

Title: RUL006 Council Rules for Recognition of Institutions -V5		Page: 1 of 6
Owner: PD	Approved by: Council	Approval Date: 10.07.2014

Pursuant to S.I. No 109 of 2000 as amended by S.I. No 575 of 2004 and S.I. No 166 of 2008, one of the functions of the Pre Hospital Emergency Care Council (the “Council”) is to recognise, in accordance with rules made by Council, institutions providing education and training to persons pursuing the award of the N.Q.E.M.T at the level of competence of emergency medical technician, paramedic or advanced paramedic, as the case may be.

These rules set out the procedure for recognition which will apply to all institutions providing education and training to persons pursuing the award of the national qualification in emergency medical technology (NQEMT) and other PHECC responder level certificates.

Interpretation

In these rules -

- 1 “the Council” means the Pre-Hospital Emergency Care Council.
- 2 “recognised institution” means an institution recognised by the Council under Article 4(a) of S.I. 109 of 2000, as amended.
- 3 “applicant institution” or “The Applicant” refers to an organisation preparing to or in the process of applying for recognition.
- 4 “education and training standard” means the standard of education and training in pre-hospital emergency care set by the Council in accordance with Article 4(f) of S.I. 109 of 2000, as amended.
- 5 “quality review framework” means the continued cycle of reviews put in place by the Council to promote quality assurance/enhancement in the delivery of education and training standards.
- 6 “recognised institutions self-assessment report (or RISAR)” is a quality improvement tool to enable self-examination of a recognised institution and reporting to the Council. It will demonstrate an approved institution’s capacity to effectively deliver education and training standards while identifying good practices and areas needing improvement.
- 7 “breaches” means one or more incidents of poor or non-compliance with current Council Rules and/or education and training standards.

Criteria for recognition

The Applicant must:

1. Be an established legal entity with education and training a principal function or have a business case for providing PHECC Education and Training Standards.
2. Comply with applicable regulation and legislation in Ireland including the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012 as relevant.
3. Have sufficient corporate governance arrangements and structures to be able to provide high quality pre-hospital education and training to students on an ongoing basis. In this regard, the Applicant must be able to demonstrate appropriate governance, management and decision making structures, appropriate training premises and equipment, have a stable complement of faculty members and be in good financial standing.
4. Have sufficient corporate governance arrangements and structures to be able to satisfactorily comply with Council's Quality Review Framework post recognition.
5. Have quality assurance/enhancement policy and procedures in place to systematically organise, deliver and monitor the quality of courses and awards.
6. Have meet the standards contained in the Teaching Faculty Framework appropriate to their level of recognition and carry out periodic review and monitoring of all faculty members to satisfy themselves that those teaching students on PHECC approved courses are qualified and competent to do so.
7. Have in place the following non-exhaustive list of policies and procedures, Recognition of prior learning, Records management, Complaints and appeals, Health, safety and welfare, Equality and Access, Assessment and awards and Quality assurance/enhancement.
8. Assess students using the published PHECC criteria and procedures which are applied consistently.

Recognition Process

9. The Applicant must complete the Application Form and enclose all relevant supporting documentation, including a statutory declaration. The Application Form should be accompanied by the appropriate fee as per the Schedule of Fees that applies at the date of Application.
10. Every new application for recognition of an institution must be accompanied by an application for at least 1 PHECC approved course. Recognised institutions may apply for approval for any number of courses. Every approved course e.g. Cardiac First Response has specific course approval criteria such as duration of course, faculty requirements and this is set out in the respective education and training standard.
11. A completed Application Form, together with supporting documentation and fees must be submitted to the Council.
12. On receipt of the completed Application Form, including all supporting documentation, the Council will consider the application.

