

**Minutes**  
**PHECC Council Meeting**  
**19<sup>th</sup> 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

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**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

**Seconded:** Jimmy Jordan

Carried without dissent

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 20<sup>th</sup> 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  
Carried without dissent

**Seconded:** Tess O'Donovan

### 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  
Carried without dissent

**Seconded:** Pat Hanafin

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  
Carried without dissent

**Seconded:** Tess O'Donovan

## 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.

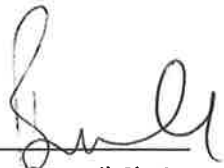
**10. AOB**

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 17<sup>th</sup> May in the PHECC office @ 10:00am.

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



Dr Jacqueline Burke Council Chair

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

11 / 08 / 2018