

## Education and Standards Committee

Meeting Minutes 27<sup>th</sup> June 2017

PHECC office, Naas

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### Present

Shane Knox (Chair)  
Ray Lacey  
Paul Lambert  
Niamh O'Leary  
Tom Brady  
Frank Keane  
Tess O'Donovan

### Apologies

Ben Heron

### In Attendance

Kathleen Walsh  
Margaret Bracken

### 1. Chair's Business

The Chair opened the meeting by welcoming everyone to the first meeting of the Education and Standards Committee 2017 and thanked the members for their nominations and attendance. Apologies were noted.

#### 1.1 Introductions

Introductions were made around the table.

#### 1.2 Minutes from May 2016 meeting

Minutes of the final meeting of the previous Education and Standards Committee were included in the papers. Kathleen Walsh confirmed that any concerns were raised by the members in relation to the accreditation of new Recognised Institutions, at this meeting were addressed at the final Council meeting in June 2016 and there are no issues outstanding. Acknowledgements were made by the Chair to Ms Valerie Small, the Chair of the former Education and Standards Committee, and to the Programme Development Officers and PHECC staff, for all their hard work and invaluable contribution to the Committee.

**Resolution: That the minutes of the Education and Standards Committee held on 24th May 2016 be approved.**

**Proposed:** Ray Lacey  
Carried without dissent

**Seconded:** Paul Lambert

### 1.3 Committee Terms of Reference

Kathleen Walsh briefed the members on TOR015 – Education and Standards Committee terms of reference which was approved by Council on 11<sup>th</sup> May 2017. Specific points in the terms of reference were highlighted, with emphasis on governance and accountability, confidentiality of Committee work. The importance of research in education and training as a key term of reference was discussed with the Committee acknowledging the requirement for sufficient staff resources for addressing its TORs. The use of external persons/experts where needed to assist with Committee work was also mentioned.

### 1.4 Committee Membership

Members were informed that expressions of interest have been sought for the Committee. This process was conducted over several weeks, with a low response rate. While expressions of interest were received not all met the criteria required. Council examined the process at their meeting on 14<sup>th</sup> June and a decision was made for a second round of expressions of interest to be conducted, to include EMTs as part of the practitioner group. Kathleen Walsh noted this would occur in the next week in order to populate the Committee for its full complement of 12 members.

### 1.5 Code of Practice for Governance of State Bodies

POL033 – Code of Governance and Business Conduct as approved by Council was included in the papers for information. Kathleen Walsh provided an overview and requested the members to familiarise themselves with policy. She highlighted areas involving governance of Council, fiduciary responsibility of Council, the annual evaluation of Committees of Council, delegated functions to the Director, and reporting requirements.

### 1.6 Conflict of Interest Policy

POL032 – Council Member Policy – Conflict of Interest was included in the papers and a discussion ensued. It was noted that it is the responsibility of individual members to identify conflicts of interest and as they arise they should be managed appropriately. As meeting papers are to be circulated to members one week prior to meetings it was suggested that any conflicts of interest could be communicated before the meeting date.

## 2. Committee Activity 2012 – 2016

### 2.1 Education and Standards with reference to PHECC Strategy and Business Plan

Included in the papers was a summary of The Education and Standards Committee key activities from 2012 – 2016 and Kathleen Walsh briefed the members. Consideration was given to the significant amount of work carried out by the Committee previously and the priority areas as identified in the extract information from the strategy and business plan. Thus, it was agreed that the proposed schedule of meeting every 2 months was appropriate at this time.

### **3. PHECC Committees/Working Groups relating to Education and Standards work**

The terms of reference for PHECC Committees and working groups were included for information as there is significant interaction and linkage between various Committees and groups and programme work. The Chair gave an overview of the terms of reference for all the Committee, informing members as per Council decision any Council member is welcome to attend any of the PHECC Committees meetings and the Committee Chairs will receive Education and Standards Committee papers.

#### **3.1 Quality and Safety Committee**

#### **3.2 Medical Advisory Committee**

#### **3.3 Priority Dispatch Committee**

#### **3.4 Examination Quality Group**

#### **3.5 Examiner Panel Group**

#### **3.6 Test Item Writing Group**

The Chair noted that the Terms of reference and membership of the above groups (3.4, 3.5 and 3.6) dating from the previous Council should be reviewed by the Committee and then proceed to Council. As these groups are managed by Jacqueline Egan, Programme Development Officer for Examinations, Kathleen Walsh will liaise with her in preparing this information for the Committee's consideration. The Chair requested that governance and criteria for member selection are addressed in this review activity.

Committee members discussed the need to ensure there is cohesion between the various Committees' work streams and outputs. Frank Keane shared the example for the association of Clinical Practice Guideline (CPG) development by the Medical Advisory Committee and the relevant Education and Training Standards. Kathleen Walsh stated that with the new formation of the Committees, communication amongst them/Chairs was critical– this included the link with the other Programme Development Officers for their input with Committees' work.

#### **3.7 PHECC Organisational Map**

An overview of current structures/responsibilities was included for information.

### **4. Education and Standards – Responder and Practitioner Levels**

A general discussion took place regarding the mechanisms for reviewing and revising the Education and Training Standards across all levels. Niamh O'Leary suggested that a methodology and continuous quality review process should be developed to direct this activity. Tess O'Donovan queried about the creation of a project team to support this work. The Chair requested that proposals be prepared for the next meeting.

