

Minutes
PHECC Council Meeting
21st September 2017

Present:

Jacqueline Burke Chair
Hillery Collins Vice Chair
Mick Molloy
Shane Mooney
Shane Knox
Jason van der Velde
Fiona McDaid
Tess O'Donovan
David Menzies
Stephen Brady
Pat Hanafin
Patrick Plunkett
Martin Dunne

Apologies:

Jimmy Jordan
Thomas Keane
Conor Deasy
Patrick Fleming

In attendance:

Peter Dennehy (Director)
Margaret Bracken (Council Secretariat)
Con Foley (Chair of Compliance and Audit Committee)

1. Chair's Business

1.1 Closed meeting

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

1. Council are delighted to agree to the naming of the Boardroom as "Dr Geoff King Room".
2. Request for more information on the structure and functions of the organisation to provide clarity on relevance to Council business.
3. Suggest a meeting for Chairs of Committees and Programme Development Officers, and that a doodle poll be circulated to all Chairs and PDOs for suitable dates.
4. Clarity required on Council's responsibilities regarding fitness to practice issues. Council were notified that there will be a presentation by PHECC's legal advisors on fitness to practice at the next Council meeting on Friday 13th October.

2. Minutes and Matters arising

2.1 Draft Minutes July 2017

The draft minutes from the July 2017 meeting were presented for consideration. Discussion took place and amendments were noted on 7.2 and agreed.

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

Proposed: Hillery Collins
Carried without dissent

Seconded: Pat Hanafin

2.2 Matters arising

2.2.1 Item 7 from July 2017 meeting

It was agreed that CPG 4/5/6.4.30 Behavioural Emergency be referred back to the Medical Advisory Committee for full review.

3. Governance

3.1 Draft Standing Orders

Amended draft standing orders were reviewed, further amendments were made and will be presented at the next Council meeting.

Resolution: Council agrees the Executive present Draft Standing Orders with agreed amendments for approval at the next Council meeting.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Hillery Collins

3.2 Declaration of Interests

The draft Declaration of Interests was reviewed and amendments were made. Draft document with amendments to be distributed by email to Council members for review and final agreement at the next Council meeting in October.

Resolution: Council agrees the draft Declaration of Interests with amendments to be distributed by email to Council members for review and final agreement at the next Council meeting.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Jason van der Velde

3.3 Finance

3.3.1 A report on funding allocation for the AP training programme in UCD was included for review. Council are requested to consider reducing or abolishing the student registration fee commitment. A long discussion ensued and there was a proposal and counter proposal made.

Proposal: that the funding of student registration fees cease with the next intake for the UCD AP training programme in April 2018.

Counter proposal: defer decision to a future Council meeting when more information becomes available.

Following a tied vote the Chair decided to retain the status quo until further deliberation by Council.

3.3.2 A claim for dilapidations from the landlord at Abbey Moat House was included for noting.

3.4 Draft C&AC Minutes 14th June 2017

The draft minutes from the June meeting were included for information.

3.5 Draft Annual Report 2016

The Draft Annual Report 2016 was included in the meeting papers. There was ample discussion with clarifications sought and amendments agreed. A combined foreword by the Chair and Director to be drafted.

4. Director's Report

The Director updated the Council.

Education and Standards

A Draft Interim NQEMT Paramedic Examination Standard was included in the papers. Following consideration of item 6.1 below, the agreed Interim Standard as submitted by the Education and Standards Committee was accepted by Council, for implementation during the period of research which is taking place in advance of the PHECC Paramedic Examination Standard being implemented in 2018.

4.1 Report delegated decisions to Director; for noting

Report on delegated decisions to the Director was presented for noting.

5. Register

5.1 Register update

Register updates were included in the meeting papers. Council acknowledged the milestone of exceeding 5,000 registrants.

6. Examinations

The PHECC Programme Development Officer for Examinations provided an overview.

6.1 NQEMT Paramedic Examination Standard *

The Chair of the Education and Standards Committee made a proposal to Council for the approval of an Interim Standard. Recommendations from the Education and Standards Committee from their meeting of 5th September were also included. The Chair of Council requested from the Chair of the Education and Standards Committee further information and the rationale on the Megacode exam vis a vis the OSCE exam.

6.2 NQEMT Paramedic Examinations Standard Implementation Timeline

Timeline for development of NQEMT Paramedic Examination Standard was included for noting.

7. Quality and Safety

7.1 NAS proposed crewing models paper to Quality and Safety Committee

The Chair of the Quality and Safety Committee provided a summary. A NAS proposed model of emergency ambulance crewing was included in the meeting papers for discussion. It was agreed that this will be an agenda item on the next Quality and Safety Committee meeting for further deliberation and the Chair to report back to Council.

7.2 OHCAR/HRB applied partnership funding request *

A letter from PHECC Programme Development Officer to the Health Research Board regarding a co-funding commitment from PHECC for a Health Research Board Applied Partnership Award 2017 was included and approved by Council.

Resolution: Council approves the OHCAR/HRB applied partnership funding contribution of €25,000.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Shane Mooney

7.3 GVF poster for National Patient Safety Office conference

A poster submitted by PHECC outlining the Governance Validation Framework for display at the National Patient Safety Office Conference 2017 was included for noting.

8. Clinical matters

8.1 PHECC team visit to PACE conference Canada

An overview provided on the information attained by the Programme Development Officer and Council members attending the PACE 2017 conference in Canada was included for information. Dr Shane Knox expressed appreciation to Council on behalf of himself and others for being granted the opportunity to attend such an exceptional conference.

9. Education and Standards

9.1 QRF Onsite review reports for April and May 2017 (total of 6 RI reports)

9.2 Committee updates/resolutions for Council approval

9.2.1 Test Item Writing Panel Terms of Reference TOR011 *

9.3 Recognised Institutions - affiliation with organisations and faculty

Agenda item to be brought forward to the next meeting.

10. Council Policy and Procedures for Appeals POL019 *

Agenda item to be brought forward to the next meeting.


11. AOB

11.1 It was brought to the attention of Council that currently the Education and Standards and Quality and Safety Committees do not have a vice chair. It was agreed that nominations will be sought for a vice chair at the next meetings of the Committees.

11.2 The Education and Standards Committee are planning a sub-committee to examine the research function of PHECC going forward.

11.3 Chair of Compliance and Audit Committee to brief Council on the Guidelines for Grant payments, published by DPER in December 2014, at the next Council meeting on Friday 13th October.

Signed: _____



Dr Jacqueline Burke
Chair

Date: _____

13/10/2017