

## Minutes

### PHECC Council Meeting

7<sup>th</sup> December 2017

**Present:**

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

**Apologies:**

Martin Dunne  
Patrick Plunkett  
Patrick Fleming

**In attendance:**

Peter Dennehy, Director  
Margaret Bracken, Council Secretariat  
Con Foley, Chair, Compliance and Audit Committee

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#### 1. Chair's Business

The Chair welcomed everyone to the meeting. Apologies were noted.

1.1 The Chair stated the following:

Feedback from a recent meeting of the Chairs and Programme Development Officers held on 21<sup>st</sup> November was very positive. It was agreed that the Programme Development Officers attend Council meetings. A member of PHECC staff may also attend on a rotational basis. This will be reviewed in six months.

#### 2. Minutes & Matters arising

2.1 Draft Minutes November 2017\*

The draft minutes from the November 2017 meeting were presented for consideration.

**Resolution: Council approve the minutes of the November 2017 meeting.**

**Proposed: Shane Knox**  
**Carried without dissent**

**Seconded: Hillery Collins**

## 2.2 Matters arising

### Item 3.1 Risk Register

The risk register for the end of September was discussed at the November meeting and concerns were raised regarding delays in the publication of the field guide. It was proposed and seconded that going forward the field guide and CPGs, education and training standards, and examination materials, be updated and published simultaneously. It was suggested that CPGs and field guide updates be released in draft format initially for feedback prior to publication. The Director confirmed that the field guide is progressing.

### Item 10 AOB

At the November meeting, it was agreed that the Chairs of the PHECC Committees would meet and draft an advisory note to a recent report submitted by the PHECC Executive to the DoH, and a report was drafted and submitted to the Chair of Council. As an outcome to this, Council are requesting a copy of PHECC protocol in relation to answering PQs from the DoH. The consensus was that going forward consultation with Council and the Chairs of PHECC Committees is essential, especially with regard to requests from the DoH which require extensive reports or where no PHECC policy is in place.

Stephen Brady proposed that a protocol document for PQs be drafted and submitted at the next meeting in January for Council agreement. It is noted that Council have concerns with some of the contents of the report recently submitted to the DoH and are advising the Chair to engage with the DoH.

## **3. Governance and Finance**

### 3.1 CPR UL Funding 2018\*

A briefing paper on grant and research funding for CPR UL was included for consideration and Council were requested to confirm the executive decision re salary increases and funding intentions for 2018. The Director provided an overview and a discussion followed. The Chair of the Education & Standards Committee informed the meeting that a sub-group for research was considered and discussed at their meeting in November and nominations were sought and received. A report will be submitted to Council at a future meeting. There was an in-depth discussion on how PHECC should implement its legislation on research, and the resources required to implement that mandate. The Chairs of each Committee will establish their research requirements and report back to the Chair.

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

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

**Proposed: Shane Knox  
Carried without dissent**

**Seconded: Jimmy Jordan**

### 3.2 AP Course - Funding 2018/19\*

A summary report of AP courses for 2016/2017 from UCD CEMS was included in the papers. Council were requested to confirm AP course funding commitment for UCD for courses that commence in 2018. Following discussion, the decision was that the funding remains on an interim basis until;

- a) the AP standard is revised
- b) a tendering process identifies a provider
- c) the contract is in force consequent to the tendering process

There will be full engagement and correspondence with the stakeholders regarding this review.

**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 two further AP courses for September 2018 and April 2019 be funded also.**

**Proposed: Pat Hanafin  
Carried without dissent**

**Seconded: Hillery Collins**

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.**

**Proposed: Stephen Brady  
Carried by majority**

**Seconded: Hillery Collins**

### 3.3 Minutes of Compliance and Audit Committee meeting 13 Oct 2017

The draft minutes of the October meeting of the Compliance and Audit Committee were included for information.

### 3.4 Review of the system of internal financial controls 2017\*

A copy of the Internal Audit Report 2017 which was presented to the Audit and Compliance Committee meeting in October was included in the papers for consideration by Council. In addition, as a matter of good governance, Council were requested to review and consider the appropriateness of the system of internal financial controls. The Chair of the Education and Standards Committee, informed the meeting that he wishes to engage with PHECC Programme Development Officers, PHECC staff and recognised institutions, before the existing contract for outsourcing the MCQ examinations comes up for tender in 2018.

**Resolution: Council approve the system of internal financial controls.**

**Proposed: Mick Molloy  
Carried without dissent**

**Seconded: Hillery Collins**

Draft financial statements for year ended 31 December 2016 were tabled for approval of Council. An email from the Office of the Comptroller & Auditor General regarding same was also tabled.

**Resolution: Council approve the financial statements for year ended 31 December 2016 subject to no material changes by the C&AG.**

**Proposed: Hillery Collins  
Carried without dissent**

**Seconded: Pat Hanafin**

### 3.5 Strategic Plan 2018 – 2021\*

A draft tender to support Council in the development of a new strategic plan to cover the period 2018 - 2021 was contained in the papers for Council's consideration. The Director provided an overview and a discussion ensued. There will be further discussion at the next meeting in January 2018. A tender as agreed will issue.

