

Pre-Hospital
Emergency Care
Council



Education and Training Committee

Terms of Reference

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Version History

(Please visit the [PHECC website](#) to confirm current version)

TOR015: Education and Training Committee – Terms of Reference		
Version	Date	Details
1	13 June 2013	Approved by Council
2	24 March 2017	Approved by Council
3	17 June 2021	Approved by Council
4	21 April 2022	Introduction and General/generic sections updated by Council

EDUCATION and TRAINING COMMITTEE

Introduction:

The Education and Training Committee derives its authority from Council and its statute-based ability to create Committees of Council, viz. **SI 109 of 2000, PHECC, Article 22**

- 1. Council may establish committees to assist and advise Council in relation to the performance of its business*
- 2. Membership of a committee established by Council may include persons who are not members of Council*
- 3. Any committee so appointed shall act subject to such directives as may be given by Council and any expenditure of monies by such committee shall be subject to the approval of Council*
- 4. Any committee so appointed may be paid Travel and Subsistence allowances in accordance with such scales as may be from time to time be approved by the Minister*

The role and structure of Council Committees is set out in the Council's Code of Governance and Business Practice:

- The Chairperson and Members of Council Committees are appointed by the Chairperson of Council
- Terms of Reference for Council Committees are approved by Council
- Council Committees may create Sub-Committees and/or Expert Groups subject to Council approval
- Sub-Committees and Expert Groups will report exclusively to the Chair of the parent Committee
- Members of Committees, Sub-Committees and Expert Groups are bound by the Council's Code of Governance; the Chairperson of the Committee shall ensure that the Code is available to, understood and complied with by all members, whether external appointees, consultants, advisors or PHECC Executive

General/Generic Terms of Reference for Committees of Council:

These generic Terms of Reference [TOR] will be the same for all Committees of Council and are included in the TORs for each Committee.

Committees will:

1. Advise Council or make recommendations on policies within the Committee's Terms of Reference. Implementation of such policies shall be a matter solely for the Executive of PHECC, in consultation with Council.
2. Give assurances, where required, to Council on matters pertaining to the risks to, and the integrity of, the governance processes in PHECC.

And:

3. Chairs of Committees shall be appointed by the Chair of Council.
4. Chairs of Committees should normally be members of Council, except in the case of the Finance Risk Audit & Compliance Committee, where the chair is required to be a suitably qualified external person.
5. Propose new members to their Committee and, as appropriate, to any Sub-Committee or Expert Group created by the Committee. These will be approved and appointed by the Chairperson of Council, whether from Council itself or externally resourced, mindful of State directives on gender balance and other matters.

6. A Sub-Committee may be contemplated as a standing Sub-Committee of the Committee concerned and an Expert Group may be contemplated to complete a specific time-limited task. A budget for the operation of either a Sub-Committee or Expert Group shall be agreed and approved by Council.
7. Chairs of Council Committees shall not act as a Chair of a Sub-Committee or an Expert Group.
8. Chairpersons of Sub-Committees or Expert Groups may or may not be members of PHECC Council or the Council Committee concerned, in either case, this Chairperson shall report directly to the Chairperson of the Committee concerned.
9. Committees should have a lay representation of at least 30% of their number. For avoidance of doubt, “lay” means persons not regulated by PHECC either in the past or presently.
10. The DPER Guidance Annex (Sep 2020) sets out that member gender balance on State Boards should be 40% female, 60% male (or vice-versa).
11. No membership substitution shall be allowed in any Committee, Sub-Committee or Expert Group.
12. Committees should meet not less than once per quarter. Committees should agree with the Chair of Council and the Executive, appropriate levels of Secretarial and other support to the Committee.
13. Committee members are expected to observe a 100% attendance record, but in any event, it should not be less than 75%. This is subject to exceptional circumstances.
14. The Term of Office for all Committee, Sub-Committee (and Expert Group, if appropriate) members shall not exceed four years; members may be appointed for a second term of four years.
15. Quorums for meetings should be decided by the Committee based on actual numbers appointed. The quorum should normally be based on 50% of the number of persons on the Committee plus one or nearest whole number.
16. Minutes of Committee proceedings should be laid before Council as quickly as practicable after meetings are held in a format agreed with Council.
17. All proceedings of Committees, Sub-Committees and Expert Groups, shall be, and remain, confidential.
18. Decisions regarding advices or recommendations to Council, made by Committees, shall be either by consensus or majority vote. The Chair will have an additional casting vote in the case of a tied vote. If there is a significant minority dissenting vote, that shall also be recorded and reported to Council.
19. Committees shall review their Terms of Reference at least annually and may propose changes to Council, which may approve any such changes. The proposed changes will also be subject to review by the Finance Risk Audit & Compliance Committee.
20. Performance of the Committees shall be reviewed each year, with an independent external review every three years. These reviews should take place in the context of the review of the Council’s effectiveness.
21. The structure and number of Council Committees should also be subject to a Periodic Review as required by the DPER Governance Guidelines (Aug 2016)

Specific Terms of Reference for the Education and Training Committee:

SI 109 of 2000 also sets out specific tasks for Council:

S.4.(i) assess from time to time, as occasion may require, but in any event not less than once in every three years-

- (i) the suitability of the education and training in pre-hospital emergency care provided by an institution recognised by the Council for such purpose,*
- (ii) the standards of theoretical and practical knowledge required for qualifications in pre-hospital emergency care.*

Taking account of the above, **the Education and Training Committee shall undertake to**

1. Consider and make recommendations to Council with particular reference to the above, on policy, maintenance, and monitoring development relating to:
 - a. Education and Training Standards leading to NQEMT and Responder level awards.
 - b. Faculty standards for practitioner level assistant tutors, tutors and facilitators and responder level instructors.
 - c. Research in education and training including emerging technology and the formulation of experimental curricula.
 - d. Recognition of institutions providing NQEMT and Responder level training and recognised courses.
 - e. NQEMT level and Responder level examinations.
 - f. Council competent authority status as per the European Union (Recognition of Professional Qualifications) Regulations 2017.
 - g. Recognition of equivalence of professional qualifications.
2. Undertake such other appropriate tasks and functions as may from time to time, be assigned to the Committee by the Council.

Membership composition

	All members will be appointed by Council	No.
1	One member of Council to serve as Chairperson	1
2	One member of Council to serve as Vice chairperson	1
3	One other member of Council	1
4	One experienced PHECC instructor from an Approved Training Institution (expression of interest)	1
5	One senior educator in paramedicine from DFB-RCSI, UCD, UL and NASC-UCC (nomination)	4
6	One PHECC registrant at facilitator or tutor level from a private Recognised Institution providing EMT training (expression of interest)	1
7	One PHECC registrant at facilitator or tutor level from the Joint Voluntary and Auxiliary Ambulance Service Committee (nomination)	1
8	One healthcare professional from Higher Education Institutes involved in the delivery of healthcare education and registered with CORU or NMBI or Medical Council (expression of interest)	1
9	Two PHECC registrants at Paramedic or AP tutor level or higher (expression of interest)	2
10	One PHECC registrant at Paramedic or AP levels (not involved in the delivery of education) (expression of interest)	1
11	Education specialist (expression of interest)	1
	Other people, from time to time, as agreed by the Committee chairperson may be invited to attend a specific meeting/working group.	Total 15



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