

Council Minutes

12th February 2015

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Michael Brennan
Shane Knox
Thomas Keane
Shane Mooney
Mick Molloy
Cathal O' Donnell
Patrick Plunkett

Apologies:

Stephen Brady
Martin Dunne
Valerie Small
Glenna Woods
Tom Tinnelly
Michael Dineen
David Maher
Barry O'Brien
Hugh Doran

In Attendance:

Barry O'Sullivan, Acting Director/Registrar
Marian Spence, Council Secretariat
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Pauline Dempsey, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies.

1.1 Council Membership

The Chair welcomed Shane Knox as a new member of Council.

1.2 Director's Position/PHECC Staffing

The Chairperson reported that the Director's position is currently being advertised in the national newspaper and on www.publicjobs.ie. He explained the rationale for the tender for an external recruitment agency to ensure fair process which is detached from the executive. The successful agency; Dalriada will handle all the applications. Patrick Plunkett enquired regarding the next stage and suggested it was appropriate from a governance perspective to have a representative of Council present. The Chair explained that candidates will be selected by the agency based on job description criteria and a member of Council may be present at interview stage.

He also indicated that two other vacancies for a Client Service Manager and a Finance & Corporate Services Officer have also been agreed in principle by the DOH.

2. Minutes & Matters arising

2.1 Draft Minutes December 2014

Resolution:

Council approves the Minutes of the meeting held on the 11th December 2014.

Proposed: Patrick Plunkett

Seconded: Mick Molloy

Carried without dissent

3. Finance

3.1 C & AG Certificate 2013

The C & AG certificate relating to PHECCs' 2013 financial statements were included for information. The Acting Director also confirmed that the Audit Committee is due to meet later today.

3.2 Management & Accountability of Grants

The papers contained a circular from the Department of Public Expenditure & Reform (DPER) in relation to the administration of grant funding by agencies. This is a substantial document which stipulates principles and reporting procedures for grants to ensure clarity, fairness, value for money and good governance for management and accountability of public funds. The Acting Director explained the overarching implications for grantees and also the significant administrative implications for the executive given that a third of the PHECC budget is allocated to grants. The Chair agreed that a suggestion by Mick Molloy, for the drafting of a guidance framework document for grantees to ensure a smooth transition was a prudent move. Council noted the contents of the circular.

3.3 Financial allocation 2015

The Acting Director reported that the Department of Health have indicated that there will be no change to PHECC's financial allocation from 2014.

3.4 Business Plan 2015

The draft 2015 Business Plan, the accompanying addendum, along with the revised schedule of fees were considered by Council. Confirmation was given that detailed breakdown of expenditure was contained in the financial statements.

3.5 Addendum to business plan 2015

In response to a query the Acting Director confirmed that Council had approved a policy to devolve certain elements of the NQEMT Examination processes. He also agreed that a standing committee may recommend that Council review any policy within the approval timeframe if implementation issues arise. The Chair stated that any proposal must be cognisant of the constraints on resources.

The Acting Director confirmed that the Business Plan will be revised to reflect amendments suggested by Cathal O'Donnell and references to NAS will be removed.

Shane Knox expressed concerns relating to progress with CPC in general and EMTS in particular. Following extended discussion among members on various aspects of CPC the Acting Director confirmed that CPC would be included as an agenda item for Council.

Resolution

Council approves

- (a) the 2015 Business plan
- (b) the addendum to the 2015 business plan subject to agreed amendments and
- (b) the revised schedule of fees V10

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

4. Education & Standards

4.1 Teaching Faculty Framework

The Education and Standards Committee recently approved this initiative. Shane Knox commended Pauline Dempsey on her part in this outstanding work. Regarding the Facilitator role he queried facilitators and the requirement for registration. Pauline Dempsey clarified that a person must be on the register and be a tutor for a period of 5 years to be eligible for the facilitator award. There was some flexibility for the more senior facilitators to remain active in teaching and developing tutors but not to teach NQEMT courses independently. Patrick Plunkett supported this approach. He reported that this is currently the case for the medical profession. A brief discussion ensued and the teaching faculty framework was approved.

Resolution:

Council approves the Teaching Faculty Framework.

Proposed: Shane Knox
Carried without dissent

Seconded: Patrick Plunkett

4.2 Quality Review Framework

The Quality Review Framework as recommended by the Education & Standards Committee was included for consideration by Council. Barry O' Sullivan, Acting Director reported this standard underwent substantial consultation and review with our stakeholders, principally the recognised institutions.

Shane Knox queried if this standard should also be applicable to agencies providing educational material on behalf of PHECC, particularly e-learning. The Acting Director advised that e-learning providers were not recognised institutions under the terms of the SI. Following discussions confirmation was given that open tendering is applied to e-learning projects including provision for appropriate QA processes being in place.

Resolution:

Council approves the Quality Review Framework

Proposed: Shane Knox
Carried without dissent

Seconded: Thomas Keane

4.3 Recognition of professional qualifications obtained outside the State

The annual report on the recognition of professional qualifications obtained outside the state was included for information. Pauline Dempsey, Programme Development Officer provided information on the proposed European Professional Card and the 'alert mechanism'. Shane Mooney commented on the increasing complexities of applications

5. Quality and Safety

5.1 Launch of the national First Responder Network

PHECC attended the recent launch of CFR Ireland by the Minister for Health in January. This national responder network was seed funded by Council last year for their inaugural conference as well as the establishment of a dedicated CFR.ie website. This volunteer network has engaged positively with and is being supported by NAS. Ultimately all responder groups will be linked with the national ambulance service control centre and in addition CFR activities will be integrated nationally which will to potentially give support and direction to community responders.

5.2 CFR Ireland – Grant request

A request for Council to support their 2015 conference was included for consideration.

Resolution:

Council approves funding of €5000 for CFR Ireland 2015 conference

Proposed: Shane Knox

Seconded: Shane Mooney

Carried without dissent

5.3 NQEMT Exam Report 2014

A report on the NQEMT examinations summary of results for 2014 was included for information. Jacqueline Egan reported that the current examinations database structure is being revised and confirmed that a detailed breakdown of results will be forthcoming later in the year. Shane Knox enquired if viewing and rechecks procedure can be discussed by the Education & Standards Committee. He was informed by Jacqueline that it will be included as an agenda item at the next Education & Standards meeting.