### 3.6 Driving for Work

A copy of the Driving for Work Policy was included as per the last Council meeting request. Motor travel rates effective from 1<sup>st</sup> April 2017 were tabled for information.

## **4. Director's Report**

The Director verbally introduced items on the report.

\* It is noted that Jason van der Velde and David Menzies left the meeting at this point.

### 4.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted. As requested at the November meeting a complete listing of licensed CPG providers, Recognised Institutions and course approvals, and PHECC representation on external Boards and Committees was included for information.

## **5. Register**

### 5.1 Register update

The current status of the Register was contained in the standard status report and chart included for noting by Council. As requested at the November meeting the status of temporary registrations was included and noted.

### 5.2 Fitness to Practice update

Council were notified that hearings were conducted on 7<sup>th</sup> and 8<sup>th</sup> November and the reports will be presented in due course.

### 5.3 Paramedic Post Graduate Internship and Registration\*

Council were asked to confirm the Registrar may advise, that any periods of practice by applicants whose name is not entered onto the paramedic postgraduate intern division of the PHECC register, will not be a valid part of the one year internship. The Director provided an overview and a discussion followed. The consensus was that there will be no change to the current Paramedic Education and Training Standard.

\* It is noted that Thomas Keane left the meeting at this point.

## 6. Clinical matters

### 6.1 Statutory Declaration and GVF model –requested revisions\*

At the November Council meeting, following presentation of a paper to align the application and renewal processes with the GVF, a number of items were identified by Council for adjustment. The amended documentation was contained in the meeting papers for consideration. Ricky Ellis, Programme Development Officer, highlighted the changes. Following discussion, some further amendments identified will be made by Mr Ellis.

**Resolution: Council approve PHECC Policy for Organisations to apply for approval to implement Clinical Practice Guidelines POL003-V6; Statutory Declaration for approval as PHECC licensed CPG provider FOR027-V4; Non-statutory declaration for renewal of recognition to implement Clinical Practice Guidelines FOR060-V1.**

**Proposed: Pat Hanafin  
Carried without dissent**

**Seconded: Shane Mooney**

### 6.2 Tachycardia CPG\*

Draft CPG 5/6.4.12 was included in the meeting papers for Council approval as recommended by the Medical Advisory Committee at their meeting on 24th November.

**Resolution: Council approve CPG 5/6.4.12 Tachycardia – Adult as recommended by the Medical Advisory Committee.**

**Proposed: Pat Hanafin  
Carried without dissent**

**Seconded: Tess O'Donovan**

## 7. Education and Standards

**These agenda items are deferred to the next meeting in January 2018.**

### 7.1 Paramedic NQEMT Examination Standard (Interim)

A DRAFT Interim NQEMT Paramedic Examination Standard was recommended for approval by the Education and Standards Committee and presented to Council. It was accepted by Council on 13th October 2017. Subsequently, at the November meeting of the Education & Standards Committee a further revision was recommended which was included in the meeting papers for consideration of Council.

### 7.2 NQEMT Paramedic Examination Standard Research Workshop – Update

A report from the research workshop which took place in the Osprey Hotel on 21st November was included for information. Dr Anthony Marini presented and facilitated a workshop style event 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.

Following discussion and agreement from the members of the Education & Standards Committee at the November Committee meeting, amendments were made to the terms of reference and membership of the Education and Standards Committee and working groups by the Programme Development Officers.

The revised draft terms of reference were included in the meeting papers for Council approval.

7.3 Examination Quality Group Terms of Reference\*

7.4 Examiner Panel Terms of Reference\*

7.5 Test item Writing Panel Terms of Reference\*

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

7.7 Qualification Assessors Panel Terms of Reference TOR003\*

## 8. Appeal Panel - membership clarification

At the November meeting, it was agreed that the Chairs of the Education and Standards Committee and the Quality and Safety Committee would request nominations from their members to fill the 2 remaining posts relating to non-Council members. Appeal panel membership will be further discussed at the next meeting in January 2018.

## 9. AOB

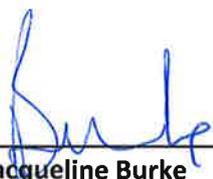
9.1 All staff will be invited to attend an evening with the Council members on the 17<sup>th</sup> of January 2018 for a Christmas night out before the first Council meeting on the 18<sup>th</sup> January 2018.

The Chair and members wished everyone a happy Christmas and New Year.

There being no other business, the meeting concluded at 3.30pm approximately.

The next meeting will be held on Thursday 18<sup>th</sup> January 2018 in the PHECC office.

Signed: \_\_\_\_\_



Dr Jacqueline Burke  
Chair

Date: \_\_\_\_\_

22/02/2018