13. The Council reserves the right to request the Applicant to produce such further information and supporting documentation as it deems necessary in order to consider the application.
14. The Council reserves the right to make enquiries with relevant parties in relation to the application including making a preliminary site visit or a meeting with the Applicant prior to consideration of the application.
15. Council fees are applicable for:
- Application for recognition of institution;
 - Application for approval of courses;
 - Re-application or renewal of institution (after 3 years);
 - Conduct of site survey or site inspection.
16. The outcome of the application process will be one of the following:
- a) **Recognition of institution** to deliver one or more approved courses for a three year period. A renewal application is required after 3 years.
 - b) **Conditional recognition.** Council may attach conditions to its recognition of an institution. The recognised institution will be required to show evidence of compliance with the specified conditions within a specified time period. The recognised institution shall submit to the Council, on request, a progress report on the implementation of any conditions imposed at the time of initial approval. Failure to satisfactorily comply with one or more conditions will result in withdrawal of recognition by Council. The Council shall provide reasons for its decision.
 - c) **Refusal.** The Council shall provide reasons for its decision.

Statutory Declaration

17. The Applicant must complete the Statutory Declaration which is appended to these Rules confirming that the Applicant:
- a. knows of no reason why the Council should not approve this application for recognition of institution;
 - b. acknowledges that approval for recognition of institution is at the discretion of the Council, in accordance with the “Council Rules for Recognition of Institutions”;
 - c. hereby consents and gives authority to the Council to make any enquiry or enquiries with any body or person in pursuance of this application;
 - d. accepts all Council Rules, standards in the Teaching Faculty Framework and course approval criteria (specifically set out in each education and training standard) along with any amendments thereto;
 - e. confirms that the information provided on the Application Form and supporting materials is true and accurate;

If granted recognition, the Applicant agrees that it shall nominate responsible person(s) to:

- f. manage internal quality assurance/enhancement procedures;
- g. keep itself informed and ensure full compliance with relevant Council Rules on an ongoing basis;
- h. ensure full compliance with the current version of the Council's Education and Training Standards as soon as practically possible after issue and certainly no later than the timeframe outlined by Council;
- i. monitor and manage the quality of every approved courses delivered including teaching staff (faculty members);
- j. ensure full compliance with the assessment/examination and certification requirements for students for every PHECC approved course;
- k. ensure full compliance with Council's Quality Review Framework;
- l. respond to information requests as determined by Council from time to time;
- m. maintain its website information regarding PHECC approved courses correct and in compliance with Council's logo usage policy;
- n. apply to Council for approval for any subsequent organisational or governance changes that are relevant to its status as a PHECC recognised institution.
- o. Renew its recognition status with Council in a timely manner and no later than every 3 years.

Post recognition

16. When Council approves an application, the institution shall be regarded and known as a **'recognised institution'**.
17. Any significant change to a recognised institution approved by Council shall be supplied in advance for consideration by Council. This includes significant structural organisational or governance changes that may be relevant to its status as a recognised institution.
18. Recognised institutions shall ensure full compliance with the Council's Education and Training Standards as soon as practically possible after issue and certainly no later than the time frame outlined by Council. A course declaration letter prepared by an accountable person must be provided on request to provide reassurances regarding compliance with future versions of Education and Training Standards
19. Recognised institutions shall ensure full compliance with Council's Quality Review Framework as set out here.
20. The recognised institution must maintain an up-to-date record of every member of faculty (teaching staff) i.e. tutors, instructors and instructor trainers including their qualifications and PHECC certification. The annual report to Council must disclose faculty membership. Permission must be sought and retained from each faculty member named by the recognised institution, cognisant that this information will be in the public domain. The responsibility to maintain valid instructor and/or tutor certification lies with every individual faculty member.
21. The Council supports a 'distributed campus' approach. If satisfactory monitoring arrangements are in place and Council Rules and Standards are fully complied with, then faculty members can operate remotely.
22. The Council publishes a list of recognised institutions and contact details (including website links) on its website. Recognised institutions must keep their website information current and

websites advertising PHECC approved courses must comply with the Council's logo usage policy.

