

PHECC Council Meeting Minutes

13th October 2017

Present:

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

Apologies:

Conor Deasy
Patrick Plunkett
Patrick Fleming

In attendance:

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

1. Chair's Business

1.1 Closed meeting

The Chair opened the meeting and apologies were noted. The Chair welcomed Jimmy Jordan to his first meeting as a new member. Items of note from closed meeting.

- 1) Agenda Item 9 concerning a request from the PHECC Impact representative regarding job evaluations was discussed. The Executive will seek clarification of employer and the responsibilities of Council in relation to HR and IR matters from the DoH.

2. Minutes & Matters arising

2.1 Draft Minutes from the September 2017 meeting

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

Resolution: Council approves the minutes of the September 2017 meeting.

Proposed: Pat Hanafin

Seconded: Martin Dunne

Carried without dissent

2.2 Matters arising

There were no matters arising.

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.

4. Education and Standards

4.1 Committee updates/resolutions for Council approval

The Programme Development Officer for Education and Standards addressed the meeting and provided an update on the Education and Standards Committee recommendations for approval of Council as per their meeting of 5th September.

4.1.1 Test Item Writing Panel Terms of Reference TOR011

TOR011 was included for review by Council. Additions and amendments to the policy were highlighted by the Programme Development Officer. Following discussion some further amendments were noted.

Resolution: Council approves Test Item Writing Panel Terms of Reference TOR011 subject to noted amendments.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

4.2 Recognised Institutions – affiliation with organisations and faculty

A report on RIs and affiliation with organisations and faculty in the context of OFA/HSA transition to FAR/PHECC and PHECC governance for RIs was included in the papers. Council acknowledge and appreciate the substantial work involved in this project.

Resolution: Council fully support the current PHECC requirements and guidance relating to faculty and affiliations and the strategy of this project going forward. Council acknowledge and commend the efforts of all involved.

Proposed: Jason van der Velde

Seconded: Hillery Collins

Carried without dissent

5. POL019 Council Policy and procedures for appeals

POL019 was included for consideration of Council. The Programme Development Officer highlighted the additions and amendments to the policy. The Chair of the Education and Standards Committee requested that Appendix 1 NQEMT Examination be referred back to the Education and Standards Committee for further review. The new membership of the appeal panel will be discussed at the next Council meeting in November.

Resolution: Council approves POL019 Council Policy and procedures for appeals subject to the referral of Appendix 1 NQEMT Examination to the Education & Standards Committee.

Proposed: Martin Dunne

Seconded: Shane Knox

Carried without dissent

6. Clinical matters

The Medical Advisory Committee revised the Spinal Injury Management CPGs which improves the flow through the CPGs. These changes have implications for the Spinal Injury Management position paper (STN024). The CPGs and STN024 were presented in the Council papers for approval. The Programme Development Officer for Clinical Practice Guidelines briefed the members.

6.1 Spinal Injury Management CPGs

Resolution: Council approves the Spinal Injury Management CPGs 5/6.6.9, 4.6.9 and 2/3.6.9, as presented in Council papers.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Mick Molloy

6.2 STN024 Pre-hospital spinal injury management – PHECC position paper

Resolution: Council approves STN024 Pre-hospital spinal injury management – PHECC position paper, as presented in Council papers.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Pat Hanafin

7. Governance and Finance

7.1 Revised Declaration of Interests

The revised Declaration of Interests form was included in the Council Papers for consideration, implementation and completion by Council.

7.2 Published Standing Orders

The amended standing orders were included in the papers for information and signature by the Chair.

7.3 Risk Register

The updated Risk Register for the end of September was presented for consideration by Council. Following deliberation, it was agreed that the risk register will be presented for further discussion at the next Council meeting in November.

7.4 Draft C and AC Minutes September 2017

The draft minutes of the last meeting of the Compliance and Audit Committee from September were included for information.

7.5 Draft Financial Statements 2016

The draft 2016 Financial Statements were included for consideration.

7.6 DPER Regulations Presentation

A presentation from the Chair of the Compliance and Audit Committee to Council on the implications of the DPER Circular 13/14 was deferred to the next Council meeting in November.

8. Register

8.1 Register update

Register updates were included in the meeting papers for noting by Council. The Chair acknowledged the milestone of exceeding 5,000 registrants.

8.2 Revised – Registration Rules, Code of Professional Conduct and Ethics and Registration Declaration

Following a review by PHECC's legal advisors, the registration rules, code of professional conduct and ethics and registration declaration were revised and included in the papers for consideration of Council.

Resolution: Council approves the revised Registration Rules, Code of Professional Conduct and Ethics and Registration Declaration, as presented in Council papers.

Proposed: Hillery Collins
Carried without dissent

Seconded: Shane Knox

8.3 FTP Presentation

JP McDowell the managing partner of McDowell Purcell Solicitors presented to Council and PHECC staff on Fitness to Practice (FTP).

9. Request from PHECC Industrial Relations Representative

A request from the PHECC Impact representative regarding job evaluations was included in the papers for discussion. Following discussion, the general consensus from Council is that HR/IR issues don't come under the remit of Council, however Council are supporting the need for increased staff and fully support the business plan which has been submitted to the DoH, of which a response is awaited. Council have already sought clarification on the organisational structure, staff roles and responsibilities, in relation to some of the issues raised at the September Council meeting, and this clarification will address staff concerns regarding inappropriate staffing levels and staff welfare. The Executive will seek clarification of employer and the responsibilities of Council in relation to HR and IR matters from the DoH.

10. AOB

10.1 A document was tabled as 'any other business' regarding a report on the development of a voluntary ambulance service in Connemara linked to the HSE National Ambulance Service, and the requirements of such a service. This had arisen from a direct request from the Minister's office, to the Executive, and was responded to as is customary, at very short notice by the Executive. The document was discussed at the Council meeting and several views were expressed. Particularly, concerns were voiced that the document could be viewed as Council policy. Shane Mooney requested information on acceptable response times for such requests. Stephen Brady requested the date of receipt of the request from the Minister and the date of response by the Executive. Council requested that the Chair write to the Minister.

* It is noted that David Menzies and Martin Dunne left the meeting at 1pm and were absent for this discussion.

10.2 A report which was requested by Council at the September meeting of AP programme funding payments from course commencement to date was tabled for information. Shane Mooney informed the meeting of a letter sent by UCD to the current students on the AP programme regarding issues relating to their internship options which gives him serious cause for concern, and he was advised that the Executive have written to both NASC and UCD for a meeting regarding same. The continued payment of registration fees for all AP candidates will be discussed at the next Council meeting in November.

10.3 Induction date for new Council members to be organised and dates to be circulated.

10.4 A meeting of the Chairs of all PHECC Committees and the PHECC Programme Development Officers will be scheduled as soon as practicable.

10.5 Future Council meeting dates were agreed:

2017

Wednesday 8th November – this meeting will be held at an alternative venue yet to be decided.

Thursday 7th December – PHECC offices unless otherwise advised.

2018

Thursday 18th January – PHECC offices unless otherwise advised.

Further dates for 2018 yet to be decided.

The Chair thanked everybody and the meeting concluded.

Signed: _____

Dr Jacqueline Burke
Chair

Date: _____

7th Dec 2017