

## Education and Standards Committee

Meeting Minutes 11<sup>th</sup> January 2018

PHECC Office, Naas

Present	Apologies	In Attendance
Shane Knox (Chair)	Adrian Murphy	Kathleen Walsh, PDO
Peter McDaid		Jacqueline Egan, PDO
Róisín McGuire		Brian Power, PDO
Ben Heron		Shane Mooney, Chair Quality and Safety Committee
Niamh O'Leary		Hillery Collins, Vice Chair Council
Paul Lambert		Margaret Bracken, Support Officer
Frank Keane		
Tom Brady		
Gareth Elbell		
Tess O'Donovan		
Chris O'Connor		
Ray Lacey		
Melissa Redmond		

### 1. Chair's Business

The Chair welcomed the members and apologies were noted. The Chair welcomed new Committee member Ms Melissa Redmond, a representative for patients, to the Education and Standards Committee. Ms Redmond addressed the meeting and provided her working background to date, and introductions were made by the members present.

#### 1.1 Minutes from previous meeting of 7<sup>th</sup> November 2017

The minutes of the meeting held on 7<sup>th</sup> November 2017 were reviewed.

**Resolution: That the minutes of the Education and Standards Committee meeting held on 7<sup>th</sup> November 2017 be approved.**

**Proposed:** Niamh O'Leary

**Seconded:** Gareth Elbell

Carried without dissent

#### 1.2 Matters Arising

Agenda item 3 Review of revised Terms of Reference.

Revised Terms of Reference for Recognition of Qualifications Assessors Panel, Examiner Panel, Examination Quality Group and Test Item Writing Panel, were recommended to Council for approval by the Committee. Ms Kathleen Walsh informed the members that the terms of reference were on the agenda for the December Council meeting but were deferred to their meeting on 18<sup>th</sup> January.

Agenda item 6.1 Appendix 1 NQEMT examination included as part of Appeals Policy POL019 – V2.

At the November meeting the following was agreed: that amendments would be made to Appendix 1 NQEMT Examination and a revised draft be resubmitted to the Committee for further consideration. The Committee recommend to Council that RIs be given notification of MCQ exam results with the candidate's permission.

Ms Walsh informed the members that Appendix 1 is currently being revised by Ms Jacqueline Egan, Programme Development Officer. The recommendation from the Committee regarding the MCQ exam results will be made to Council.

Agenda item 6.3 Paramedic examination – Interim Standard.

A revised Paramedic Examination – Interim Standard was recommended to Council for approval with noted amendments. Ms Walsh informed the members that the Interim Standard was on the agenda for the December Council meeting but was deferred to their meeting on 18<sup>th</sup> January.

Agenda item 10.1 AOB. At the November meeting the Chair requested the publication date of the field guide. Mr Brian Power, Programme Development Officer, provided an update on the field guide. He informed the members that some difficulties have arisen with the App due to unexpected significant costing issues. The solution is to go to tender to develop a new App, however this will take some time. A printed copy of the medications section of the field guide will be printed as an interim solution. It is anticipated that the RIs will be provided with the medications field guide by the end of February.

Agenda item 10.3 AOB. It was recommended that a field guide be included in the paediatric station of the EMT OSCEs. An update was sought from the members regarding this. Ms Walsh informed the members that a field guide will be included in this station for future EMT examinations.

## **2. Recognition of Professional Qualifications**

### **2.1 Status update**

A report of recognition of professional qualifications applications processed in 2017 was included in the meeting papers and Ms Walsh briefed the members. There were 23 applications processed in 2017 and currently there are 8 applications at various stages of assessment and review. The members were informed that the Department of Education had requested a report on all applications processed in 2016. This annual report was submitted to the DoE by the Executive. Tess O'Donovan requested a copy of the report to be circulated to Committee members with the draft minutes. Revised draft Recognition of Qualifications Assessors Panel terms of reference, reviewed and agreed at the November meeting, was recommended by the Committee to Council for approval. However, this item was deferred at the December meeting of Council and is listed for its January 18<sup>th</sup> meeting. Expanding the Recognition of Qualifications Assessors Panel was considered at a previous Committee meeting and will be actioned post the Council's approval of the Terms of Reference.

\* Chris O'Connor joined the meeting .

### 3. RI applications and course approvals

#### 3.1 Status update

A full current listing of RIs and course approval status was included in the meeting papers and Ms Walsh briefed the members. There are 53 RIs currently approved with 6 new applications being processed at present.

### 4. FAR Transition Project

#### 4.1 Final Project Report PHECC Project: Transition from Occupational First Aid (OFA) Health and Safety Authority (HSA) training standard to PHECC First Aid Response (FAR) training standard.