5.4 CPG Privileging status survey by licensed CPG providers

A summary report from licenced CPG providers regarding

- a) the status of upskilling of practitioners to the 2012 edition of the CPG's and
- b) the number of APs privileged to administer IN Fentanyl was included for information.

A detailed status report will be brought to the next meeting.

Shane Mooney reported that the Quality & Safety Committee meetings in 2015 will include themed workshops which will take place in advance of the commencement of the meeting with guest speakers presenting on particular interest areas. This initiative is an attempt to encourage a higher attendance at meetings. The next meeting will take place on the 4th March in the Ashling Hotel, Dublin and the theme of the workshop will be Clinical Audit.

6. Register

6.1 Register Update

The report containing the names for the award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

7. CPGs

7.1 CPG Interim Directives

A policy document outlining the process for the issue of interim directives was included for consideration. The Acting Director confirmed the process and methodology was necessary for governance and will also

require the Medical Director for licensed CPG providers to counter sign directives in relation to medication authorisations.

Resolution:

Council approves the CPG Interim Directive Policy

Proposed: Shane Mooney
Carried without dissent

Seconded: Mick Molloy

7.2 CPG Development Policy

Barry O' Sullivan, Acting Director outlined the background for the requirement for this policy. He explained that Council members had previously expressed concerns in relation to publication of CPGs. This policy establishes a prioritisation, development, approval and maintenance process for CPGs. Mick Molly, the Chair of MAC confirmed the process was best practice and also would future proof ongoing developments.

Resolution:

Council approves the CPG Development Policy

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Shane Knox

7.3 Emergency Inter-Hospital Transfer (Protocol 37) implementation

A funding proposal for the implementation of the Emergency Inter-Hospital Transfer Protocol 37 project was included in the papers for consideration.

The Acting Director outlined the present process recommended by the Priority Dispatch Committee (PDC) which enables triage of 112 calls into one of six priority categories. A difficulty has been identified where emergency inter-hospital transfers are competing directly with 112 calls outside the hospital and the default position to date has been to allocate the ambulance to a pre-hospital emergency. The emergency inter-hospital transfer (Protocol 37) sub group, chaired by Mr Mark Doyle, was set up under the Priority Dispatch Committee to address this issue. The next stage is an education process for hospital staff, EMS Call Takers and Dispatchers.

Following discussion and reservations as to the quantum of the funding being sought there was support for the project subject to a reduction in the amount and time scale.

Resolution:

Council approves funding in principle of €80,000 for the Protocol 37 implementation for year one (2015).

Proposed: Michael Brennan
Carried without dissent

Seconded: Shane Knox

8. Centre for Pre-hospital Research

8.1 Annual Report 2014

The annual report from CPR outlines activities during 2014 and also contains a proposal for a funding increase for 2015. The Acting Director spoke on this item and referred to a tabled document on their budgetary allocations from 2011-2014. He highlighted the increase year on year and the fact that staffing costs had increased when other public bodies were under constraints. Following a discussion it was agreed funding be

approved to same allocation as 2014. It was also agreed that PHECC engage with the organisation to discuss the type of research funded. Barry O' Sullivan reminded all again that the DPER management and accountability of funds will stringently apply.

Resolution:

Council approves funding of €130,422 for the Centre for prehospital research (CFR– University of Limerick) subject to engagement with PHECC on agreed research projects.

Proposed: Thomas Keane
Carried without dissent

Seconded: Shane Knox

9. Director's Report

The Director's report was referred to throughout the meeting.

9.1 Delegations to the Director.

Decisions by the Director were included for information. A query was raised in relation to the approval of Munster Medics as a recognised institution. A discussion ensued on this organisation's level of involvement at events which is readily visible on social media. Brian Power explained the organisation is not a PHECC licensed CPG provider. Pauline Dempsey confirmed an induction meeting with Munster Medics is planned; the Acting Director agreed to engage with the representative when they attended the office. Council noted the decisions.

10. AOB

10.1 Customer Charter

A draft copy of the new customer charter was circulated for information.

10.2 Declarations of Interests

Information on Members obligations under the code of practice for governance of state bodies was circulated for completion.

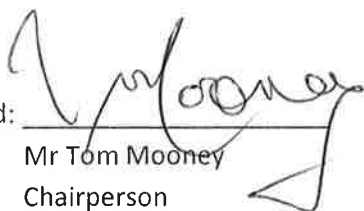
10.3 Death of Deirdre Merrigan (wife of Matt Merrigan)

Barry O Sullivan informed members of the recent death of Deirdre Merrigan, wife of Matt Merrigan (SIPTU). He reported that Matt has been a great support to PHECC in the early days of operation. It was agreed a letter of condolence be sent to Matt on behalf of Council.

There being no other business the meeting concluded. It was agreed to cancel the March meeting in the light of the appointment of a new Director and no urgent business in the meantime.

Signed:

Mr Tom Mooney
Chairperson



Date:

9/4/2015

Council Minutes

9th April 2015

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Martin Dunne
Shane Knox
Valerie Small
Shane Mooney
Mick Molloy (via teleconference)
Cathal O' Donnell
Patrick Plunkett
Stephen Brady

Apologies:

Glenna Woods
Tom Tinnelly
Barry O'Brien

In Attendance:

Barry O'Sullivan, Acting Director
Marian Spence, Council Secretariat
Brian Power, Programme Development
Jacqueline Egan, Programme Development

1. Chair's Business

The Chairman opened the meeting and acknowledged any apologies.

1.1. Directors Position

The Chair provided an update on the recruitment process for the Director's position. He explained there is a delay with the next and final stage due to panel member(s) availability.

1.2. Council Development Program – Governance

In keeping with the strategic plan action to support effective Council membership through development programs, a governance presentation was given by Con Foley, Chair of the Audit Committee. Following the presentation Members were invited to discuss and comment.

1.3. Draft Annual Report 2014

The draft 2014 annual report was included for information. The Acting Director confirmed the accounts will be completed at the end of the month for inclusion in the final document. Others items agreed were including

- (i) examinations to be included in functions,
- (ii) only include dates/names for actual meetings,
- (iii) verify the MAC membership rationale.

