

Pre-Hospital  
Emergency Care  
Council



# Council Rules for the Recognition of Institutions and Approval of Training Institutions

## ***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**

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## Council Rules for the Recognition of Institutions and Approval of Training Institutions

Pursuant to S.I. No 109 of 2000 as amended by S.I. No 575 of 2004 and S.I. No 166 of 2008, one of the functions of the Pre Hospital Emergency Care Council (the “Council”) is to recognise, in accordance with rules made by Council, institutions providing education and training to persons pursuing the award of the N.Q.E.M.T at the level of competence of emergency medical technician, paramedic or advanced paramedic, as the case may be.

These Rules set out:

- the procedure for recognition which will apply to all institutions providing education and training to persons pursuing the award of the national qualification in emergency medical technology (NQEMT).
- the procedure for approval which will apply to all institutions providing education and training to persons pursuing certification of responder level courses

### Interpretation

- In these Rules -
  - “the Council” means the Pre-Hospital Emergency Care Council.
  - “recognised institution” means an institution recognised by the Council under Article 4(a) of S.I. 109 of 2000, as amended.
  - “approved training institution” means an institution approved by the Council to provide a recognised course in pre-hospital emergency care under Article 4 (h) (ii)
  - “applicant institution” or “The Applicant” refers to an organisation preparing to or in the process of applying for recognition at NQEMT course level or applying for approval at responder course level.
  - “education and training standard” means the standard of education and training in pre-hospital emergency care set by the Council in accordance with Article 4(f) of S.I. 109 of 2000, as amended.
  - “quality review framework” means the continuing cycle of reviews put in place by the Council to promote and maintain quality assurance/enhancement in the delivery of education and training standards and associated courses.
  - “Self-assessment report (or SAR)” is a quality improvement tool to enable self-examination by a recognised institution or approved training institution with reporting to the Council. The SAR will demonstrate a recognised or approved institution’s capacity to effectively deliver education and training standards while identifying good practices and areas needing improvement.
  - “breaches” means one or more incidents of poor or non-compliance with these Council Rules and current Council Education and Training Standards.

## Criteria for recognition

### The Applicant must:

- Be an established legal entity with education and training a principal function or have a proposal for providing PHECC Education and Training Standards.
- Comply with applicable regulation and legislation in Ireland including the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012 as relevant.
- Have sufficient corporate governance arrangements and structures to be able to provide high quality pre-hospital emergency care education and training to students on an ongoing basis. In this regard, the Applicant must be able to demonstrate appropriate governance, management and decision making structures, appropriate training premises and equipment, have a stable compliment of faculty members and be in good financial standing.
- Have sufficient corporate governance arrangements and structures to be able to satisfactorily comply with Council's Quality Review Framework as set out below post recognition or approval.
- Have quality assurance/enhancement policies and procedures in place to systematically organise, deliver and monitor the quality of courses and awards.
- Have met the standards contained in the Teaching Faculty Framework appropriate to their level of recognition at NQEMT course level and/or at responder course level and carry out periodic review and monitoring of all faculty members to satisfy themselves that those teaching students on PHECC approved courses are qualified and competent to do so.
- Have in place the following non-exhaustive list of policies and procedures: Recognition of prior learning; Data/Records management; Complaints and appeals; Safety, health and welfare; Equality and Access, Assessment and awards and Quality assurance/enhancement.
- Assess students using the published PHECC criteria and procedures which are applied consistently.

## Recognition/Approval Process

- The Applicant must complete the Application Form and include all relevant supporting documentation, including course application(s), faculty form(s) and the statutory declaration. The Application Form and course application(s) must be accompanied by the appropriate fee as per the Schedule of Fees that applies at the date of application.
- Every new application for recognition of an institution or approval as a training institution must be accompanied by an application for at least 1 PHECC approved course. Applicants may apply for approval for any number of courses. Every approved course for example Cardiac First Response has specific course approval criteria such as duration of course, faculty requirements. These criteria are set out in the respective education and training standard.
- A completed Application Form, together with supporting documentation and fees must be submitted to the Council via the online portal.
- On receipt of the completed Application Forms, including Course application(s), faculty form(s), statutory declaration and supporting documentation, the Council will consider the application.

