



Licensed CPG Provider Notification Process

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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Council

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Version History

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

Name: LIS020_Licensed CPG Provider Notification Process		
Version	Date	Details
1	Aug 2018	New document approved by Council

Licensed CPG Provider Notification Process

Scope

This documents purpose is to support the PHECC Policy for Organisations to comply with condition number 34 of the Council Rules for pre-hospital emergency care service providers who apply for recognition to implement Clinical Practice Guidelines (POL003)

34. Immediately notify the Council within defined timeframes of any material changes to the organisation or structure of the Licensed CPG Provider and certain events in accordance with Licensed CPG Provider Notification Requirements (LIS020).

Purpose & Rationale

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

Licensed CPG Provider Notification Process (LIS020)

The CPG licensed provider should notify PHECC in writing immediately or as soon as practicable should any of the following instances occur.

	Material changes to the organisation	
1	Change of Main Contact.	As soon as Practicable
2	Change of Key Personnel* <i>*Key personnel are directors, trustees, business owners and/or employees who have the authority to directly or indirectly plan and control business operation.</i>	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 providers 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 Providers clinical activities <ul style="list-style-type: none">Exemptions from CPG - carried out under medical directors direct approvalSupplementary Interventions outside remit of CPG - carried out under medical directors direct approval	As soon as Practicable



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