



Renewal Application Guidance Licensed CPG Provider

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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Published by:

Pre-Hospital Emergency Care Council

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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 Licensed CPG Provider		
Version	Date	Details
1	Sept 2020	New document

Introduction

This document's purpose is to guide the Licensed CPG Provider through the renewal submission, which is an annual requirement to maintain continued recognition as a Licensed CPG 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 Licensed CPG 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 Licensed CPG 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 **items 1-4** inclusive may be scanned and emailed to gvf@phecc.ie.

Items 5 and 6, which must be printed and then signed by the nominated responsible person, may also be scanned and emailed, or posted directly to PHECC.

Please note 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 Licensed CPG 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 can be accessed on the PHECC website and downloaded for use.

1. ANNUAL MEDICAL DIRECTOR'S REPORT (LIS021 V2)

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

2. SELF-ASSESSMENT

The Licensed CPG 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 Licensed CPG 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 Licensed CPG Provider's organisation.

The PHECC Quality Improvement Plan (QIP) **template** is available.

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 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 Licensed CPG 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 Licensed CPG 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>

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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