for NEOC* - funding request

This item was deferred to the June meeting.

7. Risk

7.1 Compliance and Audit Committee Report – Temporary Registration

This item was deferred to the June meeting.

8. Register

8.1 Register Report

This item was deferred to the June meeting.

8.2 Publication Policy – Fitness to Practice

This item was deferred to the June meeting.

8.3 HCPC Paper - Paramedic entry qualification threshold for Registration

This item was deferred to the June meeting.

9. AOB

9.1 Clarification was sought on the position of PHECC Deputy Director. The Chair of the Compliance and Audit Committee confirmed that the title of Deputy Director is not part of the organisational structure but is an informal position accepted and approved by a past Council.

9.2 The Chair of the Compliance and Audit Committee informed the meeting that the Paramedic NQEMT Examination Standard (Interim) was discussed at the C&AC meeting the previous day. The Chair of the C&AC read out the recommendations to Council from the C&AC and will forward the recommendations to the Council members. The Chair of the Education and Standards Committee had advised that a representative from each RI (UL, DFB and NASC), and the PHECC Programme Development Officer responsible for examinations who is also the Chair of the Examinations Subcommittee, meet and review the Interim Standard, and put together recommendations for the Exam Quality Group. It was recommended by C&AC that this working group be formed and that it be chaired by the Chair or a member of Council. The C&AC recommended that this working group commence with immediate effect and output subsequently be sent for external validation. It is noted that the focus of this work is not with the Interim Standard itself but with the megacode OSCE.

Resolution: Council agree that a representative from UL, DFB and NASC, and the PHECC Programme Development Officer responsible for examinations who is also the Chair for the Examinations Subcommittee, meet and review the NQEMT OSCE Scoring Tool, and that the result then should go for quality review to the Exam Quality Panel.

Proposed: Shane Knox
Carried without dissent

Seconded: Pat Hanafin

9.4 Council expressed dissatisfaction that they were being asked to endorse documents and policies

without the input of the Director, Deputy Director, or members of the PHECC Executive.

Patrick Plunkett expressed the view that is disrespectful that the Director or anyone delegated to deputise was not present at a calendarised meeting of the Council. It was proposed that the meeting be adjourned with the intention of reconvening at the earliest possible opportunity with the Director and the PHECC Executive in attendance. If a date cannot be agreed a teleconference could be considered.

Resolution: Council adjourned the meeting due to the absence of the Director or anyone delegated to deputise at a calendarised meeting of the Council.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: David Menzies

10. Chair's Business (Resumed)

9.1 Strategy 2018 – 2020

9.2 Closed Session

This item was deferred to the June meeting.

The next Council meeting will take in the PHECC Offices in the Dr Geoff King Room at a date to be decided.

Signed: 
Jacqueline Burke, Council Chair

Date: 12/08/2018

Minutes
PHECC Council Meeting
Thursday 14th June 2018



Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
David Menzies
Thomas Keane
Shane Knox
Stephen Brady
Pat Hanafin
Martin Dunne
Tess O'Donovan
Jimmy Jordan
Fiona McDaid
Patrick Plunkett (by teleconference)
Patrick Fleming
Conor Deasy
Jason van der Velde
Mick Molloy

Apologies:

Shane Mooney

In attendance:

Peter Dennehy, Director
Con Foley, Chair, Compliance and Audit Committee
Jacqueline Egan, PHECC PDO
Brian Power, PHECC PDO
Kathleen Walsh, PHECC PDO
Joanne Byrne, Council Secretariat
Claire Finn, PHECC staff representative

1. Chair's Business

The Chair welcomed everyone to the meeting, along with welcoming the PHECC PDO's and Claire Finn who attended the meeting as a PHECC staff representative. Apologies were noted. The Chair advised that anyone who had an interest or even possible interest in applying for the Director's post should excuse themselves from Council. Following brief discussion, it was emphasised to all members that by staying in the Council room, for any part of the any discussions that might touch on the topic of the recruitment process for the Director position, they are automatically disqualifying themselves from participating in the competition to be conducted to fill the imminent Director's vacancy.

2. Minutes and Matters arising

2.1 Draft Minutes May 2018*

The draft minutes from May 2018 meeting were presented for consideration. Discussion took place and amendments on 9.2 were noted and agreed.

Resolution: Council approved the minutes of May 2018 meeting with the noted amendments.

Proposed: Patrick Hanafin
Carried without dissent

Seconded: Shane Knox

2.2 Matters arising

9.2 A.O.B

It was agreed that the resolution be recorded as follows:

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Resolution: Council agreed that a representative from UL, DFB and NASC, and the PHECC Programme Development Officer responsible for examinations who is also the Chair for the Examinations Subcommittee, meet and review the NQEMT OSCE Scoring Tool, and that the result then should go for quality review to the Exam Quality Panel.

3. Director's Report

3.1 Report delegated decisions to Director

The list of decisions delegated to the Director were included in the papers. Mr. Dennehy went through the approved RI's along with updating the Council on the governance meeting which both himself and Mr O' Sullivan attended. Mr. Dennehy went through some key points which were discussed at the governance meeting such as, staffing arrangements and the change in headcount. He provided an update on current staffing status as a consequence. Mr Dennehy thanked the Council.

4. Clinical Matters

4.1 Licensed CPG Providers and Exemptions

Mr Dennehy, introduced Ms. Egan who would be discussing The Licensed CPG Providers and Exemptions on behalf of Mr. Ellis. As outlined in the papers, based on legal advice, the Quality and Safety Committee recommend to Council that PHECC cease granting exemptions to licenced CPG providers for specified and further that medical directors should assume this responsibility.

Following discussion, Council concluded that it cannot act ultra vires the Establishment order. Council requested to view the full legal advice rather than the abstract presented. It was also decided that the MAC should examine the possibility of providing options for CPG providers, such as core, desirable and optional CPGs. It was also advised that the Medical Directors be consulted on this matter.

Resolution: Exemptions will not be granted, this will be discussed again at Council in September. An analysis of current exemption requirements will be taken to inform the best way forward on practical, ethical and legal grounds.

Proposed: David Menzies

Seconded: Conor Deasy

Carried without dissent

5. Quality and Safety

5.1 Patient Transport Report *

Ms. Egan spoke about the Patient Transport Report (PTR). As in the papers The Quality and Safety Committee recommend that Council cease using the PTR within a three-month time frame and that all licenced CPG providers are informed

Ms Egan noted that most organisations are not using PTRs any more to collect data and that organisations can use the PHECC PCR to gather these data going forward. Reports were handed to the Council to view. A brief discussion ensued.

Resolution: That PHECC cease using the PTR with a three month once licences CPG providers have been informed.

Proposed: Hillery Collins

Seconded: David Menzies

Carried without dissent

5.2 OHCAR - Funding Request *

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The Chair noted the letter for the funding request from OHCAR. Council discussed and noted that going forward they would like more information/ breakdown on what the money being requested is being spent upon.

There was an also a discussion on the merits or otherwise of introducing a cut-off date future requests.

Resolution: Council have approved the OHCAR funding request; however, going forward request that more detail and information be provided on what the PHECC grant is to specifically fund.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

6. Register

6.1 Register Report

The director, Mr. Dennehy introduced Claire Finn who is a staff member representing PHECC at the meeting. Ms Finn is the Registration Officer at PHECC and Mr. Dennehy invited Ms. Finn to contribute. Ms. Finn provided detail on registration statistics and reporting. Discussion took place regarding the qualifications and educational programmes required in both Ireland and the UK. There was a query on the possibility of creating temporary registrations for applicants who missed the application date, Ms Finn noted that this is not ideal and that temporary files only apply under the EU Directive, no temporary registrations EU Directive have been received this month.

6.2 Publication Policy – Fitness to Practice

The Chair brought the Councils attention to the proposed Publication Policy – Fitness to Practice in the papers. The Council discussed the policy and amendments to previous policy were noted. The date to be changed along with item 2 Legal Basis, point three. A discussion took place. It was agreed to accept the publication policy as propose in the papers.

| Regulator | Sanctions Available | Duration | Publication Format | Policy – Advise Public |
|-----------|---------------------|----------------|--------------------|--|
| PHECC | Advise | <i>1 year</i> | Website | <i>As per Council decision In all but the most exceptional cases, findings and decisions will be automatically published</i> |
| | Admonish | <i>2 years</i> | | |
| | Censure | <i>3 years</i> | | |
| | | | | |

PHECC Draft Proposal - In the absence of any Council policy to date the text in blue italics is suggested for consideration by Council.

Resolution: The Council approved the proposed Fitness to Practice Publication Policy.

Proposed: Mick Molloy
Carried without dissent

Seconded: Pat Hanafin

7. Governance and Finance

Draft Schedule of Fees 2018

The draft schedule of fees was discussed at the start of the Council meeting by the Chair of the C&AC who explained that a detailed model was being worked on with Mr. O’Sullivan and that once this model is complete they will bring it back to Council to highlight the income and cost consequences for PHECC. The Chair of the C&AC suggested that perhaps a sub-committee could then be formed before bringing fee proposals back to the Council. Meantime, this work would continue over the Summer and it will be further developed with Council in the Autumn.

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8. Education and Standards

8.1 Recognition of Institutions Application re: temporary status *

Ms. Walsh updated Council on the applicants seeking recognition of intuition status – application for or temporary status approval to expediate their applications in view of the transition of Occupational First Aid education standard from QQI/HSA approved to PHECC First Aid Responder. Ms Walsh referred to the overview document provided in Council papers on the matter. Also referenced was the legal correspondence from the RI applicant and the subsequent legal advices received by PHECC. She noted the individual applicant requesting this had recently been approved after a full complete assessment was undertaken. The perceived risks for providing temporary status for RI applicants versus full complete recognition as per current Council policy was debated by Council. Members discussed the need for adequate staff resources for assessing RI applications in view of the growth of applications due to the OFA/FAR transition and the implementation of the new online portal for managing RIs.

Resolution: Temporary Recognition approval status should not be considered at this time and the Executive should ensure appropriate resources are in place.

Proposed: Conor Deasy

Seconded: Hillery Collins

9. A.O.B

The Chair of the Education and Standards Committee shared that at an update provided at the June 11th Education and Standards Committee. It was noted that the Paramedic Examinations Standard would not be completed by the end of July as previously directed by Council. He noted that Ms Egan outlined that this was consequent to the current priority for finalising the interim standard and the limited resources available to progress this work and he stated that the interim standard will be completed by July.

The Chair noted the time requirements given to this project, and thanked Mr. Knox for informing her.

Tess O'Donovan left the room.

Hillery Collins left the room.

9.2 A update on the strategy work by Genesis was requested. Mr. Dennehy explained that the stakeholder interviews will be taking place throughout June and July.

Hillery Collins entered the room.