2. Minutes & Matters arising

2.1. Draft Minutes February 2015

Resolution

Council approves the minutes for the meeting held on 12th February 2015.

Proposed: Michael Dineen

Seconded: Shane Mooney

Carried without dissent

3. Finance

3.1. Letter of Determination

The letter of determination confirming PHECC's allocation as outlined at the last Council meeting was included for information. Members noted this item.

3.2. Grants – Guidance Framework Document

As requested at a previous meeting a guidance framework document for issuing to grantees was included. A brief discussion ensued and there was agreement that a pragmatic approach be taken with minor grants and that any difficulties arising in relation to non-compliance by grantees be reported back to Council. Members noted this item.

3.3. Addendum to Business Plan 2015 – Amended

Council noted the addendum to the business plan 2015, following discussion two amendments were made namely; change terminology from treat and refer to non-conveyance and remove reference to NAS and ePCR.

4. Education and Standards

4.1. Committee Membership Amendment

The Acting Director informed Council that a submission had been made for enhanced educational medical practitioner representation on the Education and Standards Committee. Council were requested to consider that all tertiary level institutions involved in paramedic training should have medical representation on the committee.

The Chair of the Education and Standards Committee reported that the committee functions well as currently structured and that, although presently vacant, there was already provision for medical practitioner representation.

Resolution:

Council refers the filling of the educational medical practitioner representative position to the Education and Standards Committee.

Proposed: Patrick Plunkett

Seconded: Stephen Brady

Carried without dissent

5. Quality and Safety

5.1 2012 CPG Status and IN Fentanyl Surveys - Licenced CPG Service Providers

Council considered a Quality & Safety Committee initiative report on the CPG currency and privileging status of all practitioners on 31 Jan 2015.

The report confirmed, despite being 16 months post the compliance date, both of the statutory ambulance services (HSE-NAS and DFB) had not yet completed upskilling and privileging of their staff to the 2012 Clinical Practice Guidelines. In addition two voluntary licenced providers (Civil Defence and Red Cross) have yet to clarify the upskilling and privileging status of their paramedic staff.

The Acting Director highlighted that this matter was of the highest concern as Council were now formally aware that both statutory service providers were dispatching practitioners, whom they knew were not competent in current CPGs, on emergency response ambulances and rapid response vehicles. The report reflects the actual position 16 months post the agreed upskilling completion date. He proposed informing the service heads, service risk managers, the State Claims Agency and the DOH of the associated high risks involved.

An extensive discussion on the matter followed.

Resolution:

Council notes the report and will review the situation again at the next Council meeting and instructs the executive to take no further action presently.

Proposed: Patrick Plunkett

Seconded: Valerie Small

Carried - 9 members voted in favour and 1 member abstained.

The Acting Director advised Council of possible conflicts of interest in arriving at this resolution. Accordingly he advised, he would reserve his position with respect to seeking legal advice.

5.2 Implementation of Clinical Audit Standard

The implementation of the Clinical Audit Standard as recommended by the Quality and Safety Committee was included for consideration. It was confirmed that the report on the Key Performance Indicators (KPIs) for Prehospital Care are awaiting academic publication. Following a brief discussion Council requested that University College Cork provide a pre-publication copy of the report for the next Council meeting.

5.3 NQEMT Exam Appeal

A de-identified report from the Appeal Panel in relation to a January hearing was included for information. Members noted this item.

6. Register

6.1. Draft Registration Rules

A draft of the revised Registration Rules 2015 was included for information. Following discussions there was agreement that primary legislation is needed to ensure robust legal protection and the Chair suggested the need for this to be raised again with DOH. Members noted this item.

6.2. Draft Code of Professional Conduct and Ethics

A draft Code of Professional Conduct and Ethics was included for information. Members noted this item.

6.3. Draft Registration Declaration and Commitment

A draft Registration Declaration and Commitment document was included for information. Members noted this item.

6.4. Names awarded the NQEMT and entered on Register

The report containing the names for award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

6.5. CPC Survey Preview

A brief sample of the comprehensive CPC survey document for Paramedics and Advanced Paramedics as requested at a previous meeting was included for information. Members noted this item.

7. **Clinical Governance Validation Framework**

7.1. Draft Request for Tender

A draft tender request to facilitate the implementation of a quality review of Licenced CPG Service Providers was included for information. Members noted this item.

8. **Director**

8.1. Risk Register and Summary Mar 2015

An amended Risk Register summary was included for information. The Acting Director highlighted that CPG currency was now noted as the highest risk for Council as of March 2015. Members noted this item.

8.2. Decisions Delegated to the Director

A summary report of decisions delegated to the Director was included. Members noted this item.

The Acting Director confirmed receipt of an assurance from Munster Medics that the cover they provide at events was at EFR level. Members were advised that PHECC's authority is only applicable to licenced CPG Providers and there was agreement to raise associated potential risks with the DOH.

8.3. Directors Report

Items included in the Director's report were referred to throughout the meeting with the exception that approval had been received to recruit two replacement staff members through the PAS redeployment pool.

8.4. Direct Professional Access – Bar Council

Correspondence from the General Council of the Bar of Ireland was included. This confirms that PHECC is now listed as a body with direct access to the Bar for legal advice purposes.

9. AOB

9.1 Termination of PHECC Driving Standards

The NASC Education Manager confirmed receipt of the final notification of the cessation of the PHECC Driving Standards with effect from 3rd July 2015 and advised Council that HSE NAS will be continuing with the delivery of driving courses.

9.2 Protocol 37

The Acting Director confirmed discussions seeking supporting/matching funding had been initiated with the HSE at the highest level and that subject to agreement the programme should commence in June this year.

It was agreed to postpone the 14th of May meeting to a date to be decided in order to facilitate the recruitment process for a Director.

Signed


Tom Mooney
Chair

Date: 21/05/15

Council Meeting

21st May 2015

Present

Michael Brennan
Michael Dineen
Martin Dunne
Tomas Keane
Shane Knox
Mick Molloy – via teleconference
Shane Mooney
Barry O' Brien
Patrick Plunkett
Glenna Woods

Apologies

Cathal O' Donnell
Valerie Small
Tom Tinnelly
David Maher
Stephen Brady

In Attendance:

Barry O' Sullivan, Acting Director
Marian Spence, Council Secretariat
Pauline Dempsey, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer

1. Chairs Business

The Chair opened the meeting and acknowledged apologies. He explained that any matters arising from the last meeting are included in agenda items.