#### **4.1 Cardiac First Response and Medications for Listed Organisations (2016)**

Kathleen Walsh gave a summary of the implementation of this new standard including the uptake by RIs to deliver these courses. To date 3 RIs are providing training and there are additional applications under review. She spoke about the collaboration between PHECC, Pharmaceutical Society of Ireland and the Health Product Regulatory Authority and the briefings provided to the Dept of Health on the initiative.

#### 4.1.2 Criteria for instructors

Correspondence from an RI approved for CFR and MLO courses was reviewed by the Committee in relation to an application for instructor status recognition. The Committee considered the criteria submitted in support of the application against the established criteria as per the Standard. The Committee came to the conclusion that the applicant currently does not meet the criteria i.e. "other registered healthcare professional with a valid CFR instructor certificate and have experience in managing emergencies and it's within their scope of practice..." The Committee was of the view that as this was a new initiative caution should be exercised, and there was an option available to the individual to obtain EFR instructor status allowing for CFR and MLO instruction.

#### 4.1.3 Evaluation of Instructor Course Pack

The Committee discussed the necessity of evaluating the instructor course pack for the CFR and MLO courses at a near point in time to determine if it was fit for purpose and met RI and student needs. Reference was made to correspondence between PHECC Executive and HSE National Social Inclusion Office about Naloxone CPG (1.3.6) for dosing. This issue is being addressed by Medical Advisory Committee and may result in changes for the education material in view of any revisions to the CPG.

It was agreed to collect information from RIs in the several months for the numbers of persons receiving training, to aid in planning the evaluation, ensuring adequate sample size of RIs and students.

### 5 Recognised Institutions current status

#### 5.1 Council Rules for Recognition of Institutions and course approval

As an overview, Kathleen Walsh referred to Council Rules as foundation for RI and course approval. It was noted that the Committee's ToR involve considering and making recommendations to Council on recognition of institutions (1d). The historical background of the approval process from the Accreditation Committee transferring to the Director through delegation decisions per Council resolution was shared. Following discussion, the Committee concluded that the current process should be referred to Council.

#### 5.2 Listing of Current RIs and approved courses

#### 5.3 Delegated decisions to Director – Council Report Courses Activity

These two items were provided for information purposes, detailing the number of organisations approved as RIs and course approvals over the course of the past year. It was stated that this information is provided to Council at each of its meeting. The Committee requested that these reports also be presented at future meetings.

### 6. Quality Review Framework (QRF)

#### 6.1 Current Status

The Quality Review Framework – QA model for RIs has concluded its first 3-year cycle of monitoring, with the completion of on-site reviews with the 2015 cohort of RIs. Kathleen Walsh stated that it has been a great learning experience for PHECC and RIs and at this juncture an evaluation of the QRF was required. She referred to the need to incorporate the QRF more solidly within the RI

application and renewal processes and there are other areas for review. The Committee agreed it was timely to evaluate the model and requested that it be included for the September meeting.

## 6.2 Quality Review Panel Guidelines

The composition of the Quality Review Panel was discussed by the Committee members. It was acknowledged that the initial reliance for external expertise and experience served the process well. The Chair raised that it may be appropriate and timely with the evaluation to introduce PHECC educators/practitioners for panel participation. Tess O'Donovan suggested that it was important for building capacity for quality improvement in the health services that others with specific training and academic qualifications are involved in the reviews. It was agreed to review the QRF panel membership as part of the overall evaluation.

## 7. Transition of Occupational First Aid/HSA to First Aid Response/PHECC

### 7.1 Overview and current Project work

Kathleen Walsh presented an overview of the transition project underway, providing the statistics for FAR provider and instructor course approvals and applications under review. Specific project work with external assistance is focused on improving the application/review process for new RIs, RI database management, and funding models. The Committee discussed the implications for PHECC staff and resources and sought that this project should be noted in PHECC risk register and advanced through the current business cases.

The mapping diagram of OFA/FAR training standards was considered by the Committee along with the stakeholders' concerns for differences with student/instructor ratios and duration of courses. Kathleen Walsh asked for the Committee to examine the 2014 FAR Standard as a matter of priority. The Committee agreed this review should be progressed and include consideration of international practice. Niamh O'Leary referred to the International Red Cross standards for first aid as a resource.

## 8. Paramedic Exams/Assessment – Mega Code

The Committee were informed by Kathleen Walsh that the PDOs undertaking mapping exercise across 3 paramedic programmes studying the PHECC Standard and Mega-code assessment. This will involve meeting with 3 RIs representatives (NASC, DFB and UL) to review and revise current assessment processes to standardise approaches across the RIs. This work will progress over the next few months and be reported back to the Committee.

## 9. Recognition of Professional Qualifications overview

The Committee were briefed on the recent regulations (SI 8 of 2017) for the transposition of the EU directive for Recognition of Qualifications. Work is underway to ensure PHECC documentation and processes are aligned to the new Regulations and to provide greater guidance to applicants at EU and non-EU levels. This has involved workshop participation within the Depts of Health and Education and examining current structure and processes for compensation measures of adaptation and aptitude testing for practitioner levels.

### 9.1 Recognition of Qualifications – Assessor Panel

The terms of reference for the Qualification Assessors Panel (TOR-003) were included for information. Panel membership is appointed by the Director. The Committee queried the criteria for appointment and the activity level for the Panel. Kathleen Walsh stated that the application file numbers vary – noting 23 applications were processed in 2016. The Chair noted that as the recognition of qualifications is part of the Committee's remit it should review the ToR for the Assessors Panel.

