

Present	Apologies	In Attendance
Valerie Small	Mick Molloy	Pauline Dempsey
Maeve Donnelly	Glenna Woods	Brian Power
Sarah Cain	Michael Dineen	Barry O'Sullivan
Shane Knox		Deirdre Borland
Ray Lacey		
Derek Fox		
Roísín McGuire		
Paul Lambert		

1. Chair's business:

The Chair welcomed the assembled members and thanked Michael Dineen for standing in as Chair in her absence. Shane Knox was congratulated on his appointment to a position on Council. The Chair informed the committee of the resignation of Martin McNamara. Apologies were noted. The Chair reminded members about their collective role to consider and make recommendations and advise Council on policy matters relating to the areas in the terms of reference.

1.1 Minutes and matters arising

1.1- Confirmation was given that there was no change to paramedic entry requirements.

2.1- A request was made to record a "strong objection" to the inclusion of a statutory declaration by Council for recognition of RIs and the lack of knowledge regarding the consequences for a breach of same.

3.1- Clarification was given that "NQEMT exam – viewing and recheck policy" would be an agenda item when the preparatory work was concluded.

4- A request was made to remove "none were provided" from the minutes. Another that recertification of EFR instructors be an agenda item in the future.

The Acting Director advised that Council noted the Committees "objections" re a statutory declaration however it would be wholly negligent of Council to ignore legal advice. Council also noted that NAS staff have to sign a Statutory Declaration prior to commencing employment.

Resolution:

That the minutes of the Education and Standards committee meeting held on 29/10/2014 be agreed subject the above amendments

Proposed: Sarah Cain

Seconded: Roisin McGuire

Carried without dissent

1.2 Strategic Plan

The Acting Director gave a brief overview of the PHECC strategic Plan 2015-2017 and clarified that the development of the strategic plan was a function reserved for Council as per Corporate Governance.

The Chair advised that she represented the Committee at Council's strategic planning workshops. Concern was expressed with the quality of the engagement with the Irish College of Paramedics.

2 Education and Training Standards leading to PHECC awards

2.1 Educational awards report (2014) - for information

This item was noted by the members.

2.2 Draft Teaching Faculty Framework

A brief overview of the history and the recent stakeholder consultation on the Teaching Faculty Framework was given and the Committee were requested to give consideration to recommending the framework to Council.

A non-agenda item - CDET application for FAR course approval and instructor criteria was raised and the executive clarified that the usual RPL arrangements could apply. There was agreement that a cautious approach was required before awarding any automatic recognition/approval on the basis of non-PHECC standards.

There was agreement that a facilitator must be on the PHECC register and 'tutorials' should only occur during the didactic part of the course.

Resolution:

That the Teaching Faculty Framework be recommended to Council for approval

Proposed: Roisín McGuire

Seconded: Shane Knox

Carried without dissent

2.3 Draft Quality Review Framework

An overview of the development of the Quality Review Framework and the recent stakeholder consultation was given and the Committee was requested to consider recommending the framework to Council.

The composition of the quality review panel has yet to be finalised with consideration being given to a member of the PHECC staff and experts from outside Ireland will be sought. The HIQA

and HCPC methodology using service users and visitors respectively was briefly discussed with an emphasis on panel subject matter expertise being a prerequisite.

Resolution:

That the Quality Review Framework be recommended to Council for approval.

Proposed: Sarah Cain

Seconded: Shane Knox

Carried without dissent

3. Recognition of professional qualifications:

3.1 Annual report 2014.

This item was noted by the committee. A brief account of the proposed European professional card and alert mechanisms was discussed.

4. AOB

4.1 Meeting dates for 2015 were agreed: 28th April and 29th Sept and an option for a fourth in December as needed.

4.2 HSE NASC UCD CEMS will engage with the executive to modify their paramedic course.

There being no other business the Chair concluded the meeting.

Signed: 

Date: 28th April 2015

Education and Standards Meeting

Date: 28/04/2015

Present

Valerie Small
Shane Knox
Brian Bruno
Sarah Cain
Maeve Donnelly
Roísín McGuire

Apologies

Dave Hick
Ray Lacey
Glenna Woods

In Attendance

Pauline Dempsey
Barry O'Sullivan
Jacqueline Egan
Brian Power
Deirdre Borland

1. Chairs Business

The Chair welcomed the assembled members and apologies were noted.

1.1 Governance

The Acting Director delivered a presentation to the members regarding Governance.

1.2 Minutes and matters arising

Mr Knox noted that discussion items and individual names were not recorded in the minutes. The Chair referred to the governance guidance provided at the last Council meeting and today.

There were no matters arising.

Resolution that the minutes of the Education and Standards Committee of 27/01/2015 be approved

Proposed: Maeve Donnelly

Seconded: Sarah Cain

The Acting Director left the committee meeting after this item.

1.3 Membership

The Chair informed the group that Dr David Menzies will join the committee to fulfil the role of an expert in Education and Training - medical.

The committee noted the position of an expert in Education and Training – nursing vacated by Prof Martin McNamara is still outstanding.