1.1 Directors Position

The Chair confirmed that Mr Peter Dennehy has been selected as the candidate for the position of Director. He outlined his professional background and the methodology of how the selection process was conducted. Council were given an opportunity to discuss the appointment. Following discussion it was agreed to offer the position to Mr. Dennehy.

Resolution:

Council approves the appointment of Mr. Peter Dennehy to the position of Director of the PHECC.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Michael Dineen

1.2 Council Governance – Code of Practice

The 2012 Code of Practice for the governance of state bodies was included for information.

2. Minutes

2.1 Draft Minutes April 2015

Resolution

Council approves the minutes for the meeting held on 9th April 2015.

Proposed: Michael Dineen

Seconded: Michael Brennan

Carried without dissent

3. Finances

3.1 Financial Statements

The draft 2014 Financial Statements were included for consideration. The Acting Director spoke on this item to provide an analysis on any variances. Following discussions Council agreed to approve in principal subject to no material changes by the C&AG.

Resolution:

Council approves the 2014 Financial Statements subject to no material changes by the Comptroller & Auditor General.

Proposed: Martin Dunne

Seconded: Michael Dineen

Carried without dissent

4. Education & Standards

4.1 ILCOR 2015 – CFR

In response to the new ILCOR guidelines due to be published in October 2015 a CFR Project Plan was included in the papers for consideration. It is intended to advance this through the Public Procurement tender process. Council agreed to approve in principle.

Resolution:

Council approves in principle the ILCOR 2015 – Cardiac First Response Project Plan subject to a public procurement tender.

Proposed: Thomas Keane

Seconded: Patrick Plunkett

Carried without dissent

4.1 Protocol 37

This item was carried over from the April meeting. The Project Management Plan for Protocol 37 implementation in partnership with the National Transport Medicine Programme and the Priority Dispatch Committee were included as well as correspondence to the Director, Clinical Strategy and Programmes seeking support to co-fund. Council noted this item and asked to be kept informed of any developments.

4.2 Committee Membership

Members noted that Dr David Menzies has been appointed to the Education & Standards Committee to fulfil the vacant role of an expert in Education & Training – Medical

Quality & Safety

4.1 Implementation of Clinical Audit Standard

As recommended by the Quality & Safety Committee last March, a document outlining the implementation of Clinical Audit Standard for licenced CPG Providers was included. Members agreed to approve.

Resolution:

Council approves the implementation of Clinical Audit Standard for Licenced CPG Providers.

Proposed: Shane Mooney
Carried without dissent

Seconded: Thomas Keane

4.2 KPIs

The abstract of the pre-published KPIs Indicator Report from ~~NU~~ Cork requested at the last meeting was reviewed along with a sample of the headings which were tabled. Members noted the contents. There was agreement for the need to clarify IP issues as pre-requisite for future research.

4.3 2012 CPG Status and IN Fentanyl Surveys – Licenced CPG Providers

This item was carried over from the April meeting. Correspondences from 4 Licenced CPG Providers indicating their CPG currency and privileging status of their practitioners was included. Members noted the contents and agreed on the need for continuing monitoring and early engagement with licenced CPG providers.

5. Register

5.1 Names entered on Register

The report containing the names for award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

6.2 Registration Appeal

A de-identified appeal report from a recent hearing of the Appeals Panel was included for information. Members noted this item.

6. Director

6.1 Decisions Delegated to Director

Council noted the report on decisions delegated to the Director.

Director's Report

The Director's Report was referred to throughout the meeting. The Acting Director reminded members that the office was awaiting a response from PAS in relation to filling two vacant positions.

7. AOB

There being no other business the meeting ended. The next meeting will be on the 9th July.

Signed: 

Date: 9/7/15



PHECC Council Meeting 9th July 2015

PHECC Office, Naas, Co Kildare

Present:

Michael Dineen (Vice-Chair)
Stephen Brady
Michael Brennan
Valerie Small
Mick Molloy (via teleconference)
Shane Mooney
Martin Dunne
Cathal O' Donnell
Shane Knox
Glenna Woods
Patrick Plunkett

Apologies:

Tom Mooney (Chair)
Barry O' Brien

In attendance:

Peter Dennehy, Director
Barry O' Sullivan, Deputy Director
Deirdre Borland, Secretary
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Vice Chair welcomed the assembled members and apologies were noted. A minutes silence was held in memory of Dr John Hinds, whose outstanding contribution to EMS was acknowledged. A letter of condolence will be sent to his family on behalf of PHECC.

The Chair welcomed Peter Dennehy, newly appointed Director of PHECC. Mr Dennehy appraised Council of his background and indicated that he welcomed the opportunity of working with them in his role as Director.

2. Minutes & Matters Arising

2.1 Draft Minutes May 2015

Resolution: Council approved the minutes of the Council meeting held on 21st May.

Proposed: Shane Mooney
Carried without dissent.

Seconded Shane Knox

An update was sought on the Protocol 37 implementation project. Council were informed that the office of the National Director for Clinical Strategy and Programmes has agreed to co-fund the position of National Lead for Emergency Inter-hospital Transfer, Protocol 37. It is hoped that interviews will take place in the coming weeks.

3. Governance

3.1 Updated Code of Governance of State Bodies

A consultation document circulated by DEPER was included in the meeting papers. Clarity was sought on the wording of section "Appointments to Boards", specifically; "No member

of a state board should serve more than two full terms of appointment or hold appointment to more than two state boards". PHECC will seek clarification on same. PHECC are happy to submit a general collective response on the document from Council or members are welcome to submit individual responses.

4. Finance

4.1 Draft minutes – Audit Committee

The draft minutes from the Audit Committee meeting of June 11th 2015 was included in the meeting papers for Councils information.

5. Strategy

5.1 Department of Health Strategy Statement 2015 – 2017

The Department of Health Strategy Statement 2015 – 2017 was included in the meeting papers for the Council's information.

6. Education and Standards

6.1 Quality Review Framework

Hardcopies of the Quality Review Framework and supporting documents were tabled and copies were made available for members.