## 10. Teaching Faculty Framework overview

The Teaching Faculty Framework (STN021) was provided to the Committee for information

### 10.1 Educational Awards – Status

Current statistics for Educational Award Holders were given by Kathleen Walsh. She noted various points for consideration by the Committee for teaching faculty. These involved exploring the association of the awards with the QQI and the National Qualifications Framework; improved engagement with EA holders particularly with future project work; and surveying of RIs and teaching faculty for their existing associations.

## 11. Continuous Professional Competency overview

### 11.1 Registration and EMT CPC Report

Omar Fitzell, EMT CPC Coordinator presented an overview of the project work for implementing CPC for EMT. (Refer to *Report on the creation of an assessment process for monitoring Continuous Professional Competency within Emergency Medical Technicians in Ireland* (2016) and PowerPoint slides for details.) At the conclusion of the presentation he outlined areas for future clarification and several recommendations drawing on the work to date including stakeholder engagement. The Chair thanked Omar Fitzell for his huge work and noted the positive feedback received.

The CPC standard for Paramedics and Advanced Paramedics and its development was referred to as ToR for the Committee. Kathleen Walsh mentioned Ricky Ellis's (PDO) current activities in this area and suggested he present his work to date to the Committee. The Chair suggested that a sub-Committee/working group for CPC be formed to advance the CPC standard. He noted this Committee first for design and implementation of the standard with Quality and Safety to ensure the standard is met.

### 11.2 CPC Guide for EMT (2017)

Provided to the Committee for information purposes.

## 12. National Ambulance Service School Project

Council requested the Committee to examine the request of NAS staff for PHECC support with its school education project. The information pack developed locally for schools was circulated to Council and included in the Committee papers. Kathleen Walsh requested a written proposal from Micheal Dineen (NAS) detailing the specific supports sought for the project. She will follow up with him to have the proposal submitted for the next meeting.

### 13. AOB

The Chair suggested that the Committee consider its remit for supporting research activities within the pre-hospital emergency care environment and plan for focused attention on this re: hosting a future workshop to include external expertise.

Kathleen Walsh referred to the European Committee for First Aid Education Publication *Single European First Aid: Cross Border First Responders (2016)* for future Committee consideration associated with review of responder programmes.

### 14. Proposed 2017 meeting dates

Tuesday 5<sup>th</sup> September

Tuesday 7<sup>th</sup> November

*Tuesday 25<sup>th</sup> July - Cancelled*

The meeting concluded at 4:15pm.

Signed:

  
Chair

Date:





## Education and Standards Committee

Meeting Minutes 5<sup>th</sup> September 2017

PHECC Office, Naas

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### Present

Shane Knox (Chair)  
Peter McDaid  
Róisín McGuire  
Niamh O'Leary  
Paul Lambert  
Frank Keane  
Ben Heron  
Gareth Elbell  
Tess O'Donovan  
Adrian Murphy  
Chris O'Connor  
Ray Lacey

### Apologies

Tom Brady

### In Attendance

Kathleen Walsh, PDO  
Brian Power, PDO  
Jacqueline Egan, PDO  
Margaret Bracken, Support Officer  
Jacqueline Burke, Chair of Council  
Hillery Collins, Vice Chair of Council

## 1. Chair's Business

The Chair welcomed everyone. Apologies were noted. The Chair noted that the previously scheduled meeting organised for July was cancelled due to PHECC office re-location during that period. Dr Knox stated the meeting agenda was extensive and some items may need to be discussed at future Committee meetings because of possible time restrictions.

### 1.1 New Committee members introduction

The Chair welcomed the new members to the Committee. Dr Jacqueline Burke, Council Chair, expressed her thanks to the Committee for the important work and valuable contributions to PHECC. Kathleen Walsh informed the members that the patient representative is outstanding, and was seeking to have the position filled before the next Committee meeting. Ms Walsh stated that an induction meeting for the new members was held on 28<sup>th</sup> August.

### 1.2 Minutes from previous meeting of 27<sup>th</sup> June 2017

The minutes of the meeting held on 27<sup>th</sup> June were reviewed.

**Resolution: That the minutes of the Education and Standards Committee meeting held on 27<sup>th</sup> June 2017 be approved.**

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

**Seconded:** Niamh O'Leary

### 1.3 Matters Arising

There were no matters arising.



## **2. Working groups – Terms of reference and membership review**

The terms of reference and membership of the Education and Standards Committee working groups were revised and updated by the Programme Development Officers for members' review and consideration.

Jacqueline Egan identified the changes and additions to the terms of reference and membership of the Examination Quality Group, Examiner Panel and Test Item Writing Group. The members were advised that membership is now appointed by the Education and Standards Committee and not the Director as per previous working groups. Considerable discussion and suggestions from the members followed.

### **2.1 Examination Quality Group**

The consensus was to consider expanding the membership of the PHECC Examination Quality Group to include a representative from a higher education institution, specific to education discipline. Also, representation from all three practitioner levels was to be included. Ms Egan will revise the composition of TOR005 and a new draft will be included for the Committee's review at a future meeting.

### **2.2 Examiner Panel**

The draft revisions were reviewed. A concern for examiners possibly being compromised by examining their own students and circumventing any perceived difficulties this may cause for candidates as a result was discussed. It was suggested that the scheduling of PHECC examiners for OSCEs should be managed by PHECC going forward, and not the recognised institutions which is the procedure at present. The general opinion among the members was to reword the membership criteria of the PHECC Examiner Panel terms of reference.

