

## Education and Standards Committee

### Meeting Minutes 18<sup>th</sup> July 2018 PHECC Office, Naas

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#### Present

Shane Knox (Chair)  
Peter McDaid  
Paul Lambert (Vice Chair)  
Gareth Elbell  
Niamh O'Leary  
Tess O'Donovan  
Adrian Murphy  
Chris O'Connor  
Roisin McGuire  
Mary O' Neill  
Ray Lacey  
Tom Brady  
Melissa Redmond  
Shane Mooney

#### In Attendance

Brian Power, Acting Director  
Kathleen Walsh, PDO  
Jacqueline Egan, PDO  
Joanne Byrne, Support Officer

#### Apologies

Ben Heron  
Frank Keane  
Adrian Murphy

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#### 1. Chair's Business

The Chair welcomed the members and apologies were noted. The Chair went on to welcome the Acting Director, Mr Brian Power, and Mary O'Neill from UL, attending the meeting as a replacement for Frank Keane.

##### 1.1 Minutes from June 2018 meeting

The draft June minutes were presented for consideration.

**Resolution: The Education and Standard Committee approve the minutes of the meeting held on 11<sup>th</sup> June 2018.**

**Proposed: Gareth Elbell**  
**Carried without dissent**

**Seconded: Tom Brady**

Ms. Walsh verbally updated the Committee that the Quality Review Framework Evaluation Report had been accepted with amendments during the July Council meeting.

## **2. Paramedic Examinations Standard – Subcommittee Update**

Ms Egan informed the members that the Council established an examinations subgroup in May. The subgroup was established to review, amend, apply weightings and agree changes to the current PHECC Paramedic OSCE content, in conjunction with Exam Quality. The subgroup consisted of one nomination from each of the paramedic level RIs and chaired by the Chair of Council, Dr Jacqueline Burke.

- Due to immediate requirements of the subgroup, the Examination subcommittee meetings were paused but will be rescheduled for September.
- Revised generic assessment scoring sheets, both medical and trauma were included in the meeting papers for information for Committee members. Paramedic candidates who recently sat the NQEMT OSCE were examined using the recently developed content.
- An examiner workshop took place on the evening prior to the OSCE. The examiners and Exam Quality found it to be very beneficial to the assessment of the candidates on the exam day. An interrater reliability exercise was carried out as part of the workshop and the finding will be presented to the Committee in due course.

The following points were made by Committee members:

- The new scoring methodology worked very well – from Chris O'Connor, Committee member, who is also an examiner.
- Does the new OSCE methodology give a correct reflection of the competency of the candidate? Following discussion, informed by examination subgroup members present a Committee member who is also an examiner, it was felt that the competency of the candidate was appropriately assessed.
- The Committee questioned if there was any feedback from the candidates. Ms Egan made them aware that feedback is currently not collected from candidates at OSCEs but is at MCQs. Feedback is collected from both examiners and Exam Quality and when all feedback is reviewed it will be circulated to the Education and Standards Committee.
- The Committee went on to express their compliments and thanked Ms. Egan.
- The Committee suggested that the option of providing feedback should be given to the candidate. Ms Walsh highlighted that the candidate is not obligated to give feedback. The Committee expressed that the initial reaction is what is needed to capture the most accurate feedback. A Committee member suggested the placement of two iPads outside the exam to collect feedback from the candidate(s). Ms Egan stated that there needs to be a clear understanding of what information we want to glean from the candidate, ensuring that it can be utilised as part of a quality improvement process for the OSCE component of the exam. Brian Power stated that it is important to ask for the student's experience of the OSCE process.

The Chair stated that he is aware that the deadline for the completion of the new PHECC Paramedic Examination Standard has been extended until the end of September and Ms Egan confirmed this. The Chair expressed that a lot of work has been completed on the Paramedic Interim Standard to date, and complimented Ms Egan for same.

### **3. Expansion of Panel Membership – Update**

Brian Power spoke to the agenda item. He expressed his concern that this activity for expanding panel membership involved a significant amount of time and staff resources and resulted with 156 people submitting an interest.

The Chair stated that the selection process for expanding the panel had not been agreed by the Committee, nor had any information on criteria for selection of examiners been discussed or presented to the Committee. Mr Paul Lambert stated that this process did not reflect the previous process for expanding panel membership and that the Committee were not made aware of the new selection process.