A final project report on the transition from OFA/HSA training standard to PHECC/FAR training standard, prepared by project manager Audrey Kirwan, was included in the meeting papers. Ms Walsh provided an overview of the project report. Ms Walsh informed the members that the transition period from OFA to FAR has been extended to May 2018 as per the HSA.

#### 4.2 RI Online portal Development - Update

Ms Walsh gave a presentation on the RI online portal system demonstrating how applicants and RIs would access the system. There was discussion and feedback from the members. Ms Walsh informed the members that the timeline for access and use of the new website portal service is targeted for the end of February. An engagement event for the RIs on this initiative will be organised towards the end of February also. She noted that a sample of RIs participated in user testing in mid-December and the feedback was very positive.

The Chair referred to the concerns expressed by OFA providers and individual instructors regarding advertising and providing future FAR courses. He queried PHECC activities for the transition and the communication to these groups. Ms Walsh shared that there does need to be improved communications involving the transitioning process for instructors. This requires further consideration and resource allocation.

#### 4.3 Education and Training Standards Revision

A working group for the review of the FAR Education and Training Standards was established following the September meeting and they have had several meetings over the past 4 months. A report on the progress of the FAR Education and Training Standards review and revision with feedback from the working group, concerns and key issues identified from stakeholders across the continuum of the health and safety training and business/industry sectors, was included in the meeting papers. Ms Walsh gave an overview to the members and a discussion followed. The ratio of instructor to student (1:6) was highlighted as a key concern. The Chair noted that ratio determination for other PHECC courses (1:8) could be considered as a precursor with other criteria established.

It was highlighted that the Ambulatory Care Report (introduced in the FAR Standard) may not be appropriate for recording occupational first aid in the workplace and should be reviewed. Ms Walsh explained to members that a revision of the ACR report is not currently part of the working group's brief. However, members discussed the need to examine the use of the ACR within the FAR Standard and to consider replacing with a more relevant form. Also considered were the implications of data protection, and legislation in relation to any responsibility of PHECC for collection and reporting of data. It was suggested to engage with relevant data protection officers and the HSA for recording by the First Aid Responder in the workplace. Paul Lambert highlighted the need for a standalone FAR CPG publication as currently FAR CPGs are grouped with other responder and practitioner CPGs.

The working group will report back to the Committee in March with their recommendations for revisions to the FAR Standard. Ms Walsh informed the members that a meeting is scheduled with PHECC and the HSA shortly and any relevant issues identified will be reported back to the Committee.

## **5. Working group for Research**

### **5.1 Terms of Reference – Committee feedback**

Ms Walsh updated the members. At the November meeting nominations were received from the members to join the Education and Standards Committee Working Group for Research as approved by Council at their October 2017 meeting. It was proposed that a draft template be developed for the Committee members to populate in relation to drafting the terms of reference for the working group. Committee members were asked prior to this meeting to consider these points and prepare a minimum of 2 terms of reference for discussion at the meeting. Suggestions were received by Ms Walsh from Niamh O'Leary and Ray Lacey, which were tabled for further discussion at the meeting. Members are requested to email any suggestions for draft terms of reference to Ms Walsh in advance of the first meeting of the working group and the listing of ideas for TORs will be circulated to the working group will by the Chair.

### **5.2 Meeting date**

The first meeting of the working group for research will take place early February. Date to be agreed by members.

## **6. CPC Subcommittee update**

At the September meeting the Education and Standards Committee referred to a subcommittee the issue of determining a standard for CPC that will apply to the register divisions of Paramedic and Advanced Paramedic and membership of the subcommittee was determined. A brief update report on the CPC subcommittee progress to date was included in the meeting papers. Ms Walsh provided an overview to the members based on written report provided by the Chair of the subcommittee Mr Ricky Ellis. The subcommittee have met twice to date and drawn up terms of reference and a recommendation on a standard for CPC will be brought to the Committee when discussions are complete. It was agreed that the minutes of the previous meetings of the subcommittee and a progress report with definitive timelines and proposals be submitted by the subcommittee for the next Committee meeting in March. The Chair commended the CPC subcommittee on the work carried out to date.

## **7. Quarterly Assessments/Paramedic Schedule/TFF – Criteria for Assessor**

At the November Committee meeting, Shane Mooney, Chair of the Quality and Safety Committee, expressed concerns about issues regarding quarterly assessments for paramedics. He informed the members that assessments are being carried out by qualified tutors, and assistant tutors are not authorised to carry out assessments at present, which is time consuming for such a small number of tutors. The Teaching Faculty Framework criteria for assessors was included in the meeting papers. Mr Mooney addressed the meeting. Expanding the standard to allow assistant tutors and mentors to carry out quarterly assessments was proposed and discussed. Ms Jacqueline Egan, Programme Development Officer, highlighted that assessment schedules and the examination handbook will have to be revised and updated simultaneously.