Ms Egan informed the members that a review of the current Examiner Panel will be carried out and the revised examiner roles and responsibilities will be sent out to all PHECC Examiners following approval of the terms of reference. Ms Egan will amend TOR010 and a revised draft will be presented at a future meeting.

### **2.3 Test Item Writing Group**

It was agreed that TOR011 Test Item Writing Panel be recommended to Council for approval.

**Resolution: That TOR011 Test Item Writing Panel be recommended to Council for approval.**

**Proposed: Paul Lambert**  
**Carried without dissent**

**Seconded: Ray Lacey**

### **2.4 Recognition of Qualifications – Assessor Panel**

Ms Walsh identified the changes to TOR003 Qualification Assessor Panel. She explained the process of recognition of qualifications, the role of the assessor panel, and the current composition of the panel. Committee proposed that: Membership criterion 1 include PHECC registrant at Paramedic level and change to minimum of 5 years registration as a medical practitioner or general nurse. Point 2 criterion revision to denote level 9 qualification and not limit to MSc as currently written. The members agreed that the current Chair of the Assessor Panel should continue as Chair. Ms Walsh will amend TOR003 and a new draft will be included for review at a future Committee meeting.

## **3. Recognised Institution Status – current activity**

### **3.1 RI Listing – Current Course Approval**

A current RI listing and course approvals was provided for information purposes.

### **3.2 RI and affiliation with organisations and faculty**

Ms Walsh informed the members that PHECC has received queries from RI, health and safety education and training organisations, and instructors/faculty, on the subject of affiliation. Stakeholders are seeking guidance from the regulator for affiliation as a result of the current transition from OFA/HSA to FAR/PHECC. There was considerable discussion among the members and the importance of recognised institutions adhering to Council rules is noted, also standards and monitoring arrangements must be in place and fully complied with. The Committee approved the need to maintain the status quo for affiliation relationships and faculty management as per PHECC Rules and policies. This will be submitted to Council for its approval.

### **3.3 UL Paramedic programme accreditation**

This agenda item was not discussed however an overview document was provided to the members with key dates and activities for UL paramedic course approval, and the relevant previous Education & Standards Committee minutes and Council minutes were also included for information.

## **4. Proposal for Quality Review Framework evaluation**

Ms Walsh briefed the members on the Quality Review Framework (QRF), PHECC's quality assurance model for recognised institutions. Dr Burke, commended the work carried out to date on the Quality Review Framework. Ms Walsh informed the Committee that after completing the first three-year cycle, there is now a requirement for an evaluation of the QRF structure process and outcome to ensure it is fit for purpose. A sub group specific to the QRF was discussed by the members. The Committee discussed the possible need to establish two levels within the QRF - requirements for those RIs providing responder programmes and those delivering practitioner level programmes. The members were in agreement that Ms Walsh and the QRF panel will proceed with the evaluation and submit the report to the Committee for consideration.

## **5. Paramedic Standard for Examinations**

A draft NQEMT Paramedic Examination Standard was included in the meeting papers and Ms Egan gave an overview to the members. There was considerable discussion and issues raised. This included the pass mark and resit criteria. Mr Power provided the historical regulatory context for these examination elements, as represented in the draft Standard. The Committee deliberated these points and agreed to modify both the pass mark and criteria for resits. The members were in agreement with these modifications that the paramedic standard for examinations be recommended to Council for approval as an interim standard. This is to take effect until additional, evidence based research is completed and returned to the Committee, to inform the process for progressing to a national standard.

The feasibility of PHECC informing recognised institutions of their candidate's exam results following receipt of results by the candidates was discussed. A proposal is to be developed for the Committee's consideration. Additionally, in due course PHECC's policy on examinations will be updated.

**Resolution: that the NQEMT Paramedic Standard for Examinations be recommended to Council by the Education & Standards Committee for approval as an interim standard.**

**Proposed: Frank Keane**  
**Carried without dissent**

**Seconded: Ben Heron**

## **6. Framework and governance of PHECC educational programmes and approval processes**

Ms Walsh briefed the members and included a summary document of decisions delegated to the Director. Resolutions extracted from Council minutes, relating to education and training matters specific to recognised institutions, was also provided. The Committee agreed that a mechanism should be put in place

whereby the Committee reviews recognised institutions and course approval before recommending to Council for approval. This included the PDO providing a summary of the application and the criteria for decisions for approval or otherwise. A comprehensive process is to be developed for future consideration and then recommendation to Council for approval.

## **7. First Aid Response – Transition Project**

### **7.1 Interim Report**

A draft Interim Project Report on the transition from OFA Health and Safety Authority (HSA) training standard to PHECC First Aid Response (FAR) training standard prepared by Project Manager, Audrey Kirwan, was provided to the Committee. Ms Walsh provided an overview including the challenges involved in this transition. It is noted that although this report is targeted towards FAR it has implications for all responder levels. Ms Walsh informed the members that the RI and FAR application process changes will have linkages for the project with the Quality Review Framework.

A letter from the Construction Industry Federation addressed to the Director of PHECC was tabled for discussion. Members were informed that PHECC are addressing these concerns and arranging to meet with CIF representatives.

### **7.2 Priority issues identified and 7.3 Review of FAR Education and Training Standard**

A list of FAR priority issues collated through communications from PHECC stakeholders was presented as part of the Committee discussion for prioritising the review of the FAR Standards for completion in Q4 of 2017. Dr Knox requested nominations for a working group. Mr Lambert and Ms McGuire kindly volunteered.

