

## Minutes

### PHECC Council Meeting

14<sup>th</sup> June 2017

#### Present

Jacqueline Burke (Chair)  
Jason van der Velde  
Martin Dunne  
Patrick Plunkett  
Shane Knox  
Stephen Brady  
Tess O'Donovan  
Thomas Keane  
Pat Hanafin  
Shane Mooney  
Conor Deasy  
David Menzies  
Hillary Collins

#### Apologies

Fiona McDaid  
Mick Molloy  
Patrick Fleming

#### In attendance:

Peter Dennehy (Director)  
Anne Keogh (Acting Secretariat)  
Con Foley (Chair of Compliance and Audit Committee)

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#### 1. Chair's Business

- 1.1 Closed meeting
- 1.2 The chair welcomed attendees to the meeting. The Chair noted apologies received.

#### 2. Minutes & Matters arising

##### 2.1 Draft Minutes for the May 2017

The draft minutes for the May 2017 meeting were presented for consideration. Discussion took place and amendments to Resolution on legal advice and 9.3 were agreed.

#### Resolution

**Council approves the minutes of the May 2017 meeting.**

**Proposed: David Menzies**  
**Carried without dissent**

**Seconded: Shane Mooney**

##### 2.2 Matters arising

###### 2.2.1 PACE

Discussion took place on trip and Shane Knox, Tess O'Donovan and Jason van der Velde to collaborate on expanding the draft business case for this trip.

###### 2.2.2 Legal Advice

Discussion took place on ongoing training available to Council.

### 3. Governance

#### 3.1 Irish Times Chairs Training

Discussion took place on training carried out on 13<sup>th</sup> June 2017 for Chairs of Committees. PD advised the council of membership to the IPA and access to training provided by IPA.

#### 3.2 Conflict of interest Policy and Practice

Discussion took place and it was agreed that a conflict of interest document be signed by each council member every year. At the beginning of each Council meeting the Chair will ask the group if there are any issues with conflict of interest on any agenda items and the council member can excuse themselves for that item.

#### 3.3 Council Standing Orders Review

To be brought to next council meeting following audit committee revision and updating with new Corporate Governance guidelines.

#### 3.4 DoH Governance Report

The report was circulated to the Council, this document was submitted to DOH but is a working document and will be updated.

#### 3.5 EOI Process for Committee Membership

Discussion took place on this matter.

### Resolution

**Council agrees that Council members sign a conflict of interest document once yearly and excuse themselves from items on the meeting agenda where there could be a conflict of interest.**

**Proposed: Pat Hanafin**

**Seconded: Pat Plunkett**

**Carried without dissent**

### 4. Directors report

The Director presented his report included in meeting papers.

4.1 Report included in papers of delegated decision to Director, for noting. The Council noted and approved the delegated decisions to the Director.

#### 4.2 New Office – Progress Report

The Director gave the Council an update for completing the move.

#### 4.3 Business Case for the 2018 Estimates Process

Report included in meeting papers. PD discussed report and highlighted additional funding requested for proposed staffing requirements €268,249. The Council agreed with the request for funding and suggested a risk matrix be included with the next submission.

### 5. Register

#### 5.1 Register update

Tabled document registration numbers 2013 – 2017 was circulated, as requested at May meeting.

### 6. Education and Standards

#### 6.1 OFA to FAR

The Director updated the Council on background and advised the Council of upcoming changes and impact on PHECC workload.

## **7. Clinical Matters**

### **7.1 Protocol 37 contract**

Discussion took place on the implementation of Protocol 37. The Project Officer, Eileen O'Toole was highly commended by Council for her work to date in the implementation process. An extension of her contract to finalise the implementation phase of Protocol 37 was agreed. Further discussion took place on the merits of the implementation of Protocol 35 to facilitate improved communication with healthcare practitioners when ringing ambulance control for pre-hospital emergencies in a similar manner to the way Protocol 37 was managed. It was agreed that the Project Officer would be in an ideal position to carry out a scoping exercise for Protocol 35 and if required to be involved in the implementation phase of any new process.

**Resolution Council approves the extension of the Project Officers contract to finalise the implementation of Protocol 37 and a scoping exercise and roll out, if required of a new Protocol 35.**

**Proposed: Stephen Brady  
Carried without dissent**

**Seconded: Martin Dunne**

### **7.2 CPG – update – Seizure/Convulsion – Paediatric**

Short discussion took place and Council agreed the CPG.

#### **Resolution**

**Council approves CPG 5/6.7.33 Seizure/Convulsion – Paediatric as presented in Council papers.**

**Proposed: Shane Mooney  
Carried without dissent**

**Seconded: Conor Deasy**

### **7.3 Policy on pre-hospital defibrillation**

Discussion took place on the matter.

#### **Resolution**

**Council approves the policy on pre-hospital defibrillation as presented in Council papers.**

**Proposed: Jason van der Velde**

**Seconded: Conor Deasy**

### **7.4 PHECC procedural manual**

This proposal was brought from Matthew Bermingham practitioner to the MAC and to the council for approval.

#### **Resolution**

**Council approves the executive proposal to develop a procedural manual for practitioners.**

**Proposed: Jason van der Velde  
Carried without dissent**

**Seconded: Conor Deasy**

7.5 Coroners Bill Proposal

**Resolution**

**Council approved the executive to engage with the Department of Justice in relation to the inclusion of pronouncement of death by paramedics in the Coroners Bill.**

**Proposed: Hillery Collins**

**Seconded: Pat Hanafin**

**Carried without dissent**

**8. AOB**

8.1 Discussion took place on Council members attending Committee meetings. It was agreed the any Council member can attend any committee meeting as a non-voting participant.

8.2 There being no other business the next meeting date of Thursday 13<sup>th</sup> June 2017 was agreed.

Signed



Dr Jacqueline Burke  
Chair

Date:

13/10/2017