6.2 Correspondence with Recognised Institutions

The Deputy Director informed Council that EMT course approval was withdrawn from one institution and EFR course approval withdrawn from a second institution as per the letters included in the meeting papers.

7. Quality and Safety

7.1 Practice regime presentation

The Deputy Director gave a presentation on the triple lock process.

7.2 eAER/ePCR non statutory licenced CPG providers

An overview was given of the proposed rollout of an electronic data collection system for non-statutory service providers. An extract from the tender documents was included in the meeting papers for the Committees information.

8. Register

8.1 Register Update

The current register statistics were included in the meeting papers for Councils information.

9. Clinical Governance

9.1 Licenced CPG Providers – Updated policy

The draft revised Council Rules for pre-hospital emergency care service providers who apply for approval for implementation of Clinical Practice Guidelines (POL003) was included in the meeting papers for Councils consideration.

A discussion ensued regarding the stringency of the requirement of having a Medical Director registered with the Medical Council.

Resolution: Council approved the revised Council Rules for pre-hospital emergency care service providers who apply for approval for implementation of Clinical Practice Guidelines (POL003).

Proposed: Valerie Small
Carried without dissent

Seconded: Patrick Plunkett

10. Director's Report

The Director delivered his report appraising Council of work undertaken since his appointment. He acknowledged the work of the Deputy Director in overseeing the work of PHECC and his input in the preparation for Council.

10.1 The Medical Advisory Committee have sought approval to send a clinical delegation to attend the ERC Congress to aid the preparation on CPG and CFR materials.

A discussion ensued regarding the merits of sending a delegation.

Resolution: Council agreed to send a clinical delegation from MAC to the ERC Congress 2015.

Proposed: Shane Knox
Carried without dissent

Seconded: Martin Dunne

Resolution: Regarding ERC Conference 2015, MAC member's attendance will be allocated in accordance with the various streams of the conference programme by the Chair of MAC and the Executive. Sponsored members must report key messages from their appointed stream back to MAC. Funding will be capped at a maximum of €10,000.

Proposed: Stephen Brady
Carried without dissent

Seconded: Valerie Small

10.2 Delegated decisions to the Director

A document outlining delegated decisions to the director was included in the papers for noting.

11. AOB

11.1 Newsletter

"The PHECC Voice" summer newsletter was included in the papers for noting.


11.2 Sponsorship of Charity Boxing event

Funding was sought for a charity boxing match to the sum of €500. Whilst some objections were raised at the principle endorsing boxing, Council agreed that funding be granted.

11.3 CPC Rollout

An update was sought on the rollout of Paramedic and Advanced Paramedic CPC. The Deputy Director informed Council that a consultation exercise was carried out and that the report on same will be presented at a future meeting.

The next meeting will be held on September 10th. There being no other business the meeting was concluded.

Signed: 
Chairman

Date: 10/09/2015

Minutes Council Meeting

10th September 2015

Present:

Tom Mooney (Chair)
David Maher
Michael Brennan
Michael Dineen
Stephen Brady
Shane Knox
Valerie Small
Shane Mooney
Cathal O' Donnell (via teleconference)
Patrick Plunkett

Apologies:

Glenna Woods
Mick Molloy
Martin Dunne
Barry O'Brien

In Attendance:

Peter Dennehy, Director
Barry O'Sullivan, Deputy Director
Marian Spence, Council Secretariat
Brian Power, Programme Development
Jacqueline Egan, Programme Development

1. Chair's Business

The Chair opened the meeting and acknowledged apologies. He expressed sincere condolences on behalf of himself, Members, Director and staff to Prof. Patrick Plunkett on the recent sad death of his daughter Noirín (RIP).

2. Minutes & Matters arising

2.1. Draft minutes July meeting

Resolution

Council approves the minutes for the meeting held on 9th July 2015.

Proposed: Valerie Small

Seconded: Shane Knox

Carried without dissent

3. Governance

3.1. Update Whistle-blower Policy

An updated Whistle-blower Policy was included for information. The Director reported that since June 2014 PHECC is required to put in place a Whistleblowing Policy which meets the requirements of the Protected Disclosures Act 2014, however guidance notes remain pending from the Department of Public Expenditure and Reform and the Policy being presented to Council today will be amended to comply with the Guidance if necessary. Members noted this item.

3.2. Schedule of Fees Policy; exam fees

Council were asked to consider the matter of refunding fees for exam viewings and rechecks where candidates were successful in having their appeal upheld.

Council approved the revision of the Council Policy & Schedule of Fees and the subsequent amendments to the related Viewing and Recheck Policy, regarding a successful candidate being refunded exam viewing and/or recheck fee, when a complaint about a test item (exam question) and or exam mark is upheld.

Proposed: Michael Dineen
Carried without dissent

Seconded: David Maher

3.3. Annual Report 2014

The 2014 Annual Report was included for formal approval of Council.

Resolution:

Council approved the 2014 Annual Report.

Proposed: Valerie Small
Carried without dissent

Seconded: Stephen Brady

4. Finance

4.1. & 4.2 Public Spending Code and PHECC Quality Assurance Report

New correspondence relating to the Public Spending Code in addition to the accompanying PHECC quality assurance report were discussed.

5. Education and Standards

5.1 Quality Review Framework - draft reports

The first seven draft on-site review reports were included in the papers for consideration by Council. A discussion ensued on the QRF process in 2015 to date and planned for subsequent 2 years. The Chair expressed satisfaction that the cycle of on-site reviews to recognised institutions has commenced in line with Councils past requests.

Resolution:

Council approved the seven draft Recognised Institution Quality Standards Review On-Site Reports

Proposed: Michael Dineen
Carried without dissent

Seconded: Shane Mooney

6. Register

6.1. Register Update

The report containing the names for award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council. The Registrar demonstrated sample electronic CPG familiarisation modules. Discussions followed around the differentiation between *familiarisation with* and *privileging to implement* CPGs. There was agreement that a confirmation methodology along with an appropriate disclaimer regarding privileging needs to be included into the system and brought back to Council.

6.2. Regulatory developments

Council noted a report from the Professional Standards Authority on regulatory developments in the UK highlighting potential changes or developments in healthcare regulation in the future.

6.3. CPC

The CPC survey reports were included for information. Once finalised both of these reports will form the basis of further consultation with the profession on CPC development.