## **8. Continuous Professional Competency**

### **8.1 Continuous Professional Competence Paramedic and Advanced Paramedic – Proposal**

A draft proposal on CPC for Paramedic and Advanced Paramedic prepared by Ricky Ellis, PDO was provided for Committee consideration. Ms Walsh noted that she was presenting the proposal on Mr Ellis's behalf. She shared that the proposal was based on the project for EMT CPC managed by Omar Fitzell and previous research by Dr Knox. There was considerable discussion and some clarification was sought on the terminology used – CPC as opposed to CPD. Dr Burke commended the work done to date by Mr Ellis. It was determined that the Committee needed further discussion on the topic and it was premature to consider the proposal for recommendation to Council at this time. It was suggested that there should be 3 distinct processes for the various levels of registrants – EMT, Paramedic and Advanced Paramedic.

### **8.2 Establishing of a CPC Sub-Committee**

The establishment of a CPC sub-committee was discussed to further examine the proposal and advance CPC development for the paramedic and advanced paramedics, applying the learning gained from the EMT experience. The Chair suggested that the CPC sub-committee be chaired by Mr Ellis and include Mr Fitzell as a member.

The Chair requested nominees from the Committee to join the sub-committee. Mr Lambert, Chris O'Connor, Ben Heron volunteered to serve. In addition, Hillery Collins and Dr Knox nominated themselves.

## **9. Recognition of Professional Qualifications – current activity**

The members were provided with an update on the outcome of 4 recent applications for recognition of professional qualifications. There are currently 9 applications being processed.

#### **10. Update on revised Field-Guide 2017**

Brian Power provided an update and informed the members that the field guide is in development. However, there are resource issues and as yet no timeframe is allotted. He noted that a request has been made to NASC for assistance with manpower, however they have declined. Mr Power informed the meeting that he had however received a draft updated field guide from Greg Cooke (NASC) which has yet to be reviewed. Mr Lambert and Ray Lacey nominated themselves to assist Mr Power with the updates for the new Field Guide, should this be required.

The Committee recommended that all future CPG publications would be associated with field guide updates, in tandem with related revisions to the Education and Training Standards and examinations. The significant volume of work and the challenges involved were acknowledged by the Committee. Mr Power advised the meeting that such a strategy would add significant delays to the release of CPGs and work on the other areas could not commence until the CPGs were formally approved by Council.

#### **11. Establishing a Research Sub-Committee**

The Chair briefed the members on the key considerations in establishing a research sub-committee. It was noted as Council will be devising a new strategy for the next few years this will include Council's focus for research. Discussion took place as to how the Committee may inform the Council in this area. Dr Adrian Murphy spoke about defining the key priorities involved. He suggested a Delphi approach with the top 10 priorities being specified for pre-hospital research. A one day workshop with expert speakers was proposed to help inform the Committee and Council in this area.

#### **12. Development of a Clinical Skills manual**

Ms Walsh informed the members that a request from a PHECC registered Advanced Paramedic for PHECC to develop a Clinical Practice Procedures manual to assist practitioners was discussed by the Medical Advisory Committee at their May meeting and recommended to Council in June. Council approved the submission from Mr Matthew Bermingham (NAS) to develop a procedural manual for practitioners. A discussion ensued on the role of the Education and Standards Committee in the development of a clinical skills manual in line with the Committee's terms of reference and those of other Committees, and future collaborative work amongst PHECC Committees and supporting Programme Development Officers. It was agreed further discussion and review by the E&S Committee is warranted.

#### **13. CFR and Medications for Listed Organisations**

##### **13.1 Revision of CPGs and Education Material Re: Naloxone and Glucagon**

Ms Walsh referred to the recent revisions of these CPGs and education material for Naloxone and Glucagon in line with MAC recommendations

##### **13.2 RI query for inclusion of Modules 4 & 5 with FAR instruction**

Ms Walsh informed the members that an RI has asked about the possibility of providing the emergency medicine modules 4 & 5 (Cardiac First Response and Medications for Listed Organisations) as an add on course for crèches that have completed the FAR course as required by TUSLA. Ms Walsh stated that the CFR Community training is a module within the FAR course provision. The RI is currently approved for CFR-C, CFR and MLO Glucagon, Salbutamol and Epinephrine and will be applying for FAR provider course approval in the future. The Committee considered that it would be practical to incorporate the modules into the FAR course. Members agreed that this needed to be structured and direction given to RI seeking to deliver such courses. This work is to be developed and brought back to the Committee.

## 14. AOB

### 14.1 Registration of Educational Providers and Course Accreditation – Irish College of Paramedics (see References and Resources)

The Irish College of Paramedics document on registration of educational providers and course accreditation as a service to the profession was included for information purposes. The Committee discussed the role of a professional organisation contrasted with the regulator's role for conducting these activities and the link to CPC.

### 14.2 Engagement with Qualifications and Quality Ireland (QQI)

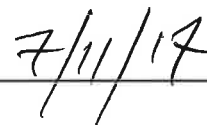
Ms Walsh suggested that representatives from QQI be invited to present at a future Committee meeting, with the aim of informing the Committee in relation to exploring a possible alignment of PHECC Education and Training Standards and the Educational Award Holders/Teaching Faculty Framework with the National Framework of Qualifications.

Frank Keane raised the issue of PHECC appeals policy with specific regard to a process for video recording of examinations with the student candidate approval. The need for review and possible revision for the exam appeals process was discussed. It was noted that the Council is to review the appeals policy and that this work would inform this area for examinations. The Committee will be informed of the Council deliberations at a future meeting.