23. Recognised institutions wishing to use the PHECC logo must comply with the terms of usage outlined in the Council's current logo usage policy.

Council's Quality Review Framework

24. **The overarching aim of the framework** is to put in place a continued cycle of institutional reviews to systematically organise and promote quality assurance/improvement in the delivery of Council's education and training standards in keeping with the Council's statutory provisions.

25. **The objectives are to:**

- a. Enhance public and stakeholder confidence in relation to the overall quality and robustness of Council's recognition/accreditation system.
- b. Enhance public and stakeholder confidence in the quality of education and training delivered by recognised institutions.
- c. Determine whether a recognised institution continues to meet all Council Rules and course approval criteria including revisions thereof.
- d. Assess the capacity and effectiveness of the institution's internal quality review procedures to maintain and improve the quality of PHECC approved courses.
- e. Identify, encourage and report on good practice demonstrated by recognised institutions.
- f. Identify areas of poor or non-compliance with Council Rules (breaches) and course approval criteria.

26. **Quality Review Methodology:**

- a. **A self-evaluation** will be carried out by the institution followed by submission of a written report using the '*recognised institution self-assessment report*' (RISAR). The RISAR is a quality improvement tool to enable the institution team to self-assess, analyse and record activities to identify good practices and areas needing improvement.
- b. **The RISARs** (and targeted information requests as relevant) will be reviewed by PHECC's quality review panel and a de-identified compilation report will be published.
- c. **Scheduled inspection visits** of a targeted sample of institutions by a Panel on behalf of Council. The Panel will seek to formally evaluate the effectiveness of the institution to comply with Council Rules, course approval criteria and deliver high quality PHECC approved courses. The Panel will prepare an "external quality review report" for every institution.
- d. **Publication.** Following consideration by Council all *external quality review reports* will be published.

27. Acknowledging the diversity of recognised institutions, Council will apply the Quality Review Framework proportionately. Council does not treat all recognised institutions in a uniform way, or all similar breaches in exactly the same manner. Instead, differentiation will be based

on the overall behaviour of the institution (generally compliant, or ready to become so – or on the contrary uncooperative), on the pattern of violations (rare or repeated), etc.

28. Breaches of current Council Rules and or Education and Training Standards will be recorded, analysed, and ranked using a standard template according to the potential risk they present. Sanctions shall be proportionate to the potential magnitude of risk – thus deterring the most hazardous situations and reducing the burden for those ranked minor.
29. Sanctions may be considered when breaches ranked high are found. The Director on behalf of Council has the right to attach conditions, suspend or withdraw approval from a recognised institution.
30. Breaches ranked minor or medium will result in an improvement notice being applied. The Director may issue the improvement notice on behalf of the Council.
31. The Director on behalf of the Council also retains the right to withdraw approval for non-payment of fees as set out in Council Policy and Schedule of Fees.

Appeals

32. An applicant institution has the right to appeal a decision to grant conditional recognition, to refuse to grant recognition, to withdraw recognition or attach conditions to recognition to the Council's Appeal Panel. The procedures of the Appeal Panel set out the manner in which such appeals are conducted. A copy of the policy and procedures is available from the PHECC website.

Version History

Version	Date	Details
1	Dec 2006	Council Rules approved and incorporated into the publication PUB004-2007 Education and Training Standards
2	Mar 2011	Council Rules updated and approved by Council on 31st March 2011
3	Oct 2011	Amendments to Council Rules Part II No. 43 & 107 and Application Checklist –Recognition of Courses Part II
4	Nov 2013	Amendments to Council Rules Part II Paramedic standard and Application checklists in Appendix 1, QER in Appendix 4, duration of practitioner courses in appendix 5 and information on Appeals refreshed. Assistant tutor and tutor requirements revised
5	July 2014	Rules for course approval, Teaching faculty framework and RPL guidelines removed. The Quality Review framework new added along with some changes to institution application requirements. Note Statutory Declaration (FOR031) accompanies this document