7. Clinical Governance

7.1 Interim Report 2014 CPG implementation

As requested at a previous Council meeting, an interim report showing the status on upskilling of the 2014 CPGs at the midway point was included for information. Brian Power highlighted the merits of the exercise and requested members to consider if it would be worthwhile to request service providers submit information again in December. There was agreement that this would be useful to continue the momentum for upskilling training.

7.2 Consultation on proposals to introduce independent prescribing by paramedics in the UK

A consultation document on proposals to introduce independent prescribing by paramedics across the UK was included for information. A discussion ensued on this community based initiative and its relevance to the Irish context. Various views were expressed including, the need for awareness of such initiatives albeit at a low level presently to ensure pre-hospital progression at all levels.

8. Research

8.1 Centre for Prehospital Research – Interim Report

The Centre for Prehospital Research – Interim Report was included for information. The Director confirmed he had met with key people in the centre and acknowledged the good work to date with budget well managed.

9. Directors Report

The Director provided a verbal report to Council and highlighted items in the report not included under an agenda item. He gave an update on the electronic data collection projects which are currently under way for i) the National Transport Medicine Programme (NTMP) and ii) voluntary and auxiliary organisations. In addition he referred to the review of the information standards which is presently taking place. He informed members that a rigorous interview process had been followed to fill the current two administrative vacancies. Candidates had been selected and PHECC is awaiting formal take up of these positions. The Chair expressed congratulation to Dr. Shane Knox on his recent PhD achievement. Shane thanked PHECC for all the support which contributed to this success.

9.1 Delegated decisions

A summary report of decisions delegated to the Director was included. Members noted this item.

9.2 FAQs relating to implementation of individual health identifiers; for information

FAQs relating to implementation of individual health identifiers was included for information.

10. AOB

The educational eligibility standard for entry onto the paramedic course was established by Council in 2007. In discussions the adequacy or relevance of the current standard was queried and the Chair requested the executive to prepare a report on the appropriate educational eligibility standard for paramedic training for consideration at a future Council meeting.

There being no other business the meeting concluded. The next meeting is scheduled for 8th October 2015.

Signed: 
Chairman

Date: 

**MINUTES
Council Meeting**

12th November 2015

Present

Tom Mooney (Chair)
Valerie Small
Cathal O Donnell
Michael Brennan
Stephen Brady
Martin Dunne
Shane Knox
Shane Mooney
Glenna Woods
Patrick Plunkett
Mick Molloy (via teleconference)

Apologies

Michael Dineen
David Maher

In Attendance

Peter Dennehy
Barry O Sullivan
Marian Spence
Pauline Dempsey
Jacqueline Egan
Brian Power

1. Chair's Business

The Chair opened the meeting and acknowledged apologies. He informed the meeting that he had received correspondence from Tom Tinnelly proffering his resignation on Council following his retirement from the National Ambulance Service. The Chair acknowledged his contribution to PHECC and the EMS wider community and expressed the well wishes of all including staff for the future.

2. Minutes & Matters arising

2.1. Draft minutes Sept meeting

Resolution

Council approved the draft minutes for the September meeting subject to an amendment to the date on item 2.1.

Proposed: Shane Knox

Seconded: Pat Plunkett

Carried without dissent

3. Governance and Finance

The Director outlined the detail on the following matters on this agenda item.

3.1 ISO 9001:2008 – Recertification

The audit report from the external organisation tasked to conduct PHECC's quality management system was included for information. The audit findings confirmed that management systems are established and maintained in line with the requirements of this International Standard in all areas of the business of the organisation. Members noted this item.

3.2 Internal Audit Report 2015

The internal Audit Report for 2015 as presented to the Audit Committee which outlined the methodology, findings, recommendations and conclusions was included for consideration by Council. The Chair reported that Con Foley, the Chair of the committee had written to him regarding the proposed DPAR governance requirements and the suggestion to rename the Committee title to the Audit and Compliance Committee to better reflect its role.

Resolution

Council approves the internal Audit Report for 2015.

Proposed: Cathal O' Donnell

Seconded: Mick Molloy

Carried without dissent

3.3 Audit Committee Meeting October – Draft Minutes

The third and final meeting for 2015 of the Audit Committee took place on 22nd October 2015 at the Council offices. The draft minutes of the meeting were included for information. It was confirmed in agreement with a recommendation of the Chair of the Audit Committee that three meetings annually are deemed satisfactory for the business of the organisation.

3.4 Risk Register – Update

The current updated Risk Register as presented to and considered by the Audit Committee was included for consideration by Council. There was a brief discussion on this item.

Resolution:

Council approves the updated Risk Register as recommended by the Audit Committee.

Proposed: Patrick Plunkett

Seconded: Martin Dunne

Carried without dissent

3.5 Statement of Internal Financial Controls

Resolution:

Council reviewed and were satisfied with the system of internal financial controls.

Proposed: Michael Brennan

Seconded: Martin Dunne

Carried without dissent

4. Education & Standards

4.1 Paediatric First Aid

Correspondence from the Dept. of Children & Youth Affairs requesting Council's assistance to develop a Paediatric First Aid standard for the early year's sector was included for consideration. During deliberation the current First Aid Response (FAR) standard was put forward for consideration as it includes care management for adults and children. It was agreed it would satisfy the first aid requirements for both adults and children in the sector. This was agreed by Council. It was agreed that the executive will respond to the request and convey Council's decision on the matter.

4.2 Expression of Interest – 2016 CFR Training products

Information on the expression of interest for the 2016 CFR training products was included. It was reported that interviews will be held in the coming weeks.

5. Registration Matters

5.1. Register Update

The report containing the names for award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

5.2. Registration Rules 2015

Updated registration rules 2015 were included for consideration by Council. The Registrar spoke on the detail of this document. A broad discussion ensued on the matter of re-registration. This item will be brought back to the December meeting.

5.3. Code of Professional Conduct and Ethics

The revised draft of the Code of Professional Conduct and Ethics was included for consideration by Council. Item 2.1 was highlighted and discussed. Following discussion it was agreed to amend to read 'identify themselves by name to patients in their care'. Members noted this item.

5.4. Registration – Declaration and Commitment

The revised Registration – declaration and commitment was included. Members noted this item.