**Resolution: that the Education and Standards Committee recommend to Council that assistant tutor level or someone who has completed an assessors programme or equivalent be the minimum requirement for carrying out quarterly assessments for paramedics.**

**Proposed:** Ben Heron  
Carried without dissent

**Seconded:** Ray Lacey

## **8. Examinations update**

### **8.1 Report from Research Workshop**

A report from the PHECC NQEMT Paramedic Examination Standard research workshop held on 21<sup>st</sup> November 2017, was included in the meeting papers. Jacqueline Egan provided an overview and a discussion ensued. Ms Egan highlighted the gap in the links between the Paramedic Interim Standard, Assessment Schedules and Examination Handbook. She informed the members that the gaps will be addressed through the process of developing the Paramedic Examination Standard. In addition, she pointed out that the current PHECC Paramedic NQEMT Examinations Standard (Interim) V1 will address all variations across the three RIs at Paramedic level.

The selection of representation relevant to the work for OSCE considerations was discussed. Some members were of the opinion that this did not adequately meet the brief for this workshop. It was shared that defined criteria should be established by the Education and Standards Committee for the selection of invited experts.

Frank Keane pointed out that at the start of the process to develop a Paramedic Examination Standard a very productive meeting took place between the RIs and PHECC, and that it would be very worthwhile to have a similar meeting again. Mr Keane expressed his concerns regarding the absence of videoing of Megacode OSCEs from the Paramedic Interim Standard, which was suggested and discussed at the November meeting. The question was raised as to why the RIs were not made aware of the Interim Standard. Ms Egan pointed out that at the November meeting it was agreed to amend the Paramedic Interim Standard to include 2 examiners per station, one examiner assessing the candidate and one examiner leading on the scenario, with a recommendation to Council for approval with this noted amendment. Ms Egan informed the members that the amended Paramedic Examination Interim Standard was on the agenda for the December Council meeting but was deferred to January 18<sup>th</sup>. Brian Power pointed out that exams will be run as per the Interim Standard which does not include videoing at this point but this can be considered in the future when developing a Paramedic Standard.

A subgroup of representatives from NASC, DFB and UL, to develop a PHECC Paramedic NQEMT Examination Standard and include a review of RI Assessment Schedules and any related material as appropriate, was discussed and agreed.

**Resolution: That a subgroup be established consisting of 2 representatives from NASC, DFB and UL to work on a Paramedic Standard and Assessment Schedule.**

**Proposed:** Paul Lambert  
Carried without dissent

**Seconded:** Tom Brady

## 9. Education and Training Standards Review and Revisions

### 9.1 Practitioner Level

### 9.2 Responder Level

Ms Walsh updated the members on the current status of the Education and Training Standards review and revisions for practitioner and responder levels and Emergency Operations Centre levels. Ms Walsh informed the members that a small working group managed by the Programme Development Officer for Education and Standards is proposed for this project. It is envisioned that a tendering process will need to be conducted for an external body to carry out the project as per agreement with PHECC. Ms Walsh proposed that QQI, the National Framework for Qualifications, be invited to make a presentation at the March Committee meeting to the agreement of the members. A discussion followed regarding the working group, tendering process and timelines, and the need for extra resources was highlighted. The importance of updating and aligning the standards with Clinical Practice Guidelines, examinations etc was also highlighted. The Chair suggested a review of the current Strategic Plan to identify the key issues for consideration.

**Resolution: that the Education and Standards Committee are requesting Council to consider the provision of additional resources for reviewing, maintaining, and monitoring standards such as CPC and revised education and training standards.**

**Proposed:** Niamh O'Leary

**Seconded:** Paul Lambert

Carried without dissent

## 10. Committee Meeting dates for 2018

Meeting dates were agreed for 2018 as follows:

Tues 13<sup>th</sup> March

Wed 9<sup>th</sup> May

Wed 4<sup>th</sup> July

Wed 5<sup>th</sup> Sept

Wed 7<sup>th</sup> Nov

## 11. AOB

11.1 Congratulations were made to Dr Chris O'Connor on his Doctorate in Education.

There being no other business the meeting concluded at 16:00.

The next meeting of the Education and Standards Committee will take place in the PHECC office in the Dr Geoff King Room on Tuesday 13<sup>th</sup> March 2018.

Signed: \_\_\_\_\_

Chair

Date: \_\_\_\_\_

11 - June 2018