Mr. Dennehy asked for a day to be given to plan the strategy with Genesis. The Chair and Mr. Dennehy agreed to reach out to Genesis and come up with a date and plan.

The Council were made aware of the upcoming EMS gathering on the 11th and 12th of September. It was agreed to hold the September Council meeting on 11th July.

9.3 A Council member queried about the Field Guide App update. It was explained that the cost to update the existing App to the 2017 CPGs proved prohibitive and the plan is to complete a tender for a new App later in the year.

9.4 Council members expressed their gratitude to Mr Dennehy for his support to Council over the past 18 months and wished him a very long and happy retirement.

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10. Chair's Business (Resumed)

10.1 Strategy 2018 – 2020, Genesis Engagement

10.2 Closed Session

The next Council meeting will take place in the PHECC Offices in the Dr. Geoff King Room on the 17th of July.

Signed: _____

Jacqueline Burke, Council Chair

Date: _____

11/08/2017

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**PHECC Council Meeting
Thursday 12th July 2018**

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
David Menzies
Thomas Keane
Shane Knox
Pat Hanafin
Martin Dunne
Tess O'Donovan
Fiona McDaid
Patrick Plunkett
Patrick Fleming
Conor Deasy (Teleconference)
Jason van der Velde
Shane Mooney

Apologies:

Mick Molloy
Stephen Brady
Jimmy Jordan

In attendance:

Brian Power (Acting Director)
Con Foley (Chair, Compliance and Audit Committee)
Kathleen Walsh (PHECC PDO)
Ricky Ellis (PHECC PDO)
Joanne Byrne (Council Secretariat)
Claire Finn (PHECC staff representative)

1. Chair's Business

The Chair welcomed everyone to the meeting. The Chair extended a welcome to Claire Finn who attended the meeting as a PHECC staff representative.

The Chair advised that, following an earlier closed meeting to discuss the recruitment of a new Director, Council had come to a decision in relation to the appointment of an interim Director until such time as the recruitment process was successfully completed.

Resolution: That Council ratify the appointment of Mr Brian Power as acting Director until a new Director commences employment with PHECC.

Proposed: Hillery Collins
Carried without dissent

Seconded: Patrick Plunkett

Mr. Power thanked the Council members for their confidence and stated that he will not be applying for the fulltime post as Director

The Vice-Chair expressed his personal delight that Mr Power, a PHECC practitioner, has been appointed to the role. He further went on to wish Mr. Power the best of luck in his new role.

The Chair then advised anyone who is thinking of applying for the role of Director to leave the room prior to discussion on this matter as remaining could disqualify them due to being party to the discussions.

The Chair outlined that a small group of Council members were involved in drawing up the job description for Director under her guidance. Following a communication from the Public Appointments Service that they did not have the capacity currently to manage the recruitment process, a tender was issued to select a recruitment agency.

The Chair stated that a recruitment agency had been selected and that it was planned to advertise the post in the press over the coming weekend. The job specification and terms and conditions of employment as drafted was circulated amount the Council members for feedback.

A discussion ensued and members made a number of suggestions to amend the job specification. Due to the confidential nature of the recruitment process all copies of the draft job specification for Director of PHECC were collected after the discussion was completed.

Resolution: That Council approve the job specification for Director of PHECC subject to the agreed changes and proceed with the recruitment process.

Proposed: Pat Hanafin

Seconded: Fiona McDaid

Carried without dissent

2. Minutes and Matters arising

2.1 Draft Minutes June 2018*

The draft minutes from the June 2018 meeting were presented for consideration. Discussion took place, and the following points were raised amongst Council members.

- A resolution in relation to examinations omitted the word 'go' and was corrected to read; Council agreed that a representative from UL, DFB and NASC, and the PHECC Programme Development Officer responsible for examinations who is also the Chair for the Examinations Subcommittee, meet and review the NQEMT OSCE Scoring Tool, and that the result then should go for quality review to the Exam Quality Panel.
- Two typos were also identified and corrected.

Resolution: Council approved the minutes of the June 2018 meeting subject to the agreed amendments.

Proposed: Patrick Hanafin

Seconded: Patrick Fleming

Carried without dissent

2.2 Matters arising

- A query on the development of a scoring matrix for funding requests as discussed at the June meeting was made. This has yet to be developed.
- The Director was asked at the May meeting regarding the position of Deputy Director, it was noted that there is no formal position within PHECC. A question was raised regarding PHECC printed material which uses the term Deputy Director and if the wording should be changed.

Resolution: That Council request the Compliance and Audit Committee to review concerns in relation to the position of Deputy Director and PHECC printed matter using this position.

Proposed: Hillery Collins

Seconded: Shane Mooney

Carried without dissent

3. Director's Report

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The Acting Director outlined that the Director's report was in the meeting papers and would be taken as read.

3.1 Delegated Decisions to Director Report

The list of decisions delegated to the Director were included in the papers for information, these included an updated approved RI list, RI status and course approval and Recognition of Qualifications.

3.2 Paramedic Accreditation Report

The Acting Director brought to Council's attention an issue in relation to the Paramedic Accreditation and Ms Kathleen Walsh (PDO) presented a report to Council.

Discussion took place and the following points were raised by Shane Knox.

- There was concern that an RI and Academic partnership was not in line with the PHECC rules for approval. RI renewal is required every three years and the renewal date for the RI in question, occurred during the transition phase between academic affiliates. It was noted that this has no precedent and is not fully covered in PHECC rules. Council requested that immediate engagement occur and directed that students not be compromised in any way. Council advised that if a conflict of interest arises in a PHECC Committee, the member should recuse him/herself

Resolution: That Council request an immediate engagement between executive and the RI to manage the transition to the new academic partner and RI approval.

Proposed: Fiona McDaid
Carried without dissent

Seconded: Hillery Collins

Resolution: That Council directs that the students involved in this RI and academic affiliation change-over and approval process are not disenfranchised in anyway.

Proposed: Shane Mooney
Carried without dissent

Seconded: Hillery Collins

Resolution: That Council directs that the end date for NASC/UCD approval as an RI be extended to accommodate the completion of paramedic courses P23 to P27 and both parties be notified of this fact.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Thomas Keane

There was a short break during which Conor Deasy dialled out.

4. Clinical Matters

4.1 De-identified data from care at events*

The Acting Director introduced the next agenda item. He outlined that the Clinical Care at Events sub-Committee had requested data from licensed CPG providers in relation to events that they had provided care for in order to obtain relevant Irish data to assist with informed decision making. Two licensed CPG providers

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responded. However, the data were available in paper format only. This request to Council is to enable PHECC employ a temporary data in-putter who would retrieve de-identified data from the organisations involved. The Acting Director outlined that this was appropriate research as specified in the PHECC SI.

Conor Deasy dialled back in.

The A/Director repeated the above to inform Dr Deasy. A Council member queried whether this proposal should have been presented to MAC prior to coming to Council. Discussion took place on the proposal.

Resolution: That Council agree to employ a data in-putter, on a temporary contract, for up to three months to access de-identified data of care at events in Ireland from licensed CPG providers.

Proposer: Shane Knox

Secunder: Pat Hanafin

Carried without dissent

5. Quality and Safety

5.1 Research sub-committee of Council proposal *

Council discussed the proposal of forming of a research committee. It was suggested that Council should initially develop a research strategy with subsequent development of a committee. The Acting Director proposed that this could be agreed in principle, while an investigation of the required resources be undertaken.

Resolution: That Council agree in principle with establishing a research committee in PHECC and that the executive will report back with proposals.

Proposer: Hillery Collins

Secunder: Pat Fleming

Carried without dissent

5.2 Governance Validation Framework Update

Mr Ellis, updated the Council on the Governance Validation Framework while making reference to the meeting papers which contained feedback from the licensed CPG providers involved. Council members discussed the data presented and in particular the population for which the data related. Overall the feedback was positive and useful.

Mr Ellis gave the Council a verbal update on the GVF assessor recruitment process. He went on to explain that there were 34 applications of which 22 were interviewed. The interview panel comprised of Steve Pitman (RCSI) Chair, Tess O'Donovan (HSE and Council member) and Ricky Ellis (PDO).

A Council member queried the budget for the GVF. Mr. Ellis explained that the business plan had four assessments in Q4 which was approved by Council.

The Chair complemented Mr Ellis for the work undertaken and the update.

5.3 Exemptions

The Chair stated that this agenda item had been previously brought to Council in the June meeting and that it was agreed that it would come back for further clarification. Mr. Ellis outlined that organisations will need clarity and letters will need to be sent as renewal notices are due. The Acting Director stated that this does not need to be done at this point.

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The Council thanked Mr. Ellis for the additional legal information which was in the meeting papers. Discussion ensued on exemptions and the Chair noted that this was clear at the last meeting that no further exemptions would be made by Council for licensed CPG providers.

The following points emerged from the discussion.

- That to facilitate this process, MAC would work on identifying which CPGs were core.
- No further exemptions shall be granted and this to take effect for renewals in September.

6. Register

6.1 Register Report

Ms Finn, Registration Officer, outlined that all figures in the meeting papers are a snapshot in time and will change in the near future following the recent EMT exams.

6.2 Australian national paramedic register

Ms Finn brought to Council's attention that Australia has recently introduced the Australian National Paramedic Register. She outlined that their fees are considerably higher than in the Republic of Ireland.

7. Risk and 8. Governance & Finance:

The Chair of the Compliance & Audit Committee informed Council that as the Office of the Comptroller and Auditor General (OCAG) had only recently started their Audit field work on the 2017 financial results.

The following points were identified by the Council as increased risk.

- Mr. Power vacating the PDO position, all be it on a temporary basis.
- The Director leaving is already on the risk register.

The Acting Director outlined that the biggest risk was the lack of transition arrangements following the Director's sick leave and notice of retirement. Arrangements will need to be put in place for future absences of the Director.

Ms. Walsh re-joined the meeting

8. Education and Standards

8.1 Council Policy for NQEMT Examinations Viewings and Rechecks *

Ms. Walsh (PDO) represented Ms Jacqueline Egan (PDO). She outlined that the proposed changes in this policy document. Education and Standards Committee have signed off on this policy and request that this to be brought to Council.

Resolution: That Council approves the updated Council Policy for NQEMT Examinations Viewings and Rechecks as presented in the meeting papers.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

8.2 Quality Review Framework – Evaluation Report*

Ms. Walsh introduced the QRF evaluation report as presented in the meeting papers. She also introduced additions to the recommendations following deliberations of the Education and Standards committee, which were not in the meeting papers. Ms. Walsh explained that the report was presented as written by Paul Collins, Chair of the Quality Review Panel. Three additions were presented to council for consideration

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The Recommendations for Process (3.2.1) were expanded at the following points to include;

4. add – Practitioner and responder expertise is required and consideration should be given to representatives from RIs.
 6. add – Legal advice should be considered to explore the establishment of a register or database of instructors (accessible to the general public)
 10. add – These visits should be announced visits to the RIs. The panel of experts should be determined by the level of course provision i.e. responder and practitioner. Experienced instructors should be utilised and the PHECC assessment standards should be monitored.
- A resolution was agreed following discussion.