The meeting concluded at 3:20 pm.

The next meeting of the Committee will be on Tuesday 7<sup>th</sup> November at 10am.

Signed:   
Chair

Date:   
7/11/17

## Education and Standards Committee

Meeting Minutes 7<sup>th</sup> November 2017

Osprey Hotel, Naas

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

### 1. Chair's Business

The Chair welcomed the members. Hillery Collins, Vice Chair of Council, Shane Mooney, Chair of Quality and Safety Committee, and Jacqueline Egan, Programme Development Officer, were also welcomed to the meeting. Apologies were noted.

#### 1.1 Minutes from previous meeting of 5<sup>th</sup> September 2017

The minutes of the meeting held on 5<sup>th</sup> September were reviewed. Committee members expressed the concern about ensuring accuracy for the minutes and timeliness of receiving and reviewing the minutes in advance of the next meeting.

**Resolution: That the minutes of the Education and Standards Committee meeting held on 5<sup>th</sup> September 2017 be approved.**

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

**Seconded:** Róisín McGuire

#### 1.2 Matters Arising

There were no matters arising.



## **2. Election of Vice Chair for Committee**

The Chair invited nominees to fill the role of Vice Chair of the Education and Standards Committee. Paul Lambert nominated himself and was elected Vice Chair of the Committee.

**Resolution: That Paul Lambert is elected Vice Chair of the Education and Standards Committee.**

**Proposed: Tom Brady**

**Seconded: Róisín McGuire**

**Carried without dissent**

## **3. Review of revised Terms of Reference:**

Following discussion and agreement from the members at the September Committee meeting, amendments were made to the terms of reference and membership of the Education and Standards Committee working groups by the Programme Development Officers. The revised draft terms of reference were included in the papers for further review and consideration.

### **3.1 Recognition of Qualifications – Assessors Panel – TOR003**

Ms Walsh highlighted the changes to TOR003 Qualification Assessors Panel Terms of Reference.

The Committee proposed further revisions to the following criterion:

- Point 2 revision to denote Level 9 Qualification not specific to EMS only. This point was previously determined but inadvertently omitted from the current revision.
- Point 5 requirement revised to "must be available to assess at a minimum of 5 applications on an annual basis".
- Point 9 revised to "Panel including Chair will be reviewed every 3 years or earlier as necessary".

Ms Walsh will amend TOR003 accordingly and a revised draft terms of reference will be recommended to Council for approval with noted amendments. It was agreed that further discussion and consideration will be given to expanding the Recognition of Qualifications Assessors Panel at a future meeting.

**Resolution: That the Education and Standards Committee recommend TOR003 Recognition of Qualifications Assessors Panel Terms of Reference to Council for approval with noted amendments.**

**Proposed: Gareth Elbell**

**Seconded: Paul Lambert**

**Carried without dissent**

### **3.2 Examiner Panel TOR010 V3 Draft**

Ms Egan identified the changes to TOR010 PHECC Examiner Panel Terms of Reference.

The Committee proposed further revisions to the following criterion:

- Delete the comment 'to assist in the delivery of this function the Examiner Panel is one of the examinations related panels required'.
- Point 1 to be revised to "may be nominated by a CPG approved pre-hospital emergency care service provider or recognised institution". Nominated by medical, nursing or training representative body removed.
- Point 2 to include "a registered midwife".



- Point 3 – Must satisfy two or more of the following criteria:
  - bullet point 2: “medical and nursing” criteria removed to specify “involved in education of pre-hospital emergency care practitioners”
  - bullet point 3: “practitioner matters” removed
  - bullet point 4 removed “Involved in delivery of acute care”
  - bullet point 5 removed “Advanced life support instructors”
- Point 10 to state “Panel and Chair will be reviewed every 3 years”.

Ms Egan will amend TOR010 accordingly and a revised draft terms of reference will be recommended to Council for approval with noted amendments.

**Resolution: That the Education and Standards Committee recommend TOR010 PHECC Examiner Panel Terms of Reference to Council for approval with noted amendments.**

**Proposed: Tom Brady**  
**Carried without dissent**

**Seconded: Chris O'Connor**

### **3.3 Examination Quality Group – TOR005 V4 Draft**

Ms Egan identified the changes to TOR005 Examination Quality Group.

The Committee proposed further revisions to the following criterion:

- Delete the comment ‘to assist in the delivery of this function the Examination Quality Group is one of the examinations related groups required’.
- Point 5 revised to ‘May include an educationalist who can be external to the PHECC Educational Award Register and is a non-examiner’.

Ms Egan will amend TOR005 and a revised draft terms of reference will be recommended to Council for approval with noted amendments.

**Resolution: That the Education and Standards Committee recommend TOR005 Examination Quality Group Terms of Reference to Council for approval with noted amendments.**

**Proposed: Chris O'Connor**  
**Carried without dissent**

**Seconded: Tess O'Donovan**

### **3.4 Test Item Writing Panel TOR011 – V2**

Ms Egan informed the members that TOR011 Test Item Writing Panel Terms of Reference was submitted to Council for their consideration at the October Council meeting, amendments were suggested and noted accordingly. A revised draft terms of reference was included in the Committee meeting papers for further review.

The Committee proposed and agreed the following amendments:

- Point 1 to be revised to “must be nominated by a licensed CPG provider or recognised institution”. Nominated by medical, nursing or training representative body removed.
- Point 2 revised to “Must be invited based on specific expertise”. List of criteria to be satisfied will now be point 3.

