

Pre-Hospital  
Emergency Care  
Council



Priority Dispatch 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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2<sup>nd</sup> Floor, Beech House,  
Millennium Park, Osberstown,  
Naas, Co Kildare, W91 TK7N,  
Ireland.

T: + 353 (0)45 882042

F: + 353 (0)45 882089

E: [info@phecc.ie](mailto:info@phecc.ie)

W: [www.phecc.ie](http://www.phecc.ie)

### Version History

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

| TOR013 Priority Dispatch Committee - Terms of Reference |                  |  |
|---|------------------|--|
| Version   | Date             | Details  |
| 1   | 09 June 2011     | Approved by Council  |
| 2   | 14 March 2013    | Approved by Council  |
| 3   | 10 October 2013  | Approved by Council  |
| 4   | 13 November 2014 | Approved by Council  |
| 5   | 05 April 2017    | Approved by Council - redrafted and updated                        |
| 6   | 11 April 2019    | Approved by Council – membership and frequency of meetings updated |

## **The Priority Dispatch Committee is a Standing Committee of Council.**

### **Terms of Reference:**

1. To consider and advise Council on priority dispatch matters.
2. Provide advice to the Education and Standards Committee on the education standards for calltakers and dispatchers.
3. Provide advice to Council on response KPIs.
4. Undertake such other appropriate tasks and functions as may from time to time, be assigned to the Committee by the Council.
5. Membership

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Membership of the Priority Dispatch Committee is approved to reflect its role as an expert group and, that where the membership is generic as in representing a position or an organisation, that Council need not individually approve membership changes.

- 5.1 One member of Council as Chair.
- 5.2 The Chair of the Medical Advisory Committee (generic).
- 5.3 One Medical Director or Deputy Medical Director from each statutory Ambulance Service. (generic).
- 5.4 One HSE National Ambulance Service Training & Competency Assurance Officer (with a special interest in AMPDS) (generic).
- 5.5 One HSE National Ambulance Service Control Manager (with a special interest in AMPDS) (generic).
- 5.6 Two Dublin Fire Brigade Officers (with a special interest in AMPDS) (generic).
- 5.7 Two call-taker/dispatchers, one from each statutory Ambulance Service (generic).
- 5.8 One out-of-hours GP Co-op nominee (generic).
- 5.9 National Transport Medicine Programme coordinator (generic).
- 5.10 One PHECC registered practitioner from Council.
- 5.11 One operational PHECC registered practitioner (expression of interest).
- 5.12 One patient representative.
- 5.13 Up to three nominees at Chair of Priority Dispatch Committee's discretion.

### **Frequency of meetings**

The Priority Dispatch Committee shall hold at least three meetings in every year and may hold such other meetings as may be necessary for the performance of its duties. Attendance at each meeting is expected but no less than 50% is acceptable.

## **Agenda**

The agenda will be circulated to Committee members not less than 5 days in advance of the meeting, following agreement with the Chairperson.

## **Governance and Accountability**

The Chair shall be a member of Council. The Chair shall not have an independent vote, but only a casting vote in the event of the votes on any matter otherwise being equal.

In the absence of the Chair a member of the Committee will be elected by the members to chair the meeting.

The quorum for Committee meetings will be 5 members. This will include those attending by video or teleconferencing.

While it would be preferable that decisions/recommendations be agreed by consensus, if this cannot be the case, decisions/recommendations will be made by straight majority vote.

A Working Group(s) of the Committee may be established, as necessitated from time to time, and as agreed by the Committee chairperson. It may include external persons as approved by the Chair.

A summary report on the activities and recommendations of the Committee will be provided to Council at its scheduled meetings by the Programme Development Officers.

The terms of reference will initially be reviewed by the Committee at the end of the first year and thereafter at the end of Council's term of office. Recommendations to modify the terms of reference will require approval of Council.

## **Attendance**

Only members of the Committee will be invited to attend Committee meetings. No substitute members will be allowed. Other people, from time to time, as agreed by the Committee chairperson may be invited to attend a specific meeting.

## **Remuneration**

No direct remuneration will be paid to Committee members. Expenses will be paid in accordance with the public service travel and subsistence policy. Expense forms must be submitted as per Council policy for expense payments.

## **Confidentiality**

Committee members will ensure that they maintain the confidentiality of all information pertaining to Priority Dispatch Committee and Council activities.



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Naas, Co Kildare, W91 TK7N,  
Ireland.

**Phone:** +353 (0)45 882070  
**Fax:** + 353 (0)45 882089  
**Email:** [info@phecc.ie](mailto:info@phecc.ie)  
**Web:** [www.phecc.ie](http://www.phecc.ie)