Resolution: That Council accept the QRF report and additions to the recommendations from the Education and Standards Committee and that the executive will review the updated recommendations and report to Council with recommended actions.

Proposed: Fiona McDaid
Carried without dissent

Seconded: Jason van der Velde

8.3 Committee recommendations for research/strategy

As this item was discussed earlier in the meeting at item 5.1, the Chair referred to the agreed resolution on this matter.

9. A.O.B

9.1 Request for funding to attend WRO competition*

The Acting Director introduced the next agenda item which was a request for funding from Order of Malta Ireland, Carlow Unit, to attend an international trauma competition in South Africa following success at the Irish national competition. Detailed costings were presented in the meeting papers. He outlined that PHECC had previously sponsored two HSE teams in 2008, 2009 involved in an international EMS competition. The following points emerged during the ensuing discussion;

- Two of the team members are employed with PHECC.
- A question was raised whether there were there any other teams that may request funding. It was pointed out that a second team was from a statutory service who would be in a position to fund their own team.
- The value of a written report following the competitions was explored.
- It was agreed that a matrix is needed to decide on future similar funding requests.
- A policy be put together, suggest matrix and brought back to the Council.

Jason van der Velde left the room

Resolution: That Council agreed to fund 50% of the costs for the team to attend the international trauma competition in South Africa subject to receiving a written report on return to Ireland.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Shane Knox

Resolution: That Council develop a policy and a screening process to review grants and funding requests for the future.

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Proposed: Pat Hanafin
Carried without dissent

Seconded: Shane Knox

9.2 Restart a Heart week 2018*

The Acting Director informed the members that the International Restart a Heart Day was 16th October 2018. He outlined that a large group of organisations, including PHECC, came together under the auspices of cardiac arrest strategy co-ordinator to plan for Irish activities around this day. Many of the groups present were voluntary and a decision was made to extend the process to the week incorporating both weekends, to enable more activity from the volunteers. Mr Power outlined that PHECC has an audio-visual advertisement that was targeted at the citizen to encourage CPR participation and that PHECC could actively support the Restart a Heart Week through running the advertisement. Concern was raised that TV and Cinema advertisements would not have the desired reach and consideration should be given to social media to target as many people as possible. It was expressed that more information should be given within the papers for such a large sum of money in future.

Resolution: That the Council agrees a budget of up to €50,000 for the Director to support the Restart a Heart Week through an advertisement campaign to reach as many people as possible.

Proposed: Shane Mooney
Carried without dissent

Seconded: Pat Hanafin

The Chair invited the members to specify if they had any other business. As all business was concluded the meeting was brought to a close.

The next Council meeting will take place in Cork at the EMS Gathering on the 11th of September 2018.



Jacqueline Burke, Chairperson

Date: 11/09/2018

PHECC Council Meeting
Tuesday 4th and Tuesday 11th September

Tues 4th September 2018

Beech House, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
David Menzies (teleconference)
Thomas Keane
Tess O'Donovan
Fiona McDaid
Patrick Fleming
Conor Deasy
Shane Mooney
Jimmy Jordan

Apologies:

Mick Molloy
Stephen Brady
Jason van der Velde
Shane Knox
Pat Hanafin
Martin Dunne

In attendance:

Brian Power (Acting Director)
Liz Dempsey

Tues 11th September 2018

Metropole Hotel, Cork

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Shane Mooney
Tess O'Donovan
Fiona McDaid
Patrick Fleming
Pat Plunkett

Conor Deasy
Jimmy Jordan
Shane Knox

Apologies:

Mick Molloy
Stephen Brady
Jason van der Velde
David Menzies
Pat Hanafin
Martin Dunne
Thomas Keane
Con Foley (4th Meeting)

In Attendance:

Brian Power (Acting Director)
Con Foley (Chair, Compliance and Audit Committee)
Annie Gough
Jacqueline Egan
Kathleen Walshe

1. Chair's Business

4th September 2018

The Chair stated that the purpose, of the one-item-agenda meeting on the 4th Sept, was the appointment of a new Director. The recruitment process had been administered by Mazars, a recruitment agency who had won the tender competition. The selection panel comprised members of Council and an official from the DoH. The Chair complimented Barry O'Sullivan, Registrar, on the efficient manner that he had initiated the recruitment process and requested that he be so informed.

The Chair confirmed that Mr Richard Lodge has been selected as the candidate for the position of Director.

Resolution: That Council approve the appointment of Mr Richard Lodge as Director of the Pre-Hospital Emergency Care Council as designated by Article 27 of SI 109 of 2000.

Proposed: Hillery Collins

Seconded: Pat Fleming

Carried without dissent.

The meeting was suspended and was recommenced on 11th September.

11th September 2018

The Chair welcomed everyone to the meeting and acknowledged that this meeting was a continuation from the last meeting on Sept 4th. The Chair extended her condolences to Shane Knox on the recent death of his mother and to Mick Molloy on the death of his mother in law. She also asked the members to remember the emergency service personnel lost on this day, in 2001, the 17th anniversary of the 911 attack.

1.1 Strategy 2018 – 2020

The Chair outlined the progress to date with the PHECC strategy. She thanked the members for their input on 4th September which will enable Genesis to prepare the final draft for circulation. The Acting Director stated that he has circulated the latest draft to the Council members that could not attend on 4th September and encouraged feedback to Genesis on this. The Chair referred to DEPR guidelines on strategy and acknowledged that enabling documents such as an annual plan were required. It was also noted that alignment with the Department of Health strategy, Sláintecare, was important.

2. Minutes and Matters arising

2.1 Draft Minutes July 2018*

The draft minutes from July 2018 were presented for consideration. Shane Knox highlighted that he had concerns with the way council minutes are being recorded. Comments made are not attributed to anyone specifically and the only people mentioned in the minutes are the Chair and the Executive. He feels that is essential that names are recorded particularly where concerns and queries are raised. Several members agreed that the concerns should be attributed. Patrick Plunkett stated that he feels that FOI has led to the emasculation of minute taking and by failing to record individual concerns is a disservice to history. Jimmy Jordan agreed that FOI has had a big impact on minute taking and that it was important to have confidence in our minutes. Both the Chair and Acting Director stated that they had researched best practice in relation to minute taking and it was not normal to record things verbatim or attribute names unless specifically requested but they would work with whatever direction is given by Council.

After a discussion, it was agreed that in certain circumstances (such as those raised) a contribution from a particular Council member would be credited as having been made by a named member, particularly if requested by the member. In general, it was suggested that more discussion be included in the minutes to reflect the thrust of a particular decision reached.

Resolution: That the minutes be recorded with names attributed to those who raise queries and/or concerns.

Proposed: Shane Knox

Seconded: Hillery Collins

Carried without dissent

2.2 Matters arising

Shane Knox requested that the minutes be amended to record his name as the member who raised the following point on:

3.2 Paramedic Accreditation Report

The Acting Director brought to Council's attention an issue in relation to the Paramedic Accreditation and Ms Kathleen Walsh (PDO) presented a report to Council.

Discussion took place and the following points were raised by Shane Knox

Resolution: Council approved the minutes of the July meeting subject to the agreed amendments/resolutions

Proposed: Shane Knox

Seconded: Shane Mooney

Carried without dissent

3. Director's Report

3.1 Report delegated decisions to Director

The Acting Director read through his report referencing the development of the PHECC strategy 2018-2020 and the focus on linking the strategy with Slaintecare. The list of decisions delegated to the Director were included in the papers for information. Mr. Power went through the approved RI's and the status of Recognition of Qualifications, he was happy to report that the process for RoQ is discriminatory in that not all applications are awarded the level they applied for. He also stated that the funding request from the CISM Committee has been withdrawn.

Following the launch of the eACR, Mr. Power raised the issue of Brexit in relation to the storing of identifiable data in the UK and confirmed that clarification is needed from a GDPR perspective. PHECC have made arrangements to transfer all electronic patient data storage from the UK back to Ireland.

The staffing risk in PHECC was acknowledged and Mr. Power confirmed that three contract staff had left in the last three weeks. Members of Council thanked Joanne Byrne and Breda Sheridan for their contribution to PHECC. Mr Power outlined how the Director and the Council were dependent on three different contract staff over the past number of years to perform the duties of PA to the Director and Council secretariat. He highlighted the fact that three different staff members were utilised for Council meetings since his appointment and while complementing the staff involved this led to poor continuity. This is a key position and should be a permanent member of staff at the appropriate grade. Members agreed that priority was needed to recruit a permanent PA/Council secretariat. Mr Power confirmed that PHECC had agreement from DoH to recruit another clerical officer and this position would be targeted for PA to the Director/ Council secretariat. Mr. Power also confirmed that two new Grade III clerical officers

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and a Grade IV IT support officer have been advertised and to date a considerable number of applications had been received. Shane Knox asked about availability of temporary staff and Mr. Power stated that temporary agency staff would continue to be utilised subject to tasks and budget when appropriate. The Chair stated that a HR review was still pending that that this should take place under the new Director.

3.2 Capturing Council resolutions

Mr. Power expressed concern about resolution wording being changed at subsequent meetings where potentially a different cohort of members were in attendance. He suggested the implementation of new method of capturing Council resolutions whereby they are typed up and projected on a screen and the exact wording agreed at each meeting. The resolution would be read aloud for anyone who has phoned in through teleconference. It was also suggested that it be trialled for three months and reviewed.

Resolution: That Council resolutions are typed and displayed on a screen during the meeting and the wording agreed at the time.

Proposed: Fiona McDaid

Seconded: Pat Fleming

Carried without dissent

4. Clinical Matters

4.1 CPG 5/6.7.51 Shock form Blood Loss-Paediatric*

Resolution: That the CPG 5/6.7.51 Shock form Blood Loss-Paediatric be approved.

Proposed: Shane Mooney

Seconded: Hillery Collins

Carried without dissent

4.2 Paramedic scope of practice*

Resolution: That the inclusion of the PR route for medication administration be included into the paramedic scope of practice be approved.

Proposed: Hillery Collins

Seconded: Shane Knox

Carried without dissent

5. Quality and Safety

5.1 Withdrawal of funding request

Noted by Council

6. Register

6.1 Register Report

The current numbers on the PHECC register were noted. Shane Knox requested that the pie chart of registered numbers be published on the website each month.

7. Risk

A sensitive issue discussion has been redacted to facilitate resolution prior to inclusion in the minutes. It was recognised that the new Director will need some time to adjust. The Acting Director stated that there was no confirmed start date yet.

