



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 on 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.

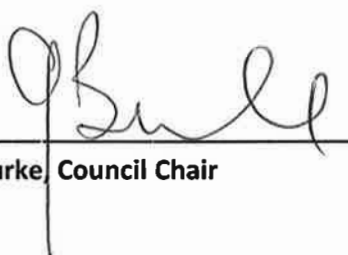
10.3 The Council meeting for September 2018 will now take place on 12th September in Cork to coincide with the EMS Gathering.

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