

Pre-Hospital  
Emergency Care  
Council



Education and Standards Committee

Terms of Reference

## Mission Statement

*“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”*

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### Version History

(Please visit the [PHECC website](#) to confirm current version.)

TOR015: Education and Standards Committee - Terms of Reference		
Version	Date	Details
1	13 June 2013	Approved by Council
2	24 March 2017	Approved by Council

The Education and Standards Committee is a standing committee of Council.

### **Terms of Reference:**

1. To consider and make recommendations to Council on policy, maintenance, and monitoring development relating to:
  - a) Education and Training Standards leading to NQEMT and Responder level awards.
  - b) Faculty standards for practitioner level assistant tutors, tutors and facilitators and responder level instructor.
  - c) Research in education and training including emerging technology and the formulation of experimental curricula.
  - d) Recognition of institutions providing NQEMT and Responder level training and recognised courses.
  - e) Monitoring of compliance of the Quality Review Framework and Education and Training Standards by Recognised Institutions.
  - f) NQEMT level and Responder level examinations.
  - g) Council competent authority status as per the European Union (Recognition of Professional Qualifications) Regulations 2017.
  - h) Recognition of equivalence of professional qualifications.
  - i) Continuous professional competency (CPC).
2. Undertake such other appropriate tasks and functions as may from time to time, be assigned to the Committee by the Council.
3. Membership:

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Membership of the Education and Standards Committee is for the duration for the serving Council. It is approved to reflect its role as an expert education and standards group, composed of multidisciplinary members representing the education and health care sectors. Where the membership is generic, as in representing a position or an organisation, Council need not individually approve membership changes.

- 3.1 One representative for patients (expression of interest).
- 3.2 One representative from a non-government organisation with a community focus (expression of interest).
- 3.3 One representative – PHECC Registrant at facilitator level from each of the Recognised Institutions that provide paramedic training (generic).
- 3.4 One representative - PHECC Registrant at facilitator or tutor level from each of the Recognised Institutions that provide advanced paramedic training (generic).
- 3.5 One representative - PHECC Registrant at facilitator or tutor level representing private Recognised Institutions providing EMT training (expression of interest).

- 3.6 One representative – PHECC Registrant at facilitator or tutor level from the Joint Voluntary and Auxiliary Ambulance Service Committee (generic).
- 3.7 One representative from the Higher Education Institutions who is a nurse involved in the education and training of nurses (expression of interest) or a registered nurse from Council.
- 3.8 One representative from the Higher Education Institutions who is a medical practitioner involved in paramedic education (or expression of interest) or a registered medical practitioner from Council.
- 3.9 One representative – PHECC Registrant at facilitator or tutor level from the Irish College of Paramedics (generic).
- 3.10 Two representatives – PHECC Registrant at advanced paramedic or paramedic tutor levels (expression of interest).
- 3.11 One member of Council appointed by Council to serve as Chairperson.

In addition, any Council Member may attend any Committee meeting.

### **Frequency of meetings**

The Committee shall meet every 2 months. Attendance at each meeting is expected but no less than 75% is acceptable.

### **Agenda**

The agenda will be circulated to Committee members not less than 5 days in advance of the meeting, following agreement with the Chairperson.

### **Governance and Accountability**

The Chair shall be a member of the Council. The Chair shall not have an independent vote, but only a casting vote in the event of the votes on any matter otherwise being equal.

In the absence of the Chair a member of the Committee will be elected by the members to chair the meeting.

The quorum for Committee meetings will be 5 members. This will include those attending by video or teleconferencing.

While it would be preferable that decisions/recommendations would be agreed by consensus, if this cannot be the case, decisions/recommendations will be made by straight majority vote.

A Working Group(s) of the Committee may be established, as necessitated from time to time, and as agreed by the Committee chairperson. It may include external persons as approved by the Chair.

A summary report on the activities and recommendations of the Committee is to be provided to Council at its scheduled meetings by the Programme Development Officers.

The terms of reference will initially be reviewed by the Committee at the end of the first year and thereafter every two years. Recommendations to modify the terms of reference will require approval of Council.

### **Attendance**

Only members of the Committee will be invited to attend the committee. No substitute members will be allowed. Other people, from time to time, as agreed by the Committee chairperson may be invited to attend a specific meeting.

### **Remuneration**

No direct remuneration will be paid to Committee members. Expenses will be paid in accordance with public service travel and subsistence policy only. Expense forms must be submitted as per Council policy for expense payments.

### **Confidentiality**

Committee members will ensure that they maintain the confidentiality of all information pertaining to Education and Standards and Council activities.



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