8. Governance and Finance

8.1 Conflict of interest policy*

The Acting Director outlined that the PHECC Conflict of Interest policy, although developed and discussed at several Council meetings was not approved. Tess O'Donovan suggested that No 7 be amended as only the Minister can request a member's resignation from Council. The wording be changed to read; 'If it is found that this person has failed to disclose a conflict of interest, the Council may bring this to the attention of the Minister'.

Resolution: That the presented Conflict of Interest Policy, subject to the agreed amendment, be approved.

Proposed: Tess O' Donovan
Carried without dissent

Seconded: Jimmy Jordan

9. Education and Standards

9.1 TOR update

Resolution: That the Education & Standards TOR as amended be approved.

Proposed: Hillery Collins
Carried without dissent

Seconded: Tess O' Donovan

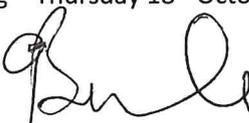
10. A.O.B

Sharon Gallagher who completed research on Paramedic Stress on behalf of PHECC now wants to have this paper published. As this was commissioned and funded by PHECC, PHECC must be acknowledged in the publication.

Shane Mooney requested an update in relation to the Irish Heart Foundation and why money due, last year, had still not been paid. The Acting Director stated that he had signed an SLA on behalf of PHECC but that DEPR regulations were an issue, a meeting is scheduled for 21st Sept 2018.

The Chair wished everyone well at the EMS Gathering.

Next Meeting – Thursday 18th October at PHECC premises



Jacqueline Burke, Chairperson

Date: 18/10/2018

PHECC Council Meeting
Thursday 18th October 2018

Present:

Jacqueline Burke (Chair)
Jimmy Jordan
Mick Molloy
Shane Knox
Stephen Brady
Tess O'Donovan
Pat Hanafin
Shane Mooney
Conor Deasy
Patrick Fleming
Patrick Plunkett
Thomas Keane
Jason van der Velde
Martin Dunne
David Menzies (teleconference)

Apologies:

Fiona McDaid
Hillery Collins (Vice Chair)

In attendance:

Brian Power (PHECC Acting Director)
Con Foley (Chair, Compliance and Audit Committee)
Barry O'Sullivan (PHECC Deputy Director & Registrar)
Kathleen Walsh (PHECC PDO)
Jacqueline Egan (PHECC PDO)
Bláthnaid O'Donnell (Acting Council Secretariat)
Liz Dempsey (PHECC Staff Representative)

1. Chair's Business

- 1.1** Closed meeting
- 1.2** The Chair welcomed attendees to the meeting and noted apologies received. Congratulations were extended to Conor Deasy and all those involved in the EMS Gathering.

2. Minutes and Matters arising

2.1 Draft Minutes September 2018*

The draft minutes from the combined meeting of 4th and 11th September 2018 were presented for consideration. Discussion took place and amendments were noted and agreed .

Resolution: Council approve the minutes of the 4th and 11th September 2018 meetings with noted amendments.

Proposed: Shane Knox
Carried without dissent

Seconded: Patrick Hanafin

2.2 Matters arising

Agenda item 7

Con Foley suggested an amendment to agenda item 7 to allow consistency with what had been discussed in the earlier closed meeting.

3. Director's Report

The Acting Director took the Director's report as read by the members and specified that it was a synopsis of the items included in the meeting papers. He outlined specific items to inform the Council.

PHECC Strategy

The PHECC Strategy 2019 – 2021 is in final draft form and is included in the meeting papers for Council's approval. Complements were extended to Genesis for the production of the document.

Department of Health Governance meeting September 2018

The Acting Director outlined the issues discussed at the DoH governance meeting. He highlighted that the DoH specified that it continues to be government policy for PHECC to be subsumed into CORU which is inhibiting the DoH from progressing with proposed new PHECC legislation. He has compiled a report, which is in the meeting papers, outlining the issues involved.

Decisions delegated to the Director

The list of delegated decisions was included in the meeting papers and noted. When presenting the Recognition of Qualification statistics, the Acting Director, highlighted the fact that the assessment of applications for those seeking EMT, P or AP recognition is discriminatory in that not every applicant is successful demonstrating that the PHECC process is robust and fit for purpose.

Quality and Safety

The Acting Director pointed out that ambulance crewing, which was initiated by the Director of NAS, was on the agenda of the DoH governance meeting. The research report commissioned by PHECC is in the papers for information.

Education and Standards

The Acting Director outlined that a very successful process to develop the paramedic examinations has been concluded and will be presented to the Examination and Standards Committee for deliberation and recommendation for Council approval. A report on the NQEMT EMT MCQ examinations for 2017 is included in the meeting papers. Also included is the survey results on the satisfaction levels of candidates with the EMT exam process.

Staffing

The Acting Director stated that the workload within PHECC continues to be a matter of concern. A recruitment process is in place for two new Grade IIIs and an IT support officer. A request to DoH to upgrade a Grade IV post to a Grade V post to enable recruitment of a PA to the Director and Council secretariat has been approved. Recruitment for the Grade V and for a GDPR Officer, on a contract basis, will commence shortly. It is anticipated that new PHECC Director Mr Richard Lodge will take up this position on or before 1st November 2018.

Governance and Finance

The draft 2017 financial statements are included in the meeting papers. A report is being prepared for Council to establish a PHECC fee structure that is representative of costs and commensurate with the services provided. A report on the payment of the 2017 grant to IHF is included in the meeting papers for consideration by Council.

3.1 Report on PHECC assimilation into CORU

The Acting Director outlined that DoH advised at a recent governance meeting, that it continues to be government policy that PHECC will be subsumed into CORU and that progressing with new PHECC legislation would be problematic. He specified that currently PHECC cannot be subsumed into CORU without primary legislation the details of which are outlined in the report. PHECC therefore is currently in a legal limbo.

Mick Molloy suggested that as Council members are nominated by the Minister, Council should arrange a briefing with the Minister. Patrick Plunkett advised that the Minister's line of communication with PHECC was through the Chair and not directly with Council members. He added that PHECC need to put it to the Minister and indeed the Department that the public are being placed

at risk due to the fact that the PHECC Fitness to Practice process does not allow PHECC to stop practice. The Chair indicated that this issue was included in her Chair's report to the Minister.

Patrick Hanafin noted that in 2010 a report was written with reference to protecting the public and the functions of PHECC. Mr Hanafin strongly suggested that the 2010 document be updated highlighting current risks to patient safety. Both solutions and problems should be presented in the updated report to support the Minister and Department of Health and a small delegation from PHECC Council and Executive arrange a meeting the Minister.

It was agreed that that status quo cannot persist. PHECC needs to either be the regulator with new supporting legislation or that function be taken over by another body. Either way legislation is required.

Fitness to Practice standards and how PHECC differs from other regulatory bodies were discussed including CPGs development, community advocacy and responders. The Acting Director pointing out that CORU is only interested in registered healthcare practitioners and not responders. He suggested that existing legislation such as the Private Security Services Act, 2004, could be reworded and adapted to suit some of PHECC's requirements. He advised that the former Director, Peter Dennehy, had completed a significant piece of work in relation to fitness to practice legislation for PHECC.

Stephen Brady emphasised the need to focus on PHECC's principles and supported the earlier suggestion that that any meeting sought with the Minister would have to specifically reference both problems and solutions.

It was proposed by the Chair that a report as suggested above be developed. It was agreed that the report will be reviewed at Council before submission to the Minister, that the Chair will explore arranging a meeting with the Minister and that that the Executive should start to work on updating the 2010 Report. Tess O'Donovan proposed that funding is looked at as this is information that the Department would need. It was suggested that the report should be kept to a short number of pages and focusing on patient safety issues and solutions.

3.2 Letter to Simon Coveney TD

The Acting Director informed Council of an opportunity he had had to speak with the Tánaiste and had a discussion on protected title. He advised that he followed up with a letter to the Tánaiste and outlined PHECC's perspective. He also outlined that he had introduced Brexit into this correspondence as cross border ambulance responses require reviewing to ensure legal practice by practitioners on both sides of the border and that protected title may assist this. The Department of Health were copied in on the communications. To date no response has been received. The Chair extended congratulations to the Acting Director on raising and following up on this issue with the Tánaiste at the EMS Gathering

Proposed protected title legislation

The Acting Director described how he had transposed the legislation from the Nurses and Midwives Act, 2011, in relation to protected title, to demonstrate how it could be adopted into the Patient Safety Bill and included this with the letter for the Tánaiste.

Discussion ensued among the members about whether or not ambulance service personnel from Northern Ireland were technically breaking any laws when administering medication on this side of the border and vice versa. Clarity was sought on where the breach would lie in delivering care and/or medication and what the law in question actually is. The Acting Director clarified that the breach lay in the administration of medications and that administering prescription only medication (POMs) in Ireland is permitted in law by the Seventh Schedule for PHECC registered practitioners. Martin Dunne advised that this matter could have an

impact on the National Ambulance Service. The Acting Director advised that this was discussed during the governance meeting with DoH and they requested that PHECC engage with NIAS and NAS on this issue.

3.3 ISO audit report

The Acting Director informed members that PHECC was successful in on the recent ISO 2001/2015 audit and there were no non-compliances. He extended credit to all PHECC staff for this achievement. He highlighted the work of Kieran Reid for the preparation for the audit and Barry O'Sullivan in particular, for making sure that all procedures and processes within PHECC are continuously followed. The Chair extended her personal congratulations to all PHECC Staff.

3.4 Draft PHECC statement on HEMS

The Acting Director informed that he was seeking a consensus from Council as to whether Council should issue a statement on this matter. He advised that while, to date, PHECC had not been contacted by the media, he is conscious that this may occur and that he was seeking advice on how best to deal with same.

Following a discussion on PHECC's role in this matter, Patrick Plunkett expressed that PHECC, as a regulator, does not have a place to comment on this matter but suggested that the matter be referred to the licensed CPG providers who are providing the service and any problems with this should be looked at specifically at accreditation stage.

Following further discourse, the Chair then summarised the discussion in that the Acting Director, if contacted, should refer the matter back to the NAS as the licensed CPG provider involved.

4. Council Strategy

4.1 Council Strategy 2019 -2021*

A copy of an email from David Menzies with comments on the strategy was tabled including a suggestion for more extensive conversation about this topic at a later date. It was highlighted that the Strategy was overdue; however, it was recognised that the recruitment of a new Director was a factor. It was agreed that it is important to take time needed to finalise the strategy satisfactorily. It was ultimately decided that the afternoon session of the November Council Meeting would be allocated to finalising the Strategy. This would afford members sufficient time within which to review all documentation and an adequate timeframe to discuss same and to formulate a plan for going forward. The Acting Director will circulate a template on which members may add comments/ suggestions for the strategy. The feedback to be returned by 2nd November. The Chair extended her best wishes to Susie from Genesis who is going on maternity leave.