- Point 5 to specify the requirement to “demonstrate an understanding of the Continuous Professional Competence programme”.

Ms Egan will amend TOR011 and a revised draft terms of reference will be recommended to Council for approval with noted amendments.

**Resolution: That the Education and Standards Committee recommend TOR011 Test Item Writing Panel Terms of Reference to Council for approval with noted amendments.**

**Proposed: Róisín Maguire**  
**Carried without dissent**

**Seconded: Ray Lacey**

#### **4. Recognition of Professional Qualifications**

##### **4.1 Status Update**

The members were provided with an update on the outcome of 3 recent applications for recognition of professional qualifications. There are currently 16 applications being processed. Consideration will be given by the Committee to expanding the Recognition of Qualifications Assessors Panel at a future meeting.

##### **4.2 Summary of recent regulatory information session**

Ms Walsh informed the members that she attended a recent regulatory information session regarding European Union (Recognition of Professional Qualification). A summary of issues arising were provided in the meeting papers for information purposes.

#### **5. RI applications and course approvals**

##### **5.1 Status update**

A current listing of recent RI and course approvals was provided for information purposes. The members were informed that an induction session is organised for three most recently approved RIs that were not included on the present listing. A complete listing of RIs and current course approvals will be included in the January meeting papers.

##### **5.2 UL Paramedic programme – deferred from Sept meeting**

An overview document was provided to the members with key dates and activities for UL paramedic course approval. This included the relevant previous Education & Standards Committee minutes and Council minutes. There was considerable discussion among the members.

Ms Walsh shared that there is a planned 2-day site visit to North West Ambulance Services Trust in the UK in early December for assessment of the internship sites for the students. She clarified for the members that the site visits will be conducted by PHECC Programme Development Officers – Brian Power and herself, and John Donaghy, a Quality Review Panel member.

A PHECC NQEMT SWA exam is scheduled for January 2018 in Dublin and the members proposed that the SWA exam be conducted at the same time as the site visits in the UK. Frank Keane informed the meeting that he had requested in writing the possibility of a member of PHECC staff traveling to the UK to conduct the SWA exam, with expenses paid by UL, and his request was refused. Ms Walsh explained that PHECC do not currently have the resources to facilitate such a request. Frank Keane voiced his concerns that UL have been provided with different timeframes and schedules to other RIs providing paramedic training. Jacqueline Egan informed the meeting that the assessment schedule was not submitted by UL in a timely manner. Therefore, they did not have any awareness of the timeline for scheduling of the various components of the NQEMT. Ms Egan explained that PHECC have never had a precedence of examining students in another jurisdiction. She informed the meeting that UL were presented with 3 dates to facilitate their students and all were declined. Frank Keane explained that it was too short notice and difficult for students to be released. It is noted that Mr Keane has registered his discontent with the process.

The consensus among the members was that should this situation arise in the future the Committee may consider a recommendation to Council to facilitate the students, and appropriate planning and management of the process by the exam team could be put in place.

Ms Egan explained that a robust application process will be put in place for 2018 as a matter of urgency. The importance of having discussions at the right time whereby concerns can be highlighted and brought to the Committee in a timely fashion was emphasised.

## 6. Examinations

### 6.1 Appendix 1 NQEMT examination included as part of Appeals Policy POL019 – V2

Ms Egan notified the members that POL019 Council Policy and Procedures for Appeals with additions and amendments was presented for consideration of Council at the October Council meeting. The Chair of the Education and Standards Committee, Dr Shane Knox, requested at the Council meeting that Appendix 1 NQEMT Examination be referred to the Education and Standards Committee for revision. There was considerable discussion among the members.

Ms Walsh pointed out that in parallel with revision to Appendix 1, POL012 - Council Policy for National Qualification in Emergency Medical Technology, POL020 - Council Policy for NQEMT Examination Viewings and Rechecks, and PUB013 NQEMT Examination Handbook 9th Edition, will also need to be reviewed and revised.

There was considerable discussion on the need to revise points 2, 4, 4b and 4c and reference made to the State Examinations Commission standards. It was agreed that Ms. Egan will review these items and re-submit to the Committee for further consideration.

A suggestion was made to combine the Appeal Policy and the Policy for Viewings and Rechecks with clear terminology being used. Ms Egan pointed out that they are two very separate and distinct policies but that each policy could reference the other, using clear concise language.

The possible use of video recordings of OSCES was proposed for future consideration. Paul Lambert registered his concerns regarding delays experienced by candidates booking MCQ exams with the Prometric booking system, particularly in relation to resit exams, and he proposed making a request to Prometric to reserve places in advance for resit candidates for Paramedic and Advanced Paramedic levels.

It was proposed to recommend to Council that RIs be notified of MCQ examination results after the MCQ exam, with the candidate's permission, and the members were in agreement. This would enable the RIs to plan in ample time for the OSCES.

**Recommendation: that the Education and Standards Committee recommends to Council for approval that the RIs be given notification of MCQ exam results with the candidate's permission.**

**Proposed: Niamh O'Leary**  
**Carried without dissent**

**Seconded: Chris O'Connor**

## **6.2 Status of Policy**

Ms Walsh referred to the status of the examination policy with regard to the review and revisions of the above mentioned documents under 6.1.