A request to accommodate an additional place on the committee for the voluntary sector was made. It was noted that membership is not representative and was a matter for Council.

2. Education and Training Standards leading to PHECC awards

2.1 CFR and PHECC – a position paper

The Executive briefly outlined and invited comments and observations on the document included in the meeting papers. Mr Knox asked about the remit of PHECC in creating CFR materials. The Executive clarified that Council has always supported the use of emerging technology, education and training and the formulation of experimental curricula.

There was general agreement on the following items:

- a. That PHECC, in line with ILCOR 2015 and new CPGs (by the medical advisory committee) shall revise the CFR Community and CFR Advanced education & training standards.
- b. That PHECC shall produce training materials for standardised delivery of CFR Community and separately CFR Advanced courses and make available for distribution in 2016. The materials will include an instructor DVD with manual and student handbook.
- c. A more simplified poster style product may be considered for CFR Community (BLS).
- d. There was support for continuing the inclusion of specific CFR 'add-ons' as listed.
- e. There was no support for revising the CFR on-line course.
- f. There was good interest in a CFR campaign for school – theme and scope yet to be determined, but handouts, cards, an interactive child friendly website and Apps were suggestions.
- g. There was support to progress the concept of "coordinated team CPR" as a standard of operation.

2.2 Course activity

A revised document detailing the number of responder level certificates for years 2010-2015 was tabled for the committee's information.

2.3 Critical care paramedic training – a discussion paper

The paper included in the meeting papers was discussed. The committee suggested an alternative multidisciplinary approach to train, assess and certify paramedics, doctors and nurses in the necessary critical care skill set. Mr Knox stated that NAS was not consulted and that this type of training was not on its immediate agenda. The committee suggested that the group could engage the Irish Colleges to design a programme for multidisciplinary training.

Brian Power agreed to convey the committee's feedback to the retrieval and transfer operations group.

3. Recognition of Institutions and exams

3.1 Council policy for NQEMT examination viewing and recheck (EMT and P)

A broad outline of the policy and procedure was provided by the Executive. The committee noted the policy and agreed to recommend to Council that a successful candidate be refunded the recheck fee when the complaint about a question (test item) is upheld.

3.2 HSE NASC and UCD CEMS Paramedic assessment schedule

This items was included for information purposes only and was noted by the committee.

4. CPC

4.1 Paramedic and AP preview of Survey Results

The preview of results was noted by the committee. The Executive noted that the results must next undergo qualitative analysis and reporting. This report will be viewed by the committee and will inform the development of the CPC standards for both AP and Paramedic. It was noted that renewed consultation with the registrants is also planned.

4.2 EMT Survey

The committee were informed that the EMT survey was still open and a report of results will be made available at a future meeting. The results of this survey will also be considered when the CPC standards for P and AP levels are being drafted.

The committee requested that notice of consultations e.g. surveys with registrants should be communicated on the PHECC website and the Executive agreed to comply with the request.

5. AOB

There being no other business the meeting was concluded.



Valerie Small
Chairperson

24th Nov 2015

Date

PHECC Education and Standards Committee

Meeting Minutes 24th November 2015

PHECC office, Naas

Present

Ms Valerie Small
Dr Shane Knox
Mr Brian Bruno
Ms Sarah Cain
Ms Maeve Donnelly
Ms Roisín McGuire
Mr Conor Mc Evaddy
Dr Mick Molloy via Teleconference
Dr David Menzies
Assistant Prof Sandra Fleming

Apologies

Mr Paul Lambert
Mr Ray Lacey
Ms Glenna Woods

In Attendance

Pauline Dempsey
Peter Dennehy
Jacqueline Egan
Brian Power
Barry O'Sullivan
Marian Spence

1. Chair's business:

The Chair welcomed the assembled members and apologies were noted.

1.1 Minutes and matters arising

Resolution: That the minutes of the Education and Standards Committee of 28/04/2015 be approved.

Proposed: Sarah Cain
Carried without dissent

Seconded: Roisin McGuire

Matters arising:

- Re 2.1 CFR training products: appointment for a secondment post in the office is being progressed.
- Re 3.1 NQEMT policy: Council had approved a refund of fees when a complaint about a test item is upheld as recommended by this committee.

Director's update:

The Director spoke to members about the Health and Safety Authority (HSA) and background of occupational first aid (OFA) in Ireland. The HSA Chief Executive and Assistant Chief Executive held a meeting with representatives of PHECC in November to discuss possible synergies between OFA and Council's First Aid Response (FAR) standard and other operational matters including QQI and a stakeholder engagement process. A working group to progress matters was agreed and the outputs of this group will be presented to this committee and Council as appropriate in 2016.

1.2 Membership

The Chair welcomed two new members, Assistant Prof. Sandra Fleming and Dr David Menzies to the Committee.

2. Education and Training Standards leading to PHECC awards

2.1 NQEMT EMT exam – access to exams

Correspondence was included for information by the committee. The committee were asked for their views on the introduction of a fixed time period from completion of the EMT course (confirmed by the RI on the completed NQEMT Examination Application Form) to successful completion of NQEMT EMT assessment. There was general agreement for a period not longer than 6 months as a rule with an extension to 9 months in extenuating circumstances only such as medically certified sick leave or pregnancy. Members discussed the implications for these timeframes. This new rule will need to be communicated to all stakeholders and will be published in the exam handbook and on the PHECC website to ensure all candidates and RIs are fully informed.