5. Clinical Matters

- 5.1** The MAC is continuing to progress work with the paramedicine specialisms of Community Paramedic and Critical Care Paramedic.

6. Quality and Safety

6.1 PCR Edition 5 and associated Information Standard

Ms Jacqueline Egan, PHECC Programme Development Officer, addressed Council Members on this matter and sought approval of the revised PCR edition 5. She thanked all Committees for feedback

and in particular the Medical Advisory Committee. She also presented the supporting PCR Information Standards 2018 for approval.

Resolution: That Council approve the PCR edition 5.

Proposed: Shane Mooney
Carried without dissent

Seconded: Patrick Hanafin

Resolution: That Council approve the PCR Information Standard 2018.

Proposed: Tess O'Donovan
Carried without dissent

Seconded: Shane Mooney

6.2 Report on Ambulance Crewing Models deployed internationally

The Acting Director stated that this report was included in the meeting papers for information purposes and that PHECC is progressing as fast as possible in this matter. The report has been presented to the Quality and Safety Committee who in turn has requested further information on clinical responses from the two statutory services. The Acting Director stated that more information is being requested from the NAS and DFB to determine what the needs are and where. He stated that there should not be a one standard that fits all and that there may be a need for a number of configurations. Mick Molloy pointed out that this matter has been ongoing for some length of time. He stated that he could see nothing in the report regarding the matter of patient safety and questioned why more data were being sought, as this will ultimately delay matters further.

Shane Mooney, Chair of Quality and Safety Committee, indicated that there was no international consensus of what defines an ambulance care model and that there were a huge variety of models internationally. He further stated that NIAS are conducting a twelve-week study on a response model and also that the UK was moving from 33% to 7% Delta determinants by changing their response model. Martin Dunne expressed his frustration and dissatisfaction that the matter was not being addressed and that seeking more data was delaying the process further. Shane Mooney explained that this was been done in an attempt to see what is available on the ground operationally. A discussion followed on the value of a BLS crew versus an ALS crew. The Acting Director stated that an ambulance vehicle is a means of conveyance of a patient and that it is the clinical safety of the patient while in the ambulance that is the most important issue at hand.

Mick Molloy outlined that the use of terminology such as 'ALS and BLS' was causing confusion around the table. The Acting Director emphasised that Council has never had a resolution or a policy regarding the crewing of an ambulance. He stated that a discussion was reported in Council minutes on this matter which alluded to the hope to progress to two paramedics on an ambulance responding to a 999 incident but that there is no official policy or resolution.

The Acting Director further advised that the PHECC EMS Priority Dispatch Standards specifies that an ambulance with minimum of one paramedic be tasked to all Echo, Delta, Charlie and Bravo incidents and that an Intermediate Care Vehicle, crewed with two EMTs, may be deployed for Omega and Alpha incidents. An advanced paramedic shall be dispatched to all Echo and specified Delta and Charlie incidents.

Further discussion occurred on crewing levels and skill mix, BLS and ALS care, the length of training for different practitioner levels and patient safety issues. Different views were expressed on PHECC' role in setting a standard on these matters vis á vis the service providers.

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Jason van der Velde pointed out that the MAC is currently working on a standard regarding clinical care at events and the various levels of personnel providing different levels of care. MAC is attempting to align definitions for first aid, basic life support, advanced life support, critical life support etc.

The Chair asked for a general consensus on PHECC's role in setting a minimum standard for this area, given that currently there is no one international standard in place. The Acting Director stated that this should be aligned to the EMS priority dispatch standard. Patrick Hanafin suggested that perhaps it might be prudent to put in place a pilot model as opposed to signing off on a final model. The Chair expressed the need for a pragmatic resolution and the need for a definitive standard being put in place.

It was advised that the Quality and Safety Committee is charged with reviewing this matter and that if they were seeking further data that a timeframe to enable this should be put forward. There was discussion on how ALS providers could be best targeted for the estimated 10% of people who require this level of care and how guidance could be taken from the UK who have moved away from putting paramedics in response cars just to beat the response time clock. Martin Dunne stated that response cars are needed in appropriate areas. Patrick Plunkett suggested that it might be best to have the Quality and Safety Committee revert with a report at the next Council meeting with what further information is actually required and a timeframe for acquiring same.

Stephen Brady proffered a proposal that this matter had been charged to the remit of the Quality and Safety Committee and the MAC to look at and that the matter should rest with these committees to examine the finer details. David Menzies (teleconference) proposed that the MAC and Quality and Safety Committee should also agree a set of definitions and refer to Council.

Further discussion ensued regarding the appropriate mix of clinical levels and whether or not PHECC should support their statutory providers to move away from the method of having two paramedics per ambulance. It was agreed that no conclusion could be reached on this particular matter today and Patrick Plunkett indicated that what needs to be taken into account is the clinical level of care that people receive at the end of the day and asked that if this is risk assessed, can PHECC stand behind it.

The Chair reiterated that this matter rest with the MAC and the Quality and Safety Committee and that they revert by December. She also indicated that this matter be tied in with the Priority Dispatch Standard. Patrick Hanafin indicated that it would be necessary to keep two paramedics in rural areas.

Resolution 1: That the Council agree, based on the above report, to refer this to the MAC and Quality and Safety Committee for consideration, linked to Priority Dispatch Standard, and report at December's meeting.

Proposed: Patrick Fleming
Carried without dissent

Seconded: Patrick Hanafin

Resolution 2: That the MAC and the Quality and Safety Committee agree a set of definitions for levels of care and refer to Council.

Proposed: David Menzies
Carried without dissent

Seconded: Jason van der Velde

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7. Register

7.1 Register Report

It was indicated that all data included in the meeting papers were for information purposes. Mick Molloy queried the temporary registration and whether registration was only active for a certain period of time and requested clarity on the dates. The PHECC Registrar, indicated that the EU Directive directs that PHECC will recognise registration and that legal advice sought by PHECC has advised that this EU Directive transcends all national legislation. Con Foley, Chair of Compliance and Auditing Committee, addressed the matter of the Statutory Instrument of 2017 regarding freedom of movement. Mick Molloy referred to the issue of registration and stated that the national rule for registration must still be abided by. Con Foley indicated that in the legislation, paramedics are treated differently to doctors, pharmacists etc and the PHECC Registrar stated that it was a matter of temporary versus permanent.

Dr Molloy indicated that the matter of temporary registrants raised a risk on multiple fronts and queried a situation whereby if a registration were to expire on 29th October, what would be the outcome if an incident arose after this time, for example 11th November. The Acting Director expressed that this was a weakness in the legislation and that he had addressed this issue in his letter to the Tánaiste. Discussion followed around the registration validity timeframe of one-year versus a registrant's ability to leave the register when they so choose, and Dr Molloy recommended that this matter should be registered as a risk.

8. Risk

8.1. Risk Register

The Chair of the C&AC, Con Foley, opened the discussion and addressed the principles of high risk and governance listed on page 174 of the Council Papers and the matter of four-year Council memberships. He outlined how the submission for the 2019 plan included recruiting an additional four staff members and flagged the issue of lack of resources.

There were some queries raised on calculations. Mick Molloy sought clarification on how matters are rated 'low, medium, high' and the method of how scores are tallied to deliver a total. Con Foley determined that there was most likely a transposition error and it was the probability weighting that would have more of an impact. The Acting Director indicated that it was judged on an agreed risk matrix. Con Foley advised that matters listed as 'high' matters should be considered of key concern for Council.

Enquiries were made regarding the need for additional staff being included in next year's business plan as there appeared to be no reference to this topic in the meeting documents. It was conveyed that this request had been presented to the Department of Health. Terminology was clarified, and it was indicated that while the business plan for this year had been approved in March/April, it was the submitted business case that included the request for additional staff – two CPC staff members, one at a Grade IV and one at Grade III.

An issue was raised regarding point 2 on the 'Clinical Practice Guidelines' – 'There is a requirement to develop support mechanisms for the implementation of the education and training standards for CPGs'. Con Foley and Brian Power indicated that they would make the necessary queries on this point and revert.

The Chair pointed out that 'PD' was still listed as an owner for some of the points and that this ought to be changed to the new Director.

Point number 2 of 'Continuing Professional Competency' wherein it is cited that 'Proprietary course certificates will be reviewed by CPC Assessors' was discussed among Council Members. It was suggested that this goes back to Education & Standards Committee appearing in

the Council Papers and it was suggested that a process should be put in place whereby matters should go to the relevant Committees for review.

9. Governance and Finance

9.1 Conflict of Interest policy update

Con Foley indicated that this was a matter arising from the last Council meeting wherein further amendments to the wording of point number 7, page 4 was required. The matter was agreed by all Council Members with no resolution required.

9.2 Draft Financial Statements 2017

The Registrar notified Council Members that the draft financial statements had been submitted to the Office of C&AG for audit. There are some slight changes to the layout in so far as the information on the notes has now been brought forward to the front section of the statements. He informed the meeting that these statements had been presented to the Compliance and Audit Committee and the Office of C&AG for review and it is hoped that these will get clearance in November.

Shane Knox queried the invoices for FAR as these standards have yet to be reviewed. He also queried the increase in exam expenses. Mr O'Sullivan explained that these figures refer to the administration of exams given that a higher number of exams are being conducted. Shane Knox reverted requesting sight of figures indicating the increase in exams. Jacqueline Egan, replied that comparative figures were not to hand and that she would revert with same. Con Foley and Mr O'Sullivan referenced line 2, item 4 of other revenue wherein figures are illustrated for 'Accreditation and Examination Fees' demonstrating an increase in income and expenditure.

Mick Molloy sought clarification of the figures outlined on page 193 of the Council papers 'Statement of Income and Expenditure and Retained Revenue Reserves' and whether or not it was acceptable to carry a deficit. Con Foley clarified that it was not acceptable to carry an overdraft but that it was permitted to have a deficit relating to non-cash items. He explained that in this particular scenario the deficit related to costs incurred due to PHECC moving premises, dilapidation costs associated with the old premises and remodelling works on the new offices. Con Foley further advised that these costs would be written off over time as opposed to this year.

Concern was raised about the figures and that Council would be asked to next approve a document with a payment sum of €84,000 to an organisation with a revenue of approximately €9 million and a huge turnover. It was indicated that PHECC's operation for this year will be lower.

Con Foley pointed out that a tremendous amount of work had gone into this report compared to last year's equivalent and drew attention to the inclusion of a new declaration. Tess O'Donovan questioned if Committee Chairs (Shane Knox and Shane Mooney) attend C&AC Meetings and if Council can have sight of accounts. The Chair and Con Foley confirmed that they could and that all suggestions and queries would be accepted and answered.