5.5. Fitness to Practice; for information

An update on this item will be forthcoming at a future meeting.

5.6. Continuing Professional Competency (CPC)

The completed CPC survey for Paramedics and Advanced Paramedics were included for information. The executive agreed to circulate the CPC survey findings to all registrants and subsequently prepare a draft model scheme for additional consultation.

Shane Knox outlined his work on CPC as part of his doctorate and suggested that his work could enhance the process going forward. He informed members he will write formally to Council in this regard.

Members viewed a presentation on the latest version of the on-line CPG familiarisation modules. A broad discussion ensued on the pros and cons of this initiative. The Registrar highlighted the requirement to provide reassurances of compliance by practitioners. Some questions were raised which the Registrar agreed to follow up with further deliberation.

6. Clinical Practice Guidelines

6.1 Prescription only medication for non-medical persons in emergency

Members were informed that SI 449 of 2015 (Medicinal Products (prescription and control of supply) (Amendment) (No. 2) Regulations 2015 was signed on 15th October 2015 by Minister Varadker. This was included in Council papers for information. The Department of Health has requested assistance

with development of clinical practice guidelines (CPGs) and education modules to enable non-medical persons to administer specified prescription only medications in emergencies. A broad discussion ensued on this important pre-hospital emergency care initiative. Following discussion Council agreed to task the Medical Advisory Committee to develop CPGs and the Education and Standards Committee to develop training modules in this regard. It was agreed to also write to the DOH to highlight opportunities to expedite such initiatives in the future.

Resolution:

In response to the new SI 449 of 2015, Council requests that the Medical Advisory Committee develop CPGs and the Education & Standards Committee develop appropriate training modules to enable this project to proceed.

Proposed: Patrick Plunkett

Seconded: Mick Molloy

Michael Brennan voted against this resolution and he requested that this vote be recorded.

7. Quality and Safety

7.1. OHCAR – Funding request

A funding request including a budget outline of expenditure for 2016 for the academic component of the OHCAR Register was included for consideration by Council.

Resolution:

Council approves funding of €25,000 for the Out-of-Hospital Cardiac Arrest Register (OHCAR)

Proposed: Patrick Plunkett

Seconded: Cathal O' Donnell

Carried without dissent

8. Director's Report

8.1 Delegated decisions

The report on the delegated decisions to the Director was included. Members noted this item.

The Director outlined other matters in report not included in agenda items. These included an update on progress for the educational eligibility standard for entry onto the paramedic course and informed members that a tender has been awarded to Royal College of Surgeons (RCSI) and a preliminary report will be forthcoming at the December meeting.

9. AOB

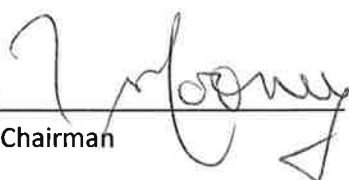
9.1 Protocol 37

A query was raised on the current status of Protocol 37 implementation. It was reported that interviews were proceeding for a project lead and it was hoped that the project would commence in early January 2016.

9.2 Council Workshop

The Chairman reported the Director and he had consulted on the merits of members meeting early in the New Year for 1-day workshop to focus on governance and strategic matters. Further details will be available for the December meeting.

There being no other business the meeting concluded. The next meeting will be held on the 10th December.

Signed: 
Chairman

Date: 10/12/2015

Minutes of the Council Meeting

10th December 2015

Present

Tom Mooney (Chair)
Valerie Small
Cathal O' Donnell
Michael Brennan
Martin Dunne
Shane Knox
Michael Dineen
David Maher
Mick Molly (via teleconference)
Shane Mooney

Apologies

Patrick Plunkett
Thomas Keane
Glenna Woods
Stephen Brady
Barry O' Brien

In Attendance

Peter Dennehy
Marian Spence
Jacqueline Egan

1. Chair's Business

The Chair opened the meeting and acknowledged apologies. He passed on condolences on behalf of himself, members, and the executive to Ross Hattaway, Assistant Principal Officer in the Dept. of Health on the recent death of his Father.

2. Minutes & Matters arising

2.1. Draft minutes November meeting

Resolution:

Council approves the minutes for the November meeting.

Proposed: Shane Mooney

Seconded: Martin Dunne

Carried without dissent

3. Governance and Finance

3.1. Strategic Plan – implementation review

The executive progress on the 2015 implementation plan for the PHECC Strategic Plan 2015-2017 was included for information.

3.2. Council workshop

The Chair provided information on the Council workshop proposed at the last meeting. The workshop will take place on the 10th February with the Council meeting being held the next day as scheduled. The Chair gave an outline of the proposed programme and sought feedback from Members. It was suggested as the present Council are due to expire end of June next year, this would also provide an opportunity to reflect on the work to date of the present Council to pass on to next group.

3.3. CFR promotion campaign

Council earlier this year expressed support for the previous PHECC CFR promotion campaign conducted in 2014. A document detailing a targeted CFR media campaign for Christmas 2015 was included. Council were asked to consider funding not to exceed €90K for the campaign. There was general agreement for this worthwhile initiative.

Members were also requested to support the work of the Irish Heart Foundation (IHF) as has been historically the case.

Resolution:

(a) Council approves funding not to exceed €90K for a 2015 Christmas targeted media campaign.

(b) Council approves funding of €89,300 for the Irish Heart Foundation.

Proposed: Shane Mooney

Seconded: Shane Knox

Carried without dissent

3.4. Medical Advisor to Director

Council were notified that Dr Mark Doyle has agreed to continue in his role as medical advisor to the Director for the next period of 12 months. Council endorsed the continuation of his contract with PHECC.

Resolution;

Council approves the renewal of the contract of Dr Mark Doyle for a further 12 months as Medical Advisor to the Director of PHECC.

Proposed: Cathal O' Donnell

Seconded: Michael Dineen

Carried without dissent

4. Education & Standards

4.1. Draft on-site review reports

There were 5 draft on-site review reports with associated appendices included for Council's consideration. These draft reports mark the end of year one of the first 5-year quality improvement cycle and review process for all PHECC recognised institutions. Council were informed that following formal approval of the reports they will be returned to the relevant recognised institution(s) prior to publication no later than 1st February next year.