- The Council reserves the right to request the Applicant to produce such further information and supporting documentation as it deems necessary in order to consider the application.
- The Council reserves the right to make any reasonable enquiries with any body or persons in relation to the application including making a preliminary site visit or a meeting with the Applicant prior to consideration of the application.
- Council fees are applicable for:
  - Application for recognition of institution;
  - Application for approval of training institution;
  - Application for approval of courses;
  - Re-application or renewal of institution (after 3 years);
  - Conduct of site survey or site inspection.
- The outcome of the application process will be one of the following:
  - a. **Recognition of the institution** to deliver one or more approved courses at NQEMT/practitioner level for a three year period. A renewal application is required after 3 years.
  - b. **Approval of the training institution** to deliver one or more approved courses at responder level for a three year period. A renewal application is required after 3 years.
  - c. **Conditional recognition.** Council may attach conditions to its recognition of an institution or its approval of a training institution. The recognised institution/approved training institution will be required to show evidence of compliance with the specified conditions within a specified time period. The recognised institution or approved training institution shall submit to the Council, on request, a progress report on the implementation of any conditions imposed at the time of initial recognition or approval. Failure to satisfactorily comply with one or more conditions will result in withdrawal of recognition or approval by Council. The Council shall provide reasons for its decision.
  - d. **Refusal.** The Council shall provide reasons for its decision.

<b>Statutory Declaration</b>
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- The Applicant must complete the Statutory Declaration which is appended to these Rules confirming that the Applicant:
  - a. knows of no reason why the Council should not approve this application for recognition of institution or approval of training institution;
  - b. acknowledges that approval for recognition of institution or approval of training institution is at the discretion of the Council, in accordance with these Rules;
  - c. hereby consents and gives authority to the Council to make any reasonable enquiries with any body or persons in relation to the application including making a preliminary site visit or a meeting with the Applicant prior to consideration of the application;
  - d. accepts all Council Rules, standards in the Teaching Faculty Framework and course approval criteria (specifically set out in each education and training standard) along with any amendments thereto;

- e. confirms that the information provided on the Application Form and supporting materials is true and accurate;

If granted recognition or approval for training, the Applicant agrees that it shall nominate responsible person(s) to:

- f. manage internal quality assurance/enhancement procedures;
- g. keep itself informed and ensure full compliance with relevant Council Rules on an ongoing basis;
- h. ensure full compliance with the current version of the Council's Education and Training Standards as soon as practically possible after issue and certainly no later than the timeframe outlined from time to time in correspondence on behalf of the Council to the institution;
- i. monitor and manage the quality of every approved courses delivered including teaching staff (faculty members);
- j. ensure full compliance with the assessment/examination and certification requirements for students for every PHECC approved course;
- k. ensure full compliance with Council's Quality Review Framework;
- l. respond to information requests as determined by Council from time to time;
- m. maintain its website information regarding PHECC approved courses correct and in compliance with Council's logo usage policy;
- n. apply to Council for approval for any subsequent organisational or governance changes that are relevant to its status as a PHECC recognised institution or approved training institution.
- o. In the event that an application is made to renew its recognition or approved training status with the Council, that such an application is made in a timely manner and no later than every 3 years.

#### **Post recognition/Post approval**

- When Council accepts an application at NQEMT/practitioner level, the institution shall be regarded and known as a 'recognised institution'
- When Council approves/agrees/accepts an application at responder level the institution shall be regarded and known as an 'approved training institution'
- Any significant change to a recognised institution or approved training institution noted by Council requires a new application. This includes significant structural, organisational or governance changes that may be relevant to its status as a recognised institution or approved training institution. Significant changes to a recognised institution/approved training institution accepted by Council may result in the withdrawal of recognition or approval.
- A course declaration letter prepared by an authorised person must be provided on request to provide confirmation of compliance with current versions of Council's Education and Training Standards.

- Recognised institutions and approved training institutions shall ensure full compliance with Council's Quality Review Framework as set out in these Rules. .
- The recognised institution or approved training institution must maintain an up-to-date record of every member of faculty (teaching staff) i.e. tutors, instructors and instructor trainers including their qualifications and PHECC certification. The annual report to Council must disclose faculty membership. Permission must be sought and retained from each faculty member named by the recognised institution or approved training organisation, cognisant that this information will be in the public domain. The responsibility to maintain valid instructor and/or tutor certification is with every individual faculty member.
- The Council supports a 'distributed campus' approach. If satisfactory monitoring arrangements are in place and Council Rules and Standards are fully complied with, then faculty members can operate remotely.
- The Council publishes a list of recognised institutions and approved training institutions and contact details (including website links) on its website. Recognised institutions and approved training institutions must keep their website information current and websites advertising PHECC approved courses must comply with the Council's logo usage policy.
- Recognised institutions and approved training institutions wishing to use the PHECC logo must comply with the terms of usage outlined in the Council's current logo usage policy.

