

**Minutes**  
**PHECC Council Meeting**  
**13<sup>th</sup> July 2017**

**Present:**

Jacqueline Burke (Chair)  
Hillery Collins  
Martin Dunne  
Patrick Plunkett  
Shane Knox  
Fiona McDaid  
Tess O'Donovan  
Thomas Keane  
Pat Hanafin  
Shane Mooney  
Conor Deasy  
David Menzies  
Patrick Fleming  
Mick Molloy – via teleconference  
Jason van der Velde – via teleconference

**Apologies:**

Stephen Brady  
Jimmy Jordan

**In attendance:**

Peter Dennehy (Director)  
Anne Keogh (Acting Secretariat)  
Con Foley (Chair of Compliance and Audit Committee)

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**1. Chair's Business**

**1.1 Closed meeting**

1.2 The Chair welcomed attendees to the meeting and noted apologies received. Items of note from closed meeting:

1. Request for meeting papers to be presented on a more user-friendly manner.
2. The Council is satisfied with the report from the Sub-Committee in response to the DOH letter dated 5<sup>th</sup> April 2017 and will await communication from the DOH.
3. The Chair thanked Dublin Fire Brigade for the picture presented to Council which will be displayed in the Boardroom of the new premises

**2. Minutes & Matters arising**

**2.1 Draft Minutes from the June 2017 meeting**

The draft minutes from the June 2017 meeting were presented for consideration. Discussion took place and amendments were noted on 2.2.1, 7.1 and 7.4 and agreed.

**Resolution: Council approves the minutes of the June 2017 meeting subject to noted amendments.**

**Proposed: Pat Plunkett**

**Seconded: Pat Hanafin**

**Carried without dissent**

## **2.2 Matters arising**

### **2.2.1 IPA**

The Director stated on renewal of IPA membership, email with passwords and calendar access for IPA events will be circulated to Council members.

### **2.2.2 New PHECC Office**

The Director gave an update on the new building and advised that the September meeting will take place there. The Director informed the Council that meeting rooms will be available for use by Council and sub-committees.

### **2.2.3 Item 7 from May 2017 meeting**

Discussion took place and it was agreed the Protocol 37 contract be renewed for 1 year and subject to review of file, a once off payment of fees be made. Peter Dennehy to liaise with Tess O'Donovan on the matter.

**Resolution: Council approves the once off payment of fees for year one of course being undertaken by the Protocol 37 Project Officer (subject to review of file).**

**Proposed: Shane Knox**

**Seconded: Hillery Collins**

**Carried without dissent**

## **3. Governance**

### **3.1 Draft Council Standing Orders Review**

The draft standing orders were reviewed, amendments were made and are to be presented at the next Council meeting.

**Resolution: Council agrees the Executive present Draft Standing Orders with agreed amendments and Conflict of Interest Policy for approval at the next Council meeting.**

**Proposed: Hillery Collins**

**Seconded: Pat Flemming**

**Carried without dissent**

### **3.2 Risk Register**

The Risk Register was presented in Council papers and discussed. Claire Finn to update and circulate at next meeting. David Menzies questioned the listing of e-learning on the risk register and requested an update on e-learning, the executive to present at next meeting.

### **3.3 PHECC representation of external committees**

A list of PHECC representation on external committees was included in meeting papers. The Council requests feedback in a bi-annual report on any relevant information pertaining to Council business from external committees.

## **4. Directors report**

The Director updated the Council on progress since last meeting.

- 4.1 Report on delegated decisions to the Director, was presented for noting, this was noted and approved by Council.**

## 5. Register

### 5.1 Register update

Register updates were included in meeting papers.

## 6. Committees

### 6.1 Education and Standards Committee

A request was made for a volunteer representative from Council to become a member of this committee. Pat Hanafin offered to be a member of the team that were asked to adjudicate on expressions of interest.

Quality Review Framework – Onsite Review Reports to be brought forward to next meeting.

### 6.2 Quality and Safety Committee

Governance Validation Framework

Presentation was made by the Programme Development Officer and Anne Brennan. A question and answer session took place. Council discussed the subject and agreed the work undertaken to date was worthwhile and legal advice to be sought to address any weakness in the enforcement area of findings following assessment.

**Resolution: Subject to legal advice to address any weaknesses in the enforcement area, the Council approves the progression of the Governance Validation Framework project.**

**Proposed: David Menzies**

**Seconded: Conor Deasy**

**Carried without dissent**

### 6.3 Appeals Panel - POL019 for review

Agenda item to be brought forward to next meeting.

## 7. Clinical Matters

### 7.1 IV Paracetamol and paediatric patients

Discussion took place and Council requests this issue be referred back to the Medical Advisory Committee for full review.

### 7.2 CPGs for approval

A short discussion took place and Council agreed CPGs 1.3.6, 5/6.6.5, 4/5/6.4.19, 4/5/6.7.32 and 1.7.32. CPG 4/5/6.4.30 Behavioural Emergency to be referred back to the Medical Advisory Committee for further discussion.

**Resolution: Council approves the CPGs 1.3.6 Listed Organisations and Naloxone (adult), 5/6.6.5 Head Injury, 4/5/6.4.19 Glycaemic Emergency – Adult, 4/5/6.7.32 Glycaemic Emergency – Paediatric (≤ 15 years), 1.7.32 Listed Organisations and Glucagon (paediatric), as presented in Council papers.**

**Proposed: Shane Mooney**

**Seconded: Hillery Collins**

**Carried without dissent**

**7.3 Voluntary groups and fees for licensed CPG providers**

Discussion took place and agreement was reached on the three issues presented in the Council papers:

1. To require applicants to pay full fees initially and if criteria for voluntary groups apply a subsequent refund shall be made.
2. Criteria for consideration as a voluntary group.
3. An updated schedule of fees.

**Resolution: Council approves 1. fee payment process, 2. criteria and 3. the updates to schedule of fees, in relation to Voluntary groups who apply for approval to implement CPGs as presented in Council papers.**

**Proposed: Pat Plunkett  
Carried without dissent**

**Seconded: Shane Knox**

**7.4 Critical Care Paramedic**

**Resolution: Council approves the Education and Standards Committee and the Medical Advisory Committee to conduct scoping exercise on Critical Care Paramedic and present back to Council.**

**Proposed: Conor Deasy  
Carried without dissent**


**Seconded: Shane Knox**

**8. AOB**

8.1 The Director brought to the attention of the Council correspondence received from the HSA and the CIF in relation to the economic impact of the OFA to FAR transition. The Director will keep Council updated.

8.2 The Director informed the Council that no reply had been received from the DOH in response to the business plan submitted.

8.3 The Chair requested and consensus was agreed on the re-naming of the document The Future of Paramedicine to The Changing Paramedicine Landscape and its implications for PHECC.

Signed   
Dr Jacqueline Burke  
Chair

Date: 13/10/2017