9.3 IHF Funding 2017

The Registrar recapped for Council Members that in February of 2017 the Executive sought authorisation from Council to make provision for an Irish Heart Foundation (IHF) grant and Council approved it in principle. Mr. O'Sullivan further explained that a Statement of Intent was then received from IHF to draw down the grant in September 2017. However, the DEPR Circular 13/2014 which specified conditions which must be adhered to prior to paying grant funding was not complied with by IHF.

Mr. O'Sullivan further informed Council Members that in October 2017 the former Director and new CEO of IHF met for the first time. They discussed the steps involved in the grant

application prior to signed off by the Director. Council were advised that in May 2018 an invoice was eventually received from IHF but that there had been no SLA in place and in fact the SLA was only signed off on 21.09.2018. There is an outstanding requirement of an acknowledgement of PHECC's grant in IHF's annual accounts for 2016. Mr. O'Sullivan summarised the process by stating that Council had signed off on the matter, no follow up ensued from IHF and then an invoice was submitted from IHF in May 2018 and indicated that he was looking for a Council decision on whether or not PHECC should pay the invoice.

Some queries were raised, and it was advised that all details are outlined on page 238 of the Council papers. The Acting Director provided some historical context to this scenario indicating that previously the Department of Health would transfer funds through PHECC to other organisations, for example IHF. Recently PHECC were advised by DoH that these funds are PHECC's to use accordingly. Mr. Power suggested that PHECC are morally obliged to make this payment. He further queried that the same expectation from IHF will arise again for this and next year. The Registrar advised that no agreement had been made for this year and it was directed that it was cited in the agreement that all payments are subject to annual review.

Resolution: That Council pay the sum, as invoiced in May 2018, subject to being reviewed on an annual basis. PHECC is to be acknowledged for the payment made in IHF Accounts.

Proposed: Shane Mooney

Seconded: Shane Knox

Carried without dissent

10. Education and Standards

10.1 NQEMT examinations results 2017 – for information

Jacqueline Egan notified Council Members that agenda items 10.1 and 10.02 (NQEMT examinations results 2017 and NQEMT EMT Exam Process Survey Report 2018 respectively were included in the Council Papers for information purposes. She highlighted that the report showed the number of candidates that were both successful and unsuccessful. Ms. Egan brought the key messages of 2017 to the attention of the Council Members and stated that there has been an increase in the volume of work in the exams' area and that next year we will be in a position to demonstrate comparative figures for 2017 and 2018. Ms. Egan indicated that there were substantial costs involved in the development of exams and advised that if any Council Members had further queries that they could be directed to herself or Liz Dempsey.

It was agreed that it was great to see positive feedback in this area and that feedback should be shared with the Education and Standards Committee.

An issue was raised regarding the policy on 'no-shows' for organisations and how currently same were being recorded as a 'fail'. It was agreed that this matter should be referred to the Education and Standards Committee in order to capture this data in the form of a policy, if appropriate. Tess O'Donovan indicated that PHECC should be aligned with other regulators in how this matter is captured.

10.2 The NQEMT EMT Exam Process Survey Report 2018

Jacqueline Egan advised that this survey forms part of the QMS System with regard to processes. She further indicated that PHECC are currently in the process of developing a

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survey, aimed at responder level R.I.s, regarding the delivery of exam content to the respective R.I.s. Ms. Egan also informed Council Members that a similar paramedic survey will take place before year end.

Ms. Egan drew Council Members' attention to page 267 of the Council Papers wherein it is cited that 49% of exam candidates provided feedback. It was further indicated that improvements to the examination process will be acted on accordingly.

Shane Knox raised two points: the first being that these matters should be referred to the relevant Committees prior to circulation to Council and secondly, he proposed that feedback received which reflect unsatisfactory responses should be examined in an effort to implement improvements.

Brian Power extended his congratulations and thanks to Jacqueline Egan and Liz Dempsey on works done to date on surveys and the feedback collected from same.

10.3 Approved RIs and Courses Oct 2018

Kathleen Walsh advised Council Members that the statistics regarding approved R.I.s and Courses were captured in table format in the Director's Report.

10.4 Modification of RI status

For context of this agenda item regarding the modification of terminology, Kathleen Walsh referred to the discussion document contained in the Council Papers. It was directed that this matter, involving the temporary status of an organisation before reaching R.I. status, is one which dates back to last year and where legal advice had been sought. Organisations and Institutions offering responder only courses are not referred to as recognised institutions within the SI.

The Chair agreed that requirements relating to different levels for responder and practitioner institutions should differ and queried if PHECC were going beyond their statutory remit. She asked for confirmation if only courses had to be approved. Shane Knox advised that PHECC have no statutory remit over responders and the Chair indicated that in the legislation PHECC's functions include advising the Minister and approving the contents of courses of education and training in pre-hospital emergency care. The Acting Director stated that PHECC courses are being used for education purposes across the country and referenced to a loss of quality control if PHECC did not set standards for the institutions offering such courses.

Resolution: That the Council agrees to a change in terminology for responder level institution from 'Recognised Institution' to 'Approved Training Institution'. The executive to draft the appropriate wording to ensure consistency of terminology within PHECC Rules & Policies.

Proposed: Shane Mooney
Carried without dissent

Seconded: Tess O'Donovan

10.5 Council Policy and procedures for appeals POL019

Discussion took place regarding the introduction of a new updated Policy and it was advised that this had been through the Education and Standards Committee.

Resolution: That the Council approve Council Policy and Procedures for appeals POL019

Proposed: Jason van der Velde
Carried without dissent

Seconded: Tess O'Donovan

Mr. Frank Keane was nominated by the Education and Standards Committee as a member of the PHECC appeals committee.

Resolution: That Council approve Frank Keane as a member of the Appeals Committee

Proposed: Tess O'Donovan
Carried without dissent

Seconded: Shane Mooney

10.6 Current status – Licensed CPG Providers

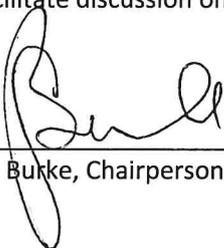
The current list of licensed CPG providers was included in the Council Papers for information.

Discussion began relating to decisions that had already been agreed upon at Committee Meetings and the delay that was caused by having these matters further signed off by Council. It was indicated that a resolution had already been reached on this matter and that this was to be added to the agenda for November's Council Meeting.

11. AOB

Shane Mooney informed Council Members that at the last Quality and Safety Meeting it was reported the Registrar had received a phone call from the Medical Council indicating that they had no knowledge of the term 'medical direction' and it had no standing in relation to PHECC practitioners. This topic is to be followed up at November's Council Meeting to see if any further information is required. Also, no correspondence had been received at the Medical Council in relation to the doctors at the MMA Event and it was suggested that PHECC should make a complaint to the Medical Council on this matter.

The Chair reiterated that the agenda for next month's meeting will need to be trimmed in order to facilitate discussion on Council Strategy.



Jacqueline Burke, Chairperson

Date: 15/11/2018

**PHECC Council Meeting
Thursday 15 November 2018**

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jimmy Jordan
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
Patrick Plunkett
Thomas Keane
Jason van der Velde
Martin Dunne
Fiona McDaid
David Menzies
Conor Deasy (Teleconference)
Tess O'Donovan (Teleconference)

Apologies:

Patrick Fleming
Mick Molloy

In attendance:

Richard Lodge (PHECC Director)
Brian Power (PHECC PDO)
Con Foley (Chair, Compliance and Audit Committee)
Ricky Ellis (PHECC PDO)
John Lally (PHECC Staff Representative)
Bláthnaid O'Donnell (Acting Council Secretariat)

1. Chair's Business

1.1 The Chair welcomed attendees to the meeting and noted apologies received. A welcome was extended to Richard Lodge on commencing his post as PHECC Director and the Chair thanked Brian Power for all work he had done to date in his role as Acting PHECC Director.

Shane Knox commended John Lally and team on their participation and placing eighth in the recent World Rescue Organisation Championships in South Africa and Council concurred.

2. Minutes and Matters arising

2.1 Draft Minutes October 2018*

The draft minutes from the Council Meeting of October 2018 were presented for consideration.

Resolution: That the Council approve the minutes of the meeting of October 2018 subject to the following amendments/resolutions:

| Location | Original | Correction |
|--------------------------------------|-------------------------------------|---|
| 3.4: P2, Line 2 | 'does have a place to comment..' | 'does not have a place to comment..' |
| 6.2: P3, Line 4 | 'illuded to the hope to progress..' | 'alluded to the hope to progress..' |
| 6.2: P9, Line 3 | 'to examine the finite details' | 'to examine the finer details' |
| 8.1 P3, Last Line | 'one at Grade VIII' | 'one at Grade III' |
| Risk: 8.1 | 'back to governance of matters' | 'Education and Standards Committee' |
| 9.2 | CNAG | Office of C&AG |
| 9.2: P2, Line 1 | 'invoices for Training Standards' | 'invoices for FAR' |
| 9.2 P4, Line 3 | 'company' | 'organisation' |
| Governance and Finance P5, Line 4 | 'attend CNG Meetings' | 'attend C&AC Meetings' |
| 10.1: P1, Line 8 | 'substantive costs involved' | 'substantial costs involved' |
| 9 Resolution | Fran Keane | Frank Keane |
| A.O.B Paragraph 1, Line 3 | 'medical delegation' | 'medical direction' |

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Jimmy Jordan

2.2 Matters Arising

- i. Shane Knox raised a point relating to additional information he had received concerning the cost breakdown for the Governance Validation Framework (GVF). It was agreed that additional information requested at Council would be circulated to all members via the Chair rather than sent to an individual Council Member.
- ii. Shane Mooney referenced a discussion that had taken place in October's Council Meeting, under the heading of 'A.O.B.', wherein it had been decided that PHECC would issue a complaint to the Medical Council in relation to the doctors at a particular MMA Event. It was indicated that to date the complaint has not been issued as the matter is still under consideration by MAC.
- iii. The grant submission from the Irish Heart Foundation was raised. It was noted that this would be discussed under item 7.2 on the agenda.

3. Director's Report

Brian Power presented the Director's Report which he had prepared as Acting Director on behalf of Mr. Lodge who had only taken up his post as PHECC Director at the beginning of November.

3.1 Risk

The risk arising from the HSE National Ambulance Service (NAS) withdrawing from participating in the Priority Dispatch Committee was addressed. Martin Dunne clarified that NAS had in fact 'deferred' and not 'withdrawn'.

3.2 Mr. Power referenced a meeting with HIQA regarding the issue of response times and HIQA's indication that they were no longer interested in such a standard and therefore had withdrawn from same. Martin Dunne queried the wording used here and advised that in his own correspondence with HIQA they had directed that they were not currently in a position to withdraw completely from a set standard, but were adopting a more relaxed emphasis. The Chair advised that clarification from HIQA should be sought, in writing, on the HIQA position in relation to this standard, to ensure the provision of safe pre-hospital emergency care.

