Pre-Hospital Emergency Care Council

Licensed CPG Service Provider Notification Process

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 to confirm current version.**)

Doc No-Title LIS020 Licensed CPG Service Provider Notification Process		
Version	**Date**	**Details**
1	Aug 2018	New document approved by Council
2	Nov 2019	Inclusion of Certain Events
3	Apr 2025	Reviewed and updated

Scope

This document's purpose is to support compliance with one of the conditions of POL003 Council Policy for Recognition to Implement Clinical Practice Guidelines.

> *" Immediately notify the Council within defined timeframes of any **material changes to the organisation or structure** of the Licensed CPG Service Provider **and certain events** in accordance with Licensed CPG Service Provider Notification Requirements (LIS020)".*
> *(Extract from POL003- Council rules of CPG licensing)*

Purpose & Rationale

Standardising the mechanism for Licensed CPG Service Providers to return important information to PHECC creates clarity in the requirements and supports a structured template-based approach. Having a defined list or reportable information allows for responsive update of required content should additional requirements be identified into future through the GVF process.

Licensed CPG Service Provider Notification Process (LIS020)

The Licensed CPG Service Provider should notify PHECC in writing immediately or as soon as practicable should any of the following instances occur.

	Material Changes	**Timeframe for reporting**
1	Change of Main Contact.	As soon as practicable
2	Change of Key Personnel.* **Key personnel are directors, trustees, business owners and/or employees who have the authority to directly or indirectly plan and control business operation, including Medical Director.*	As soon as practicable
3	Change of organisational contact information.	As soon as practicable
4	Notice of cessation of trading or entry into liquidations, receivership or examinership.	As soon as practicable
5	Significant changes to Licensed CPG Provider's organisational insurance policies. i.e clinical negligence, employer, and public liability. This requirement also applies to any significant conditions/exemptions attached or executed by the providers insurer.	As soon as practicable
6	Changes in Provider's clinical activities • Exemptions from CPG - carried out under Medical Director's direct approval • Supplementary Interventions outside remit of CPG - carried out under Medical Director's direct approval	As soon as practicable
	Certain Events	
7	Should any PHECC Practitioner have their privilege status adjusted due to clinical practice, behaviour or misconduct concerns.	As occurs, and during a GVF assessment
8	Any failure, adverse incidents or omissions with respect to medication management at Licensed CPG Provider's organisation.	As occurs, and during a GVF assessment
9	The death of a registrant.	As occurs

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