

A decorative graphic consisting of three overlapping, stepped lines in grey, orange, and blue, forming a jagged, mountain-like shape that descends from the left and then ascends towards the right.

Renewal Application Guidance

PHECC Recognised CPG Service Provider

Mission Statement

The Pre-Hospital Emergency Care Council protects the public by independently co-ordinating, developing, reviewing, regulating and governing standards of excellence for the safe provision of quality pre-hospital emergency care.

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Version History

(Please visit the [PHECC website](http://www.phecc.ie) to confirm current version.)

Doc No-Title: GUI037 Renewal Application Guidance PHECC Recognised CPG Service Provider		
Version	Date	Details
1	Sept 2020	New document
2	April 2024	Reviewed and updated with new terminology and process

Introduction

This document's purpose is to guide the PHECC Recognised CPG Service Provider through the renewal submission, which is an annual requirement to maintain continued recognition as a PHECC Recognised CPG Service Provider.

Requested material should be submitted prior to the notified deadline to support the PHECC internal administrative process. Be advised that late or incomplete submissions may lead to an inability for PHECC to renew the PHECC Recognised CPG Service Provider's licence at the scheduled time, which may have a significant negative impact on their ability to provide CPG based services.

PHECC have developed templates for use in the renewal process and they will be identified throughout this document and are available on the PHECC website www.phecc.ie.

On receipt of the **completed application**, the Council will consider the application for approval to implement CPGs. The application will be assessed under the Council Rules of recognition to implement PHECC CPGs (POL003). The Council reserves the right to request further information and supporting documentation as it deems necessary to consider the application.

The outcome of the application process will be one of the following:

- A Provider who has demonstrated their ability to meet PHECC standards and requirements will be awarded Full Recognition to implement CPGs for a 3-year period.
- A Provider who has not fully demonstrated their ability to meet PHECC standards and requirements will be awarded Conditional Recognition to implement CPGs and will be subject to a responsive GVF site assessment within three months.
- Refusal – Where a Provider fails to provide sufficient evidence of their ability to meet PHECC standards and requirements, the Council reserve the right to refuse the application. Comprehensive feedback will be given to the renewal applicant.

A PHECC Recognised CPG Service Provider has the right to appeal a decision to refuse a renewal application. The Council Policy and Procedures for Appeals (POL019) sets out how such appeals are conducted. The fees related to appeals are detailed in the Council Policy & Schedule of Fees (POL006), which are available on the PHECC website www.phecc.ie.

Electronic Submission

To aid ease of renewal process **renewal submission material** may be emailed to gvf@phecc.ie.

Items 6 and 7, which must be printed and then signed by the nominated responsible person, may be scanned and emailed to gvf@phecc.ie.

*Please note, **IF POSTING** renewal submission, that PHECC cannot accept responsibility regarding the delivery of material placed in the regular postal system. Due to previous occurrences with the postal system, we do advise PHECC Recognised CPG Service Providers to use the registered post system when posting important documents, which ensures proof of postage.*

Submission Requirements

When submitting material, please ensure the latest version of **templates** are used. These templates will be emailed to the Organisation with the 12-week renewal reminder. They may also be accessed on the PHECC website and downloaded for use.

1. CPG SERVICE PROVIDER ANNUAL REPORT (LIS021)

Standardising the mechanism for PHECC Recognised CPG Service Providers to return important information to PHECC in an Annual Report supports a structured approach. The purpose of the Annual Report is to report on organisational structure, the clinical/operational activities, and to identify the required standard for PHECC Recognised CPG Service Providers. The Annual Report helps the Provider demonstrate compliance with the Council Rules for PHECC Recognised CPG Service Providers (POL003). Guidance on the requirements to be included in the Annual Report (LIS021) is available on the PHECC website. The Annual Report must be completed and submitted as part of the renewal process. The report should be retrospective and cover the previous 12 months; content may be jointly developed by the PHECC Recognised CPG Service Provider and their Medical Director. The completed report must be co-signed and dated by the Medical Director and the PHECC Recognised CPG Service Provider's nominated responsible person.

2. SELF-ASSESSMENT

The PHECC Recognised CPG Service Provider's existing self-assessment should be reviewed, updated and submitted. Use the self-assessment **template** to review the organisation's compliance with the elements of the GVF standard.

3. QUALITY IMPROVEMENT PLAN

PHECC require the PHECC Recognised CPG Service Provider to review, update and submit their quality improvement plan (QIP). The QIP should identify and address any areas highlighted in the most recent GVF Report and incorporate any other improvements that have been initiated or planned at the PHECC Recognised CPG Service Provider's organisation.

The PHECC Quality Improvement Plan (QIP) **template** is issued following a GVF assessment and is also available on request.

N.B. To facilitate organisations with existing quality improvement systems PHECC will accept internal quality improvement planning documents that clearly identify, and address PHECC standards as identified in the self-assessment and suggested improvements as identified in the Recognised CPG Service Provider's latest GVF report.

4. NEW AND/OR UPDATED PPGS

Any policies, procedures and/or guidelines, new or recently updated, and not previously submitted to PHECC, should be submitted as part of the renewal application.

5. CONFIRMATION OF INFORMATION

Prior to the renewal application submission date, a form (FOR064) is sent by PHECC to the PHECC Recognised CPG Service Provider to verify the Provider's information that PHECC holds. This form also seeks information related to any material changes, confirms tax compliance information, and must be signed and dated by the Provider's nominated responsible person.

6. DECLARATION (FOR060)

A declaration must be signed and dated by the Provider's nominated responsible person and returned to PHECC. This document identifies the Council Rules for continued approval as a PHECC Recognised CPG Service Provider and requires the Provider to declare that the rules are being implemented and honoured within their organisation.

7. FEE

As per standard PHECC procedure, the application will only be processed upon receipt of the appropriate licence renewal fee as per POL006 [Schedule of Fees](#).

Payment may be made by:

- Electronic fund transfer (EFT)

Account Name: Pre-Hospital Emergency Care Council
Account No: 38367262
Sort Code: 93-32-36
IBAN: IE29 AIBK 9332 3638 3672 62
BIC: AIBKIE2D

- PayPal

[HTTP://PAYPAL.PHECC.IE/PAYPAL.HTM](http://PAYPAL.PHECC.IE/PAYPAL.HTM)

If a Provider requires an invoice, please submit Purchase Order Number at time of request and ensure request is made in sufficient time for payment to be received by PHECC prior to renewal application submission date.

If further information is required, or if there are any queries, please contact gvf@phecc.ie.

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