Mr Power questioned the process for the decision making and the authority for the Committee to request the PHECC Executive to withdraw the expression of interest. The Committee were concerned that a different process for selection applied without first being agreed by the Committee.

In the opinion of Mr Power, as the item was presented under AOB at the May meeting, he believed it should have been deferred to an agenda item at the next meeting with the responsible PDO in attendance and to allow for a full discussion of the matter.

The Chair stated that the Committee had a discussion on this and made a decision and that decision was recorded. The Chair also noted that information relating to this item, the emails circulated etc were not available to discuss at this meeting.

Mr Power added that he was aware that the Committee had not accepted the Standing Orders of Council however until such time that the Committee implements a new standing order these orders should be in effect to direct Committee processes. Ms Egan noted that she was not at the previous meeting when the item was raised under AOB. She explained that she had a lack of resource capacity to re-conduct the expression of interest at this time. On questions put to her by the Committee regarding the approval process for panel membership, the information circulated seeking additional membership, the fact that the correspondence included that the current panel would 'expire' and the lack of approval from the Committee for this criteria, she informed the Committee that under the terms of reference, the appointments to the panels would be approved by the Education and Standards Committee. This would be facilitated by the circulation of a matrix with all nominations and criteria listed for decision by the Committee. The criteria for each panel are laid out in the Terms of Reference for the Committee, which was approved by Council on the recommendation of the Education and Standards Committee.

The Committee then discussed the following points:

- Can the nominating process previously undertaken by PHECC be reintroduced?
- Greater clarity needed on the number of places available
- Greater transparency for the process
- Transparency on the requirements for membership of a panel
- Panel membership periods should be staggered, avoiding complete panel reformation

#### **Actions points to be progressed:**

1. Existing panel members seeking to continue panel membership need to be endorsed by a RI or licensed CPG provider as a criterion for an expression of interest
2. Identify a matrix and weighting for scoring of EOI candidates
3. There should be appropriate distribution of panel members from RIs
4. Proposal to support panel expansion should be developed with the above considerations.



Ms Egan agreed to present amended criteria to the September meeting.

#### **4. Education and Training Standards Revision – Update re: Tender Development**

Ms Walsh updated the Committee members on the tender development including supplier engagement activities and linking the revisions with a future competency framework for practitioners. The Chair questioned the proposed timelines for finalising and posting of the tender. Committee members discussed various challenges of commencing this programme work including the complexity of the various levels of education standards. It was agreed to provide additional time to be allocated to this project for drafting of the tender. The Chair requested an update at the next Committee meeting.

#### **5. CFR Advanced Instructor Criteria – RI correspondence**

Ms Walsh made the Committee aware that this agenda item followed on from AOB item from the May meeting. Ms Walsh wrote to The Irish Heart Foundation (IHF) as per Committee's discussion regarding IHF Instructor criteria for CFR Advanced training. The response from the IHF was reviewed by the Committee. While it was accepted that RIs have a right to establish additional criteria above the PHECC standard it was considered that EMTs possess the skills and knowledge to instruct on the CFR Advanced course. Concern was raised about the RI's criteria – not accepting CFR A instructor certification from other PHECC RIs. Members expressed that this should be addressed with the RI as an unacceptable standard. Ms Walsh is to communicate this concern to the IHF.

#### **6. Recognised Institution Status**

##### **6.1 RI applications/course approvals – Updates**

Ms Walsh informed the Committee of new RI applications and course approvals. She explained the process of RI approval, being finalised only after the organisation's induction meeting was conducted by PHECC staff. She also referred to recent additional RI portal improvements to support RI usage and operability. The Chair added that while the introduction of the portal is a good initiative there were still issues with its user interface.

#### **7. Recognition of Professional Qualifications**

##### **7.1 Stats update**

It was reported that there were currently 8 applications being processed for recognition of qualifications. One outcome for EMT recognition status had occurred since the June Committee meeting.

#### **8. AOB - to be submitted to Chair prior to meeting**

Ms Walsh spoke to the Committee regarding Committee membership substitution and/or replacement. A tabled document was circulated with a proposed amendment for the Committee's terms of reference addressing membership replacement. The Committee discussed and agreed the amendment should be recommended to Council for approval.

**Recommendation: That the proposed addendum for Committee Terms of Reference addressing membership replacement be submitted to Council.**

**Proposed: Tess O'Donovan**  
**Carried without dissent**

**Seconded: Ray Lacey**

Signed: Marc Lopez  
Chair

Date: September 20, 2018