Resolution:

Council approves the five draft Recognised Institution Quality Standards On-Site Review Reports

Proposed: Valerie Small

Seconded: Michael Dineen

Carried without dissent

4.2. Qualifications Directive 2015/55/EU

The Qualifications Directive 2015/55/EU was included for information. It was suggested that the forthcoming Council Workshop may be a good forum to discuss the implications on the registration of professional qualifications of Practitioners in the Irish context. Members noted this item.

4.3. Continuous Professional Competency

The Education & Standards Committee at its November meeting recommended the commissioning of an organisation to examine all the available evidence and formulate evidence-based options for paramedic and AP practitioners. It is expected the results of this project would be presented to committee and Council by end Q2 2016. There was general agreement for this course of action.

4.4. Council Policy for National Qualification in Emergency Medical Technology

4.4.1. NQEMT EMT exam – access to exams

The Education & Standards Committee recommended to Council a change in NQEMT exam policy to reflect that EMT candidates can access NQEMT EMT examinations for a fixed time period of 6 months from completion date of training course to completion of successful assessment. An extension to 9 months be allowed only in extenuating circumstances. In this regard the revised Council Policy for National Qualification in Emergency Medical Technology was included for consideration.

Resolution:

Council approves the revised Council Policy for National Qualification in Emergency Medical Technology – V8 to include an allowable fixed time period of 6 months from completion date of training course to completion of successful assessment for NQEMT EMT candidates, and extension to 9 months for extenuating circumstances.

Proposed: Michael Dineen

Seconded: David Maher

Carried without dissent

5. Registration Matters

5.1. Register Update

The report containing the names for awarding of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

5.2. Registration Rules 2015 – Draft

As requested from the previous meeting updated registration rules reflecting legal opinion as requested by Council on this matter was included. The updated rules further refined criteria and process for re-registration by practitioners. A broad discussion ensued around the mandatory regulatory requirements of practitioner CPG currency being required prior to registration being granted by the Director and the role of the proposed PHECC CPG familiarisation online in facilitating this requirement in a timely manner. Following discussion it was agreed to approve the rules as presented with implementation arrangements to be reviewed as various proposals are developed.

5.3. Code of Professional Conduct and Ethics - Draft

Drafts of a revised Code of Professional Conduct and Ethics for Pre-Hospital Emergency Care Council Registrants incorporating the change requested by Council at the last meeting and the revised Registration Declaration Form have been included for consideration.

Resolutions:

- (a) Council approves the 2015 Registration Rules**
- (b) Council approves the Code of professional Conduct & Ethics.**

Proposed: Michael Dineen

Seconded: Shane Knox

Carried without dissent

5.4 Fitness to Practice; Update

Members were informed that two cases are presently being progressed.

6. Clinical Governance Matters

6.1. Update - prescription only medication for non-medical persons in emergency

Members were informed that the executive has engaged with the HPRA as both organisations have a responsibility under S1 449 Medicinal Products (Prescription and Control of Supply) Amendment (No. 2) Regulations 2015.

The draft CPGs to support this matter were included for information purposes. The CPGs were developed and consensus achieved by the Medical Advisory Committee (MAC) through the Delphi process and revisions to CPGs have been carried out. Mick Molloy, Chair of MAC reported on the discussions at the committee on this item. He highlighted the main areas which will require broader discussion with the HPRA and the DOH in particular the licensing agreements for some of the medications. Following discussion it was agreed the Chair of MAC and Brian Power, Programme Development Officer lease to progress a memorandum on the main topics for discussion. This memorandum to be submitted to the DOH along with a meeting request. The CPGs will be brought back to MAC in due course for further review.

7. Quality and Safety

7.1. CISM Module

An update report on the CISM e-learning Stress Awareness Training (SAT) Module was included for consideration. Members agreed to support the development and implementation of this module in a number of CISM Network member organisations, to be agreed by the Network.

Resolution:

Council approves funding to further develop the CISM Stress Awareness Training (SAT) module, for implementation in a number of CISM network member organisations, not to exceed €20K

Proposed: David Maher

Seconded: Shane Knox

Carried without dissent

7.2. Public Access Defibrillation

Correspondences from the DOH and the PHECC draft response relating to: 1) a Public Access Defibrillation Pilot Programme and 2) development of an AED Register were included as well as the HIQA Health Technology Assessment (HTA) of Public Access Defibrillation in addition to key reports from the National Defibrillator Register Steering Group for Council's feedback. A brief summary of previous PHECC involvement in this area was outlined. A broad discussion ensued and suggestions

were agreed for the response correspondence to the DOH including a meeting of relevant stakeholders with the DOH.

7.3. eACR/PCR project update

An update report on the eACR/PCR application for implementation in auxiliary and voluntary organisation in the first instance was included. Progress to date was highlighted and the development of a reporting module was also noted. The date of commencement of the pilot has yet to be confirmed. Council were requested to consider funding the purchase of an additional 20 tablet devices to progress this project.

Resolution:

Council approves funding to purchase an additional 20 tablet devices for deployment in auxiliary and voluntary organisations for the purpose of the electronic patient data collection using the eACR/PCR application.

Proposed: Martin Dunne
Carried without dissent

Seconded: David Maher

7.4. Information Standard – PCR

Approval of the draft Patient Care Report (PCR) Information Standard was sought on the recommendation of MAC. Mick Molloy requested that international data standards pertaining to events be considered for inclusion in the standards. Council were informed that the Ambulatory Care Standard which records event data will be coming before Council in February but nonetheless research will be carried out as to the relevance of event data elements being included in the PCR standard. Both standards will return to Council as appropriate.

8. Director's Report

All items contained in the report were addressed throughout the meeting.

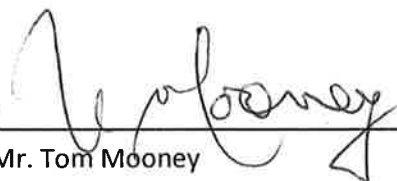
8.1. Delegated decisions

The report on the delegated decision to the Director were included for noting.

9. AOB

9.1 2014 Financial Statements

The Director reported that the 2014 Financial Statements have been agreed by the C&AG and will be published on the PHECC website once signed-off by the C&AG.

Signed: 
Mr. Tom Mooney
Chairperson

Date: 11/02/2016