

Pre-Hospital  
Emergency Care  
Council



Quality and Safety 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.)

TOR014 Quality and Safety Committee - Terms of Reference		
Version	Date	Details
1	13 June 2013	Approved by Council
2	24 March 2017	Approved by Council – redrafted and updated
3	11 May 2017	Approved by Council – 3.10 & 3.11 combined
4	15 July 2021	Approved by Council - developed by Chair
5	21 April 2022	Approved by Council – redrafted and updated

# QUALITY & SAFETY COMMITTEE OF PHECC

## Introduction

The Quality & Safety 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 member 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 Quality & Safety Committee

SI 575 of 2004, PHECC, also sets out under Article 5:

(j) by the addition of the following sub-articles to Article 4:

(q) prepare standards of operation for pre-hospital emergency care service providers to support best practice by pre-hospital emergency care practitioners.

(r) recognise, in accordance with rules made by the Council, those pre-hospital emergency care service providers which undertake to implement the clinical practice guidelines prepared pursuant to sub-article (o) of this Article.

In accordance with the above, the Quality & Safety Committee will undertake:

1. To consider and make recommendations to Council on the development, maintenance, and monitoring of
  - 1.1. Approval to implement CPGs by Licensed CPG Service Providers
  - 1.2. CPG implementation procedures to include up-skilling status

2. A practice framework that incorporates:
  - 2.1. Credentialing,
  - 2.2. Licensing, and
  - 2.3. Privileging of pre-hospital emergency care practitioners.
3. Standards of operation to support best practice.
4. A PHECC accreditation scheme incorporating the Governance Validation Framework (GVF) and the Quality Review Framework (QRF).
5. The maintenance and implementation of the PHECC Clinical Information Standards.
6. Clinical audit tools and clinical audit frameworks that exploits the information standards.
7. To review and monitor the Compliments and Complaints database held by the Executive for trends, and where necessary inform the Executive and Council relating to any risk identified.
8. Undertake such other appropriate tasks and functions as may, from time to time, be assigned to the committee.

**Please note:**

**Responsibility for the oversight and monitoring of compliance of the Quality Review Framework and Education and Training Standards by Recognised Institutions has now moved and is part of the new Accreditation function in PHECC and so will be covered by Quality and Safety along with GVF.**

### Quality and Safety Committee Membership

It is envisaged that committee members\* will have a role / experience within the group that nominated them, which involves quality and safety or have participated in projects to enhance quality and safety.

Position	Number	Type
Council Member - Chair	1	
Council Member - Vice Chair	1	
Council Member	1	
HSE National Ambulance Service	1	(generic)
Dublin Fire Brigade (generic)	1	(generic)
Joint Voluntary and Auxiliary Committee	1	(generic)
Defence Forces Medical Services	1	(generic)
Recognised Institution	2	Eol
Approved Training Institutions	1	Eol
Patient representative	1	Eol
Licensed CPG providers who operate a private ambulance service	1	Eol
Licensed CPG Provider delivering CPG services at events (other than Statutory, Private or JVAC)	1	Eol
3rd level institution with expertise in healthcare quality, safety and risk	1	Eol



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