

Education and Standards Committee Meeting Minutes 11th June 2018

Present

Shane Knox (Chair)
Peter McDaid

Melissa Redmond
Róisín McGuire
Niamh O'Leary
Paul Lambert (Vice Chair)
Adrian Murphy
Tom Brady
Gareth Elbell
Chris O'Connor

In Attendance

Kathleen Walsh, PDO
Jacqueline Egan, PDO
Joanne Byrne, Support Officer

Apologies

Ray Lacey
Ben Heron
Frank Keane
Tess O'Donovan

1. Chair's Business

The Chair welcomed the members and apologies were noted.

1.1 Minutes from May 2018 meeting

The minutes of the meeting held on the 9th May were reviewed. A Committee member queried item 5 relating to the FAR MCQ examination pass rate. The Chair explained the decision for the change.

Resolution: That the Education and Standards Committee approve the minutes of the meeting held on 9th May 2018.

Proposed: Róisín McGuire

Seconded: Peter McDaid

Carried without dissent

2. Quality Review Framework Evaluation – Final Report

Ms Walsh noted that this item was deferred from the May meeting. She presented the common themes from the feedback obtained from the survey and group discussions conducted with the recognised institutions. The members discussed the findings and recommendations of the report with particular points of attention for:

- Improved alignment with other PHECC guidance, for example between the QRF and Governance Validation Framework and submission of documentation, and Teaching Faculty Framework
- Composition of the Quality Review Panel - expanding membership utilising practitioner and responder expertise
- The importance of monitoring courses delivered by RIs, i.e. announced visits versus unannounced visits
- Eliminating redundancy of various standards within the framework
- Future QRF requirements for the two levels of responder and practitioner RIs are introduced, acknowledging sole trader involvement
- Support for RIs for conducting internal verification, including tools and training from PHECC as it may be resource intensive

- Establish a register/database of instructors and the implications of GDPR for this
- Ensuring adequate resources for QRF with reference to PHECC's schedule of fees

The future revision of the QRF and its implementation was highlighted as a priority to members in view of the growing numbers of RIs, and need for continued quality assurance by PHECC.

The matter of RI application and course approval outcomes and change in current processes from delegated decisions by the Director to be submitted to the Education and Standards Committee for practitioner level courses was raised. Ms Walsh shared that in anticipation of the QRF being amended it would be advantageous to have this completed in advance of this changeover.

Resolution: That the Final Report be recommended to Council for its approval with amendments to Section 3.2.1 Recommendation 4 composition of the quality review panel; Recommendation 10 change to announced visits to RIs with a panel of experts and consideration of legal advice to explore the establishment of a register or database for instructors.

Proposed: Niamh O'Leary
Carried without dissent

Seconded: Chris O'Connor

3. Paramedic Examinations Standard – Subcommittee Update

The Chair welcomed Ms Egan to provide an update of the subcommittee activities for the Paramedic Examinations Standard. Ms Egan explained that a subgroup was recently convened as per Council direction following on from a recommendation from the Audit and Compliance Committee to review and amend the OSCE scoring tool, and following external validation, draft recommendations for the Exam Quality Panel. Representation from each of the 3 RIs providing the paramedic programme are involved. She envisioned that 2-3 meetings would suffice for revising the OSCE exam rating, with timings for the stations to be conducted the next day. The Chair queried the validation process for this activity and who should be involved. Committee members who are on the subgroup provided their views regarding quality assurance. Ms Egan noted that because of the present focus for the OSCE, scenarios, process and scoring, the work of the subcommittee for establishing a Paramedic exam standard was now on hold. The Chair directed that this time delay be communicated to Council on Thursday 14th June 2018 and that a revised timeframe, back to the original, is set for September for the completion of the new full examination standard.

4. Update on current Paramedic interim OSCE

This item was discussed in association with agenda item 3 as above.

5. RI Portal -Feedback on use

Ms. Walsh presented the compiled feedback regarding the RI portal. She explained that the number of applications for RI status and courses represented included those that were commenced in error by applicants. A discussion took place on the process for documentation uploading and that more instructions should be provided to users, particularly in relation to sections referring to the QRF criteria.