3.3 Hillery Collins raised the issue of staffing within the organisation and reiterated that previous agreement had been reached to have an external party deal with same. The Chair stated that she is currently following up on ensuring that an independent HR review be carried out within PHECC and will discuss same with the new Director.

3.4 Proposed Meeting with the Minister

The Chair updated Council Members regarding notification to the Department of Health in relation to PHECC's desire for a meeting with the Minister. She was advised to draft documentation and arrange a meeting once same is complete. It was agreed that a small delegation of PHECC representatives would meet with The Minister .

The Chair noted important issues regarding the lack of Protected Title, voluntary registration and the weakness of legislation in relation to PHECCs Fitness to Practice sanctions. These would either require legislation for PHECC or that PHECC be subsumed into CORU, which would itself require restructuring of CORU and potential further legislation. It was agreed that a decision on the way forward is now urgent.

A draft report drafted for the proposed meeting with the Minister was discussed. The Chair extended thanks to Mr. Power for the extensive work and effort that had gone into the drafting of same. Ultimately it was agreed that the report, as presented, was valuable but that it would be beneficial for Council to provide a focussed executive summary of the contents and look at reducing the overall length of the report. This summary would focus on the current

risk and the changes in legislation required to enable PHECC to continue to be a strong effective organisation focussed on protecting the public.

Patrick Plunkett agreed to write the executive summary for the Ministerial visit report.

3.5 Priority Dispatch Committee

The Chair introduced the topic of the Priority Dispatch Committee. It was indicated in a discussion that there was concern that the NAS deferral could impact on the functionality of the Committee. Martin Dunne indicated that he was attempting to get the individuals involved around a table to discuss what issues may or may not be occurring. Stephen Brady was emphatic that the Priority Dispatch Committee was a standing committee on par with the other PHECC standing committees and that the work undertaken was pertinent to the ongoing development of pre-hospital emergency care. He indicated that it was intended to call a Priority Dispatch Committee meeting in December.

4. Council Strategy

4.1 The Chair opened the discussion indicating that she was impressed with Genesis' handling of the Council Strategy and thanked Brian Power for his involvement and leading on this exercise. Dr. Burke stressed that she did, however, have concerns with the length of the document presented. Discussion ensued among Council Members with amendments to wording and layout being suggested.

4.2 David Menzies highlighted that the introduction is the most important component of the strategy, particularly considering the current risks and the pending merger with CORU. He proposed that PHECC attempt to promote themselves more positively in the opening section of the document. He also indicated that the stance on critical care is weakened as MAC had not specifically contributed to this.

4.3 Shane Knox felt that the reference to critical care was one dimensional. Dr Knox also drew attention to the area of the Fire Services who are using PHECC's standards but are not CPG approved. It was agreed that this section be amended to reflect that 'many organisations are using our standards'.

4.4 The Chair addressed the matter of stakeholder engagement and stressed that all council members were consulted and invited to contribute to the strategy. She also agreed to follow up on the section regarding patient voice and consultation.

4.5 In relation to expert groups Shane Knox felt that more consideration should be given to practitioners being part of the regulator that governs pre-hospital care. Dr. Knox advised that in terms of recruitment that there are a body of experts that should be tapped into to advocate for the profession. It was highlighted that there were difficulties with restricting recruitment of staff to specific professional groups of staff as these could be perceived as discriminatory; however, a skillset and working knowledge could be specified as 'desirable criteria'. The Chair stated that PHECC should advocate for a PHECC Registrant in the Department of Health and proposed wording be included citing that 'PHECC strongly advocate the need for PHECC registered practitioners to be represented on the PHECC Council and on all expert/specialist groups'.

4.6 The Chair concluded, and it was agreed, that it would be prudent to review the documentation within a small sub-group as opposed to discussing the matter again with the entire Council body. There was general agreement with the overall content and discussion had focused mainly on specific wording and layout / presentation. Dr Burke requested that Brian Power and the Director liaise with Genesis with a view to producing a more focused and comprehensive executive

summary and editing the length of the overall document. The final draft would come back to the Council for final approval.

5. Clinical Matters

5.1 Governance Validation Framework (GVF) Update

Ricky Ellis addressed Council Members and provided an update on the status of the GVF which launched today with the assessment of Dublin Fire Brigade. The issue of duplication of information required from organisations was raised. It was agreed to review this and consider a mechanism to streamline the process. Patrick Plunkett proposed that PHECC inform organisations that information submitted may be used for additional purposes and there was agreement on this proposal.

Enquiries were made around the matter of the GVF Business Case and the costs associated with conducting assessments per organisation. It was indicated that the cost per assessment was roughly €4,000 per organisation.

The Chair extended congratulations to Mr. Ellis on the successful launch of GVF and highlighted that patient safety was absolutely paramount. Dr. Burke raised a query on the significance of the three-year assessment cycle and suggested that the proposal of a five-year cycle versus a three-year cycle could be factored into the cost. Fiona McDaid suggested wording this in terms of assessments being conducted once in 'no more than five years' in line with other organisations such as C&AG and HIQA.

5.2 Motor Sport Rescue Services

Motorsport Rescue Services' annual application as a Licensed CPG Provider was discussed. Providers seeking to apply as a voluntary organisation would have to be recognised under The Charities Act in accordance with Council Policy. An exemption is being sought by MRS on the grounds that they operate in a voluntary capacity and members are unpaid. The Chair questioned whether PHECC would make an exception to its rules or alter its rules and what consequences regarding precedence may follow. It was stressed that the bona fide of this organisation was not in question but a review was required of the criteria associated with smaller, voluntary organisations, including the possibility of a sliding scale to be implemented in 2019.

Resolution: That the Council review current Policy POL039 in light of the Charity Regulations requirement within the Policy

Proposed: Stephen Brady
Carried without dissent

Seconded: Hillery Collins

5.3 Response Times

The Chair directed that this topic had been adequately covered previously in the meeting and did not need to be addressed further at this meeting.

6. Register

6.1 Register Report

Brian Power read through the contents of the Register Report for information. It was noted that the register is continuing to grow, albeit in a small manner.

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7. Governance and Finance

7.1 Draft Minutes C & AC Meeting 9 October

Con Foley opened the discussion and read through the C&AC meeting minutes of 09 October 2018

7.2 Discussion took place regarding the submission of travel and subsistence claims and the timeframe allocated to do so. It was concluded that the maximum timeframe of 90 days would be assigned to allow claims to be made. The requirement for members of other public bodies to claim expenses via their main employer was noted. These public bodies would then invoice PHECC. Tess O'Donovan advised that she would accept the names of any member wanting to be included in the HSE cohort.

Resolution: That travel and subsistence claims are to be submitted within a 90 day timeframe.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

Resolution: That members of Council who are representing a public service body shall be paid expenses as per DPER Regulations through their nominated body and that all other Council Members shall continue to claim expenses in the traditional manner.

Proposed: Patrick Hanafin

Seconded: Hillery Collins

Carried without dissent

7.3 It was indicated that the IPA had extended an invitation to their morning meetings to Council Members. All members are eligible to attend at any given meeting and places can be applied for through Barry or Beth. The IPA would not normally expect more than two members from one organisation at any given time.

7.4 Queries raised by Mick Molloy at the previous Council Meeting had highlighted the need for a housekeeping exercise to be carried out on the Risk Register and it was noted that this was in progress.

7.5 Mr. Power advised that The Corruption Offences Act, 2018 was now in force and recommended that Council Members have a look through same to familiarise themselves with its contents.

7.6 Grant Submission IHF

This topic was discussed at length among Council Members. It was confirmed that the payment for 2017 had been made in 2018 following the late grant application from IHF in accordance with the resolution reached at October's Council Meeting. It was confirmed that this would appear in the 2018 accounts.

Going forward it was ultimately decided that it was now too late in the year to make a payment for 2018 as no prior application had been received for 2018 and consequently no provision had been made. PHECC will consider reviewing a payment for 2019 contingent on value for money based on the service level agreement between the IHF and PHECC. It was stressed that PHECC was no longer acting as a conduit for funds and all 2019 grants will be reviewed in early 2019.

It was noted that as the CEO of IHF was relatively new in post that it would be opportune for PHECC's newly appointed Director to meet with the IHF CEO and discuss the application from IHF.

Resolution: Council has resolved not to accept the IHF grant application of 23.10.2018 for a grant of €84,000 for 2018. The IHF grant application for 2019 will be considered by Council, along with all grant applications, in early 2019.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Patrick Hanafin

8. Education and Standards

8.1 E&S Committee recommendations on Responder Instructor standards

Resolution relating to the proposal presented by The Civil Defence (as per page 160 of Council Papers)

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

Resolution: That Council approves the four recommendations of the E&S Committee in relation to Responder Instructor standards.

Proposed: Shane Knox
Carried without dissent

Seconded: Shane Mooney

8.2 Hillery Collins reported that the Teaching Faculty Framework was not included in the current tender process. It was advised that this matter will be reviewed by the Education and Standards Committee. The Chair stated that such review is very timely and commended Kathleen Walsh for all works done to date in this area.

9. Quality and Safety

9.1 2017 OHCAR Annual Report – for information

Shane Mooney referenced the contents of the OHCAR Annual Report for information purposes. Mr. Mooney drew Council's attention to the section of the papers that were dedicated to bystander CPR. The fact that Irish Out-of-Hospital Cardiac Arrest Register is one of a few with national coverage is another example of PHECC's impact.

9.2 Hillery Collins informed Council Members of a series of Tweets from the previous day which indicated that Ireland were first in Europe and seventh in the world regarding bystander CPR.

Brian Power indicated that it was important to keep on top of Response Standards and how these might be expanded.

10. AOB

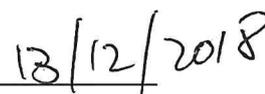
Nothing reported

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11. Time and Date of Next Meeting - 2pm Thursday 13 December 2018



Jacqueline Burke, Chairperson



Date

PHECC Council Meeting
Thursday 13 December 2018

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jimmy Jordan
Stephen Brady
Pat Hanafin
Shane Mooney
Fiona McDaid
Jason van der Velde
Patrick Plunkett
David Menzies

Apologies:

Patrick Fleming
Mick Molloy
Shane Knox
Thomas Keane
Martin Dunne
Tess O'Donovan
Conor Deasy

In attendance:

Richard Lodge, PHECC Director
Brian Power, PHECC PDO
Con Foley, Chair Compliance and Audit Committee
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
John Lally, PHECC Staff Representative
Bláthnaid O'Donnell (Acting Council Secretariat)

1. Chair's Business

- 1.1** The Chair welcomed attendees to the meeting and noted apologies received. Condolences were expressed to Brian Power on the death of his mother and to John Lally, PHECC IT Officer, on the death of his brother in law.