<b>Quality Review Framework</b>
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- **The overarching aim of the quality review framework** is to put in place a continued cycle of institutional reviews to systematically organise and promote quality assurance/improvement in the delivery of Council's education and training standards in keeping with the Council's statutory provisions.
- **The objectives are to:**
  - a. Enhance public and stakeholder confidence in relation to the overall quality and robustness of Council's recognition/accreditation and approval systems.
  - b. Enhance public and stakeholder confidence in the quality of education and training delivered by recognised institutions for NQEMT/practitioner courses and approved training institutions at responder course level.
  - c. Determine whether a recognised institution or approved training institution continues to meet all Council Rules and course approval criteria including revisions thereof.
  - d. Assess the capacity and effectiveness of the institution's internal quality review procedures to maintain and improve the quality of PHECC approved courses.
  - e. Identify, encourage and report on good practice demonstrated by recognised institutions and approved training institutions.
  - f. Identify areas of poor or non-compliance with Council Rules (breaches) and course approval criteria.
- **Methodology:**
  - a. **A self-evaluation** will be carried out by the institution followed by submission of a written report using the 'self-assessment report' (SAR). The SAR is a quality

improvement tool to enable the institution to self-assess, analyse and record activities to identify good practices and areas needing improvement.

- b. **The SARs** (and information requests as relevant) will be reviewed by PHECC's Quality Review Panel.
- c. **Scheduled onsite inspection visits** by a Panel on behalf of Council. The Panel will formally evaluate the effectiveness of the institution to comply with Council Rules, course approval criteria and deliver high quality PHECC approved courses. The Panel will prepare an "external quality review report" for every institution.
- d. **Publication.** Following consideration by Council all *external quality review reports* will be published.

Refer to the current version of the Quality Review Framework for further information regarding the methodology employed for recognised institutions and approved training institutions.



## Breaches

- Acknowledging the diversity of recognised institutions and approved training institutions, Council will apply the Quality Review Framework proportionately.
  - a. Breaches of current Council Rules and or Education and Training Standards will be recorded and analysed according to the potential risk they present.
  - b. Sanctions may be considered when breaches are found. The Council has the right to attach conditions, suspend or withdraw approval from a recognised institution or approved training institution. Sanctions shall be proportionate to the potential risk.
  - c. The Council has the right to withdraw approval for non-payment of fees as set out in Council Policy and Schedule of Fees.

## Appeals

An institution has the right to appeal a decision to the Council's Appeal Panel for the following:

- to grant conditional recognition or approval,
- to suspend recognition/approval,
- to refuse recognition/approval,
- to withdraw recognition to the Council's Appeal Panel.

The procedures of the Appeal Panel set out the manner in which such appeals are conducted. A copy of the Appeals policy and procedures is available from the PHECC website.

## Version History

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

<b>Name: RUL006 Council Rules for the Recognition of Institutions and Approval of Training Institutions</b>		
<b>Version</b>	<b>Date</b>	<b>Details</b>
1	Dec 2006	Council Rules approved and incorporated into the publication PUB004-2007 Education and Training Standards.
2	March 2011	Council Rules updated and approved by Council on 31st March 2011.
3	Oct 2011	Amendments to Council Rules Part II No. 43 & 107 and Application Checklist – Recognition of Courses Part II.
4	Nov 2013	Amendments to Council Rules Part II Paramedic standard and Application checklists in Appendix 1, QER in Appendix 4, duration of practitioner courses in appendix 5 and information on Appeals refreshed. Assistant tutor and tutor requirements revised.
5	July 2014	Rules for course approval, Teaching faculty framework and RPL guidelines removed. The Quality Review framework new added along with some changes to institution application requirements. Note Statutory Declaration (FOR031) accompanies this document.
6	Oct 2014	Amended by Council. Revised statutory declaration (FOR031 V2) accompanies this document.
7	Dec 2018	Amended, including name, by Council to delineate institutions recognised for practitioner/NQEMT course provision and training institutions approved for responder course provision. Revised statutory declaration (FOR031 V3) accompanies this document.

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