The Chair expressed that invoicing for RI fees while not affecting most users should be available as a payment method. Ms. Walsh commented that the paypal module was being finalised for use and that an alternative will be made available for those RIs that are not able to make payment by credit card or paypal.

Ms. Walsh informed the Committee that there are sixteen-time slots available monthly for prospective RIs to meet with PHECC staff for pre-application meetings. The issue of allowing for additional company administrators or permission levels for portal data entry was raised and Ms Walsh will follow this up with the ICT.

6. Education and Training Standards Review

Ms. Walsh gave an update to the Education and Training Standards Review informing the Committee that she will be communicating with nominated members shortly to discuss criteria for the RFT due for the end of the month. Committee members discussed the timeline for its preparation and the need for a comprehensive document to inform this work. It was agreed an additional six weeks should be allotted for this purpose with the end of July being the target for the RFT.

7. CPC Status Update

The Chair provided an update to the Committee from Council discussions on CPC at its May meeting. He referred to and commended Mr Ricky Ellis and the subcommittee's report and the progress on this matter in a short period of time. He noted the Council agreed to include in its business plan for 2019 with CPC to be introduced in 2019/2020, with a business case and proposal to go to the Department of Health. Discussion took place about ensuring CPC remains topical with registrants and others.

8. POL020 - Council Policy for NQEMT Examination Viewings and Rechecks – V – 2.2

Ms. Egan presented the revised policy for NQEMT Examination Viewing and Rechecks. She highlighted the areas amended as per the Committee's previous review and discussion. The Chair noted the changes to the policy.

Ms. Egan informed members that the NQEMT Examination handbook is being revised at present.

Resolution: That the Education and Standards Committee recommend POL020 - Council Policy for NQEMT Examination Viewings and Rechecks – V – 2.2 to Council for approval.

Proposed: Tom Brady
Carried without dissent

Seconded: Paul Lambert

7. Recognised Institutions

7.1 RI applications/course approvals

Ms. Walsh informed the Committee of new RI applications and course approvals. She explained that the RIs are only added to the approved list when they have completed their induction meeting with PHECC staff, once this is completed they are then added to the website.

8. Recognition of Professional Qualifications

8.1 Stats update

It was reported that there were currently 8 applications being processed for recognition of qualifications, no outcomes occurred since the May Committee meeting.

9. Naming convention for Responder certificates

The naming convention for responder certificates relating to First Aid Response and Cardiac First Response Instructor courses was raised by Ms. Walsh. She informed the Committee that historically the CFR Community instructor qualification was assumed within the instructor qualification of FAR. However with the transition of OFA to FAR a request was made by a RI to delineate the CFR C instructor status and included as part of the FAR certificate. Permission was granted to the individual RI. Ms Walsh is now seeking to implement the naming convention for all future certificates for the FAR instructor course issued. The Committee discussed the current situation regarding the need to ensure consistency of naming by all RIs for certificates and implications for fees charged by PHECC for certificates. Ms Walsh shared that the fee schedule is to be examined by Council.

Resolution: That the Education and Standards Committee agree that the naming convention for responder certificates for FAR Instructor also states CFR Community Instructor, and that this be communicated to all RIs.

Proposed: Paul Lambert
Carried without dissent

Seconded: Gareth Elbell

10. A.O.B

The Chair asked if members had any items they wished to raise. A Committee member queried about the Irish Heart Foundation response regarding its criteria for CFR A instructors. Ms Walsh stated she will be reverting to the RI on the matter and expects to provide an update at the next Committee meeting.

A Committee member queried when the 2017 Medications Field Guide will be issued. Ms. Walsh told the Committee that the RIs have been notified that the field guides are available for collection. Discussion took place about the field guide App and a proposed timeframe for its availability. Ms. Walsh stated this was explored by Brian Power, PDO, and it was determined that the cost was prohibitive.

Rescheduling for July meeting was discussed and agreed. The next meeting will take place on Wednesday the 18th of July at 10am.

The Chair thanked all for attending.

Signed: 
Chair

Date: 18/7/18