2. Minutes and Matters arising

2.1 Draft Minutes November 2018

The draft minutes from the Council Meeting of November 2018 were presented for consideration

Resolution: That the Council approve the minutes of the meeting of November 2018.

Proposed: Stephen Brady
Carried without dissent

Seconded: Patrick Hanafin

2.2 Matters Arising

- i.** Hillery Collins raised the matter of GVF funding and the cost to date associated with same. The Director referenced a discussion from October's Council Meeting wherein it had been agreed that this information should be circulated to all Council Members and agreed to ensure this happened. Con Foley indicated that this matter would be covered on the agenda of the next C & AC Meeting which is due to take place in early 2019.
- ii.** Stephen Brady raised the matter of the Priority Dispatch Committee indicating that the last scheduled meeting of October 2018 had been cancelled. He further advised that as Chair of this

Committee he felt that they needed to proceed with the next meeting otherwise the work of this important Committee would be further delayed. David Menzies indicated that the Priority Dispatch Committee would struggle without participation from NAS. Jason Van der Velde pointed out that PHECC, as regulator, needed oversight of how resources are dispatched and have a responsibility regarding this. Hillery Collins stated that engaging with control centre on priority dispatch had been problematic and further indicated that as PHECC are required to set standards, he supports Stephen Brady regarding the points raised. Brian Power pointed out that a previous Council had upgraded the Priority Dispatch Committee to a full sub-Committee of the Council, to reflect its importance.

Resolution: That the Council endorse the work of the Priority Dispatch Committee and expect full cooperation from the Licensed CPG Providers

Proposed: Hillery Collins
Carried without dissent

Seconded: Jimmy Jordan

3. Director's Report

- i. The Director addressed the matter of the MMA Fight of 9 April 2016 and clarified the position regarding investigation into the roles of PHECC registered practitioners involved. Mr Lodge confirmed that to date a clear decision had not been reached by PHECC regarding the lodging of a complaint with the Medical Council. The CEO of The Medical Council, had advised that PHECC does not need to become the Complainant for the matter to be investigated, and that PHECC have the option of writing a letter to the Medical Council Registrar outlining their concerns. Patrick Plunkett indicated that, based on what had been heard in the Coroner's Court, PHECC should consider becoming the Complainant. Ultimately it was agreed that PHECC would undertake the role of Complainant and that Patrick Plunkett and Mick Molloy would assist The Director in drafting a letter indicating PHECC's position.

Resolution: That the Council become the Complainant to the Medical Council regarding three named medical practitioners and the events of 9 April 2016

Proposed: Patrick Plunkett
Carried without dissent

Seconded: David Menzies

- ii. Reference was made to HIQA Response Time Standard and the table documents distributed in respect of same. Brian Power stated that this was the first time that there had been a difference drawn between urban and rural which would open the door for PHECC to differentiate.
- iii. The Director advised Council that he had met with the CEO of CORU. The Director had been advised that PHECC would be migrated in CORU at some point in the future but that such a move was pending and there was no time frame currently in place. The time lines for other professional bodies that had been migrated in to CORU ranged from five to seven years. The risks associated with the current legislative deficit regarding protection of title and compulsory registration of pre-hospital emergency care practitioners was acknowledged. The Director advised that CORU and PHECC would continue to engage on this matter.

Patrick Plunkett tabled the letter that he had undertaken to draft regarding the issue of the risks associated with the current legislative deficit.

Resolution: That the Chair seeks an urgent meeting with the Minister for Health regarding the threat posed to the public by the weakness in the regulatory framework for pre-hospital emergency care.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Hillery Collins

- iv. The Director addressed the matter of a HR review for PHECC Executive which had been discussed in previous Council Meetings. The Director advised that he had engaged with a suitable, very experienced and well qualified HR Consultancy firm who are an approved HSE supplier. The Director will follow up with this company to scope and cost the review in January 2019.

v. Application for renewal of a License as CPG Provider by Civil Defence

The Director raised the matter of the Civil Defence's annual renewal for Licensed CPG Providers. While there have been no changes from an operational or governance perspective, the implementation of the Governance Validation Framework has focused the Civil Defence on ambiguities in their governance structure. Consequently, they have requested an extension to their existing license while these issues are addressed. The Director, under the Chair's delegated decision, granted a 60-day extension to allow time to present the request to Council. Council agreed to grant an extension period of six months to allow the Civil Defence to drive their internal processes.

Resolution: That Council grant the Civil Defence six months' extension to work on their compliance with the GVF. Progress will be formally reviewed during that timeframe

Proposed: Hillery Collins
Carried without dissent

Seconded: Jimmy Jordan

- vi. The Director reported that he had met with the CEO of the Irish Heart Foundation. The IHF have been advised that PHECC will be unable to process their late grant application for 2018. A revised application for 2019 has since been submitted. IHF have further indicated their desire to present to Council and this is being considered for the next meeting (January 2019). This issue has highlighted the need for an internal governance process to be implemented regarding grant applications. Con Foley and The Director are to arrange for a governance policy to be put in place.
- vii. Hillery Collins requested that Con Foley and The Director arrange for a governance policy to be put in place to deal with the matter of travel and attendance at conferences, including overseas visits.

4. Council Strategy

- i. The Director informed Council that he had been in communication with the Director from Genesis and that they plan to meet in early in the new year to progress changes to the format of the Council Strategy.

5. Clinical Matters

Draft FAR CPGs for approval

Brian Power advised Council that the FAR CPGs have been taken out of the combined Responder CPGs and extended thanks to Ray Carney for the work he had done on this.

Resolution: That Council approve the draft FAR CPGs as presented in the meeting papers

Proposed: Hillery Collins
Carried without dissent

Seconded: Patrick Hanafin

6. Quality and Safety

i. Out of Hospital Cardiac Arrest Strategy

Jacqueline Egan presented the Out of Hospital Cardiac Arrest Strategy for Ireland. Following on from this several points were raised.

- ii. Jason Van der Velde raised the topic of the Irish Coast Guard and the Gardaí and noted the problems with governance of clinical practice. He indicated that there would need to be a framework put in place to register local authorities. The complexities of the risks associated with the life boat service was noted and how same would not be managed by an EU Country once Brexit is enacted
- iii. Kathleen Walsh advised Council that she had engaged with representatives from The Garda College who have expressed interest in becoming a Licensed CPG Provider.
- iv. Pat Hanafin advised that most Chief Fire Officers would be willing to engage with PHECC if they received correspondence from PHECC offering advice. Shane Mooney stated that bringing them on board with the CFR Group may be problematic due to operational and funding issues for individual Chiefs. Stephen Brady suggested that PHECC could liaise with the Department of Health to pursue this issue.
- v. Brian Power advised that, to date, it had not been PHECC's policy to proactively invite organisations to become Licensed CPG Providers, but that there should be some over-sight and record of clinical practice going forward as often these organisations are first to the scene of an accident. It was noted that that PHECC has no power of compellability.
- vi. The Chair advised that PHECC are specifically mandated in certain areas and queried if PHECC have sufficient resources to meet this development. Brian Power will assess the resources required.
- vii. David Menzies felt that it was unfortunate that this document was being presented to Council in its complete format as it was a missed opportunity for Council to have had some input into the drafting of same. Dr Menzies advised of the initiation of a short CPR course and likened same to the Irish Version of the AHA Course. This was suggested as being a missed opportunity for PHECC, as regulator, to have its own accredited course. Jacqueline Egan noted that PHECC were contributing to the standard for bystander CPR.

7. Register

The matter of the draft complaint to the Medical Council was addressed previously under the 'Director's Report'.

8. Risk

- i. Con Foley reported that a 'housekeeping' exercise is underway to tidy up inconsistencies of risk evaluation and risk level assignment. When complete, this will be brought to the C&AC for review and will then revert to Council for noting.
- ii. The Director updated Council on a data breach which had occurred involving unsuccessful applicants for a position within PHECC. The Data Protection Commission had been notified of this breach immediately upon discovery of same and an apology email issued to all those involved. The Director read the contents of an apology statement regarding the matter and further communication drafted to issue to an on-line news site who had received information regarding this breach.

9. Governance and Finance

- i. **Pensions and C&AG:** A document from C&AG (Comptroller and Auditor General) was tabled by Con Foley outlining a reserved qualification of accounts. This applies to certain agencies under the auspices of the Department of Health, PHECC included, due to non-compliance with accounting regulations for both pension contributions, death in service payments and retiree pension payments. Council have no control over this policy, which was formulated by the Department and therefore have no option but to acquiesce. C&AG will be putting PHECC on notice and issuing a semi-qualified Certificate.
- ii. Tabled documentation was passed out regarding an issue that had arisen in relation to a rent-free period negotiated by PHECC from May-October 2017. The figure reflected a saving of €39,000 to be regarded as a financial benefit and depreciated over a ten-year period. It was indicated that there was still uncertainty as to how C&AG will want the finer details presented. Barry O'Sullivan was thanked for the preparation of revised figures at very short notice.
- iii. It was advised that the Financial Statements will need to be approved prior to be sending to C&AG for certification and the review of the internal controls for the current year would be completed when the annual report of the Compliance and Audit Committee is presented to Council.

Resolution: That Council approve the 2017 Financial Statements for signing subject to any non-material changes by the C&AG

Proposed: David Menzies
Carried without dissent

Seconded: Fiona McDaid

10. Education and Standards

- i. The Education and Standard Committee have requested that the Teaching Faculty Framework be reviewed. Council have advised that a working group have now been set up to progress this.
- ii. Item 10.4 of the agenda was raised 'Proposed Revision of RUL006 Council Rules for Recognition of Institutions' and the following resolution was reached in respect of same:

Resolution: That Council approves the proposed revision of RUL006 Council Rules for Recognition of Institutions

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Patrick Hanafin

- iii. Item 10.5 of the agenda was raised 'Proposed Revision of Statutory Declaration for Recognition of Institutions' and the following resolution was reached in respect of same:

Resolution: That Council approves the revision of Statutory Declaration for Recognition of Institutions as presented in the meeting papers.

Proposed: Patrick Plunkett
Carried without dissent

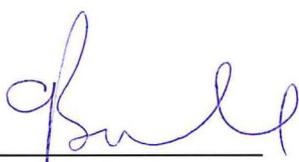
Seconded: Stephen Brady

11. A.O.B

- iii. Next Council Meeting: 10:00 Thursday 10 January 2019
- iv. Proposed dates for 2019 Council Meetings are 10:00 on the second Thursday of each month in PHECC, Naas. (June meeting has been moved to the 20th)

| | |
|---------------------------|----------------------------|
| January 10 th | July 11 th |
| February 14 th | August – No meeting |
| March 14 th | September 12 th |
| April 11 th | October 10 th |
| May 9 th | November 14 th |
| June 20 th | December 12 th |

Signed:



Dr. Jacqueline Burke
Chairperson

Date:

14th March 2019.