## **6.3 Paramedic examination – Interim Standard**

Ms Egan informed the members that an NQEMT Paramedic Examination Standard Research event is scheduled for Tuesday 21<sup>st</sup> November. PHECC Exam Quality members, one representative from each RI at Paramedic level, Test Item writers at Paramedic level and above, and all facilitators, have been invited to attend. Dr Anthony Marini will present on best practice in paramedic assessment. It is intended to develop one paramedic assessment schedule for implementation across all RIs. Frank Keane stressed the importance of considering all aspects of the examination structure. A proposal was made to extend the invitation to UCC and Ms Egan will consult with the Director. There was considerable discussion among the members.

Frank Keane suggested that the videoing of megacode OSCES, should be considered for inclusion in the Interim Examination Standard and Appeals Policy. Ms Egan pointed out that the concept of videoing will be discussed at the Paramedic Examination Standard Research event.

It was identified that the Interim Standard does not refer to the number of examiners per station which is an important consideration. A recommendation was made for the provision of 2 examiners per station with 1 examining and 1 marking. The consensus was to amend the Interim Examination Standard to reflect this and recommend to Council for approval.

**Recommendation: that the Paramedic Examination Interim Standard be recommended to Council for approval with noted amendments.**

**Proposed: Tom Brady**  
**Carried without dissent**

**Seconded: Róisín McGuire**

## **7. Consideration of Sub-Committee for Research**

Ms Walsh outlined the key considerations for formation of a sub-committee for research. There was considerable discussion among the members. Hillery Collins, Vice Chair of Council, informed the members that research will be part of the strategic plan for 2018. The Chair suggested forming a small working group to identify broad themes and report back to the Committee. The Chair requested nominations from the members to join the working group for research and Niamh O'Leary, Chris O'Connor, Frank Keane and Tess O'Donovan volunteered. As Ben Heron and Adrian Murphy were absent from the meeting this request will be extended to them also. It was agreed that the group will feedback to Ms Walsh who will develop a discussion document. The Chair shared a draft listing of some of his ideas for terms of reference for development which could be considered by the working group. Additionally, Ms Walsh will formulate a template for collecting information by Committee members regarding terms of reference. A date will be set for a working group meeting.

## **8. Update on FAR/OFA transition project**

### **8.1 Subgroup update for FAR Education and Standards Review**

Following on from the Education and Standards Committee meeting of 5<sup>th</sup> September a subgroup for the review of the Far Education and Standards was composed of Paul Lambert, Róisín McGuire and Kathleen Walsh. The subgroup has had two meetings with a third planned for early November. Ms Walsh updated the members on the key priorities and issues related to the FAR/OFA transition project. It was highlighted that the Ambulatory Care Report is not appropriate for FAR and should be reviewed. The members thanked Ms Walsh, Ms McGuire and Mr Lambert for their work to date.

### **8.2 RI Query – FAR Instructor Standards**

Ms Walsh informed the members that a query was received from an RI regarding PHECC consideration for student instructor practice for FAR instructor certification, utilising Occupational First Aid courses in meeting the requirement for supervised instructor practice. The RI expressed the concern that there was limited uptake and delivery of FAR courses at present as the OFA courses are recognised by the Health and Safety Authority up to 31 Dec 2017. The members requested clarity on the differences between OFA and FAR courses. Ms Walsh provided clarity and informed members that PHECC are setting the new standard for OFA in the workplace with the FAR standard. The Committee were of the view that it is a PHECC course and OFA course provision should not substitute for supervised instructor practice.

Hillery Collins, Vice Chair of Council, requested an update on the recent meeting with Construction Federation Ireland attended by Ms Walsh and the Director. Ms Walsh highlighted concerns raised by the CFI regarding cost and duration of FAR courses. She informed members that PHECC have communicated to the HSA that the project for reviewing and revising the FAR standard cannot be hurried. The Chair informed Ms Walsh that the Education and Standards Committee fully support the project

## **9. 2018 Committee meeting dates**

The next meeting of the Education and Standards Committee was agreed for 11<sup>th</sup> Jan 2018 with future dates yet to be decided.

## 10. AOB

- 10.1 The Chair requested the publication date of the field guide. The importance of updating and publishing the field guide together with the CPGs, education and training standards and examinations, was highlighted.
- 10.2 Shane Mooney expressed concerns about issues regarding quarterly assessments for paramedics. He informed the members that assessments are carried out by qualified tutors and assistant tutors are not authorised to carry out assessments at present. He noted this is time consuming for a such a small number of tutors. Mr Mooney is proposing expanding the standard to allow assistant tutors to carry out quarterly assessments. Kathleen Walsh will examine the Teaching Faculty Framework and this will be an agenda item for the next Committee meeting in January 2018.
- \* It is noted that Kathleen Walsh, Programme Development Officer, left the meeting at this point.
- 10.3 Gareth Elbell expressed concerns regarding improper calculation methods being performed in the paediatric station of the EMT OSCEs. The consensus was that the EMT OSCEs and the education and training standards require updating. It was recommended that a field guide be included in this station. The skill sheet should be in line with the CPGs. It was pointed out to the members that all Education and Training Standards are due for review.
- 10.4 Shane Mooney highlighted that EMTs may need additional skills in particular circumstances which will need to be considered in reviewing and revising the EMT Education and Training Standard.
- 10.5 It was agreed that AOB items will be sent to the Chair 2 weeks before a meeting is scheduled to enable members to make adequate preparation.

The meeting concluded at 16:00.

The next meeting of the Committee will be on 11<sup>th</sup> January 2018.

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

Chair

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

11<sup>th</sup> Jan 2018