Resolution: The Committee recommends to Council a change in NQEMT exam policy to confirm that EMT candidates can access NQEMT EMT examinations for a fixed time period of 6 months from completion date of training course to completion of successful assessment. An extension to 9 months be allowed only in extenuating circumstances.

Proposed: Shane Knox
Carried without dissent

Seconded: Roisin McGuire

2.2 New standards to comply with SI 449 Medicinal Products (Prescription and Control of Supply) (Amendment) No. 2) Regulations 2015; 2 drafts for consideration

The Director left the meeting at this point. Members were informed that SI 449 of 2015 (Medicinal Products (prescription and control of supply) (Amendment) (No. 2) Regulations 2015) was now law and a copy was included for information. An overview from a recent Council meeting was given by the Chair. Council agreed to task the Education and Standards Committee to develop suitable education and training standards for the new prescription only medications.

In this regard, draft standards were included for consideration and members examined in detail *CFR and Epinephrine (Adrenaline) auto-injection* and *CFR and Naloxone pre-filled injection*. Ms Dempsey agreed to incorporate all the members' suggestions, comments and questions into the next draft version.

Some items were noted for the Medical Advisory Group and the assistance of the HPRA for other items will also be sought.

The ensuing discussion explored a variety of approaches for instructor level with the aim to ensure maximum output of these courses in the community whilst ensuring best practice and patient safety is maintained. In response it was agreed a sub-group was required to consider an instructor pack for each course to ensure standardised delivery of the courses as it's rolled out in 2016. The content of the instructor pack will include lesson plans in the first instance with a view to preparing other teaching supports at a later stage. Shane Knox, Roisin McGuire, Mick Molloy and David Menzies volunteered for this sub-group.

2.3 Paediatric first aid (response) standard request and response from Council

This item was discussed at the November Council meeting where there was agreement that the First Aid Response Course would satisfy the requirement for both adults and children in the sector. It was reported that correspondence had been sent to the Department of Children & Youth Affairs in response to the original request. No further action by the committee is required at this time.

3. Recognition of professional qualifications

3.1 Level of qualifications for NQEMT awards as per Article 11 of Directive 2005/36/EC on the recognition of professional qualifications (amended by Directive 2015/55/EU)

A paper was included proposing the level of NQEMT qualifications as per the levels of qualification as per Article 11 of the Directive. Discussion ensued regarding the levels of the Directive proposed for 3 NQEMT levels.

The expected transposition of the directive into Irish law is expected January 2016. Legal advice would be sought to ensure Council Rules remain fully compliant with the new regulations. The Chair agreed the task of grouping the NQEMT awards in accordance with the Directive be brought back for further consideration at subsequent meetings.

4. CPC

4.1 Continuing CPC requirements for EMTs: Survey Report (September 2015)

4.2 CPC for Paramedics and Advanced Paramedics: Summary Report (October 2015)

The order of the agenda was revised and CPC (agenda item 4) was heard as item 2 on the meeting to accommodate a CPC presentation by the Deputy Director who left the meeting shortly after.

Both the above reports were presented at the Council meeting on 12th November. The Deputy Director gave a short presentation on the CPC consultation experience and vision. Published literature from Dr Shane Knox and the EMT Guide (green booklet) on the topic were tabled which informed the broader discussion.

A discussion ensued regarding the methodology of recording and CPC electronic and other. The Deputy Director/Registrar confirmed that it is proposed that an electronic record platform will be made available for free by PHECC. It was also acknowledged that some organisations have already developed similar structures to enable Practitioners' record CPC activities and are seeking feedback and further guidance on this matter. It was agreed that Practitioners should be able to select their preferred method to record CPC.

The Director recapped on the discussion and acknowledged all the excellent work completed to date. The response rate to the recent surveys and the overall support from practitioners was remarkably high. He proposed that assistance would be sought from an external organisation (by tender) to explore and report on evidenced-based options for a CPC framework to best meet the requirements of PHECC and needs of practitioners. It is envisaged that a report from this project would be available for this committee by end of Q1 in 2016 with a view to submission to Council by mid Q2 and considering implementation by end of Q2 2016. The challenges of implementation were discussed and there was agreement that if additional resources were required, that Council will be informed and the appropriate business case prepared for the DoH.

Resolution: The Committee supports commissioning an external organisation (via tender) to examine all the available evidence and formulate CPC options for PHECC, Paramedics and AP practitioners.

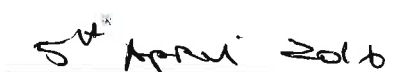
Proposed: Shane Knox
Carried without dissent

Seconded: Roisin McGuire

5. AOB

There being no other business the meeting concluded. Meeting dates for 2016 will soon be agreed and distributed to all members. It's expected that the next meeting will be held in January with a date to be confirmed.

Signed: 

Date:  5th April 2016