

Minutes

PHECC Council Meeting 5th April 2017

Present

Jacqueline Burke (Chair)
Pat Plunkett
Shane Mooney
Shane Knox
Pat Hanafin
Pat Fleming
Jason van der Velde
Hillery Collins
Stephen Brady
David Menzies
Mick Molloy
Conor Deasy
Tess O'Donovan

Apologies

Fiona Mc Daid

In attendance

Peter Dennehy, Director
Marian Spence, Council Secretariat
Con Foley, Chair, Compliance Audit Committee

1. Chair's Business

1.1 Closed meeting

2. Minutes & Matters arising

2.1 Draft Minutes for the March 2017 Council Meeting

The draft minutes of the March 2017 meeting were presented for consideration. Some minor amendments were agreed.

Resolution

Council approves the minutes of the March 2017 meeting subject to minor amendments.

Proposed: Pat Hanafin

Seconded: Pat Fleming

Carried without dissent

2.2 Matters arising

2.2.1. Medical Advisory Committee (MAC); terms of reference

A revised MAC terms of reference document was tabled at the meeting. The Chair of the Committee outlined the detail on the membership composition. Following discussion it was agreed to substitute Advanced Paramedic to a PHECC registered Practitioner under points 8.5, 8.6, 8.7 and 8.12. Jason Van der Velde agreed to be Council member on the MAC.

Resolution

Council approves the revised terms of reference for the Medical Advisory Committee with substitution of Advanced Paramedic to a PHECC registered Practitioner or Medical Practitioner in points 8.5, 8.6, 8.7 and 8.12.

Proposed: David Menzies

Seconded: Shane Mooney

Carried without dissent

2.2.2 Priority Dispatch Committee; terms of reference

A revised terms of reference for the Priority Dispatch Committee was tabled at the meeting. The Chair of the Committee outlined the membership as presented in the document. A discussion ensued on the membership composition with amendments to points 5.8, 5.9, 5.10 and 5.11.

Resolutions

Council approves the terms of reference of the Priority Dispatch Committee subject to agreed amendments to membership composition and clarification on point 5.9.

Proposed: Pat Fleming

Seconded: Pat Hanafin

Carried without dissent

2.23 Education & Standards Committee; terms of reference

The Director sought clarification from the Chair of the Education & Standards Committee on the updated membership composition and frequency of meetings for the Committee in correspondence exchanged with the Chair and executive since the last Council meeting.

Finally, under this item, a general discussion took place on the election of nominees for Committees, thereupon it was agreed the mechanism for election of nominees for Committees through Expression of Interest (EOI) with the Chair, the executive and a Council Member subsequently reviewing EOIs of each Committee.

Resolution

Council approves the mechanism for election of nominees for Committees through Expression of Interest (EOI) and the Chair, the executive and a Council Member will review EOIs of each Committee.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

In conclusion, the Chair suggested the matter of gender balance and diversity be noted for consideration as part of PHECC's obligations and also be highlighted as a principle in expressions of interest document for Committee membership. It was suggested this requirement be addressed in Strategic Plan also going forward.

3. Director's Report

3.1 Report delegated decisions to Director

Additional information was sought from reports on organisations with conditional approval. The Director provided this detail from the individual reports. There was a request to include expiry date of the conditional approval date on the report and also include the level being applied for under the recognition of qualifications from overseas applicants. Following discussion it was agreed the Quality & Safety Committee would discuss exemptions of medications at future meeting and subsequently brought back to Council for consideration. Members noted this item.

Finance

4.1. Letter of Determination

The Letter of Determination for 2017 was included in the papers, it confirms no change in the Department of Health funding for this year. Members noted this item.

4.2. Business Plan 2017

The business plan for 2017 was included for consideration. It was highlighted the document is in the format required by the Department of Health. Clarification was sought on the breakdown of percentages. It was agreed this clarification would be brought back to the May meeting. The Chair of the Compliance & Audit Committee agreed to raise this at the next meeting of this committee.

The matter of PHECC's involvement as a regulatory body in e-learning was discussed. The Chair concurred with opinion that PHECC's primary role is as regulator and agreed it could go back to the Education & Standards Committee for further exploration.

Resolution

Council approves the 2017 Business Plan subject to on-going review and clarification on percentages breakdown. Committee Chairs to identify areas of responsibility for each Committee.

Proposed: Pat Hanafin

Seconded: Tess O' Donavan

Carried without dissent

4.3. Schedule of Fees

A revised schedule of fees policy was presented. Members discussed the current fees in general and whether it was now timely to consider a review of fees. An additional fee of €100 related to the add-on module EFR-Medical gas 50% Nitrous Oxide and 50% Oxygen course fee was included which had been omitted in the draft presented.

Resolution

Council approves the revised schedule of fees policy as presented and also include the fee of €100 for add-on module EFR Medical gas 50% Nitrous Oxide and 50% Oxygen course.

Proposed: Pat Hanafin

Seconded: Pat Fleming

Carried without dissent

4.4. Compliance and Audit Committee – Annual Report 2016

The 2016 Compliance and Audit Committee annual report was included for consideration.

Resolution

Council approves the Compliance and Audit Committee – Annual Report 2016.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

4.5. Compliance and Audit Committee – Draft Minutes 24 Mar 2017

The draft report from the last meeting of the Compliance and Audit Committee was included for information. Members noted this item.

4. Register

The current status of the PHECC Register including breakdown of numbers registered, membership list and a record of NQEMT Certificates issued were included in the papers for noting by the members

5. Committees – Terms of Reference

6.1 Priority Dispatch Committee

This item was addressed under matters arising.

6. Education & Standards

7.1 Management of OSCE component of the NQEMT Paramedic Examination

A document outlining the management of the OSCE component of the NQEMT Paramedic Examination was included for consideration. There was a brief discussion on the merits and costs of the present arrangement. The Director reported a tender document was being progressed on this item in line with procurement criteria.

Resolution

Council approves the Management of OSCE component of the NQEMT Paramedic Examination

Proposed: Pat Plunkett

Seconded: Pat Hanafin

Carried without dissent

7. AOB

7.1 Voluntaries – Licensed CPG Providers

The matter of access for voluntary agencies *e.g. RNLI* to become Licensed CPG Providers was raised. A discussion ensued on the voluntary nature of becoming PHECC licensed to implement CPGs. It was suggested the Medical Advisory Committee could explore CPGs with tactical component at a future date, and Council could explore cooperative strategies to facilitate organisations to adopt the standard.

It was noted that, in the context of Brexit, PHECC should consider enhancing their links with European counterparts.

The issue of emergency medical cover at events is to be considered at MAC.

7.2 Presentation to Council 4th May

Total attendees confirmed – 9.

There being no other business the meeting concluded the next meeting will be held on the 11th May in the PHECC office in Naas.

Signed _____

Dr Jacqueline Burke
Chair

Date: 14th June 2017