

**PHECC Council Meeting Minutes**  
**Thursday 10th October 2019**  
**PHECC Offices, Millennium Park, Naas**

**Present:**

Hillery Collins (Vice-Chair)  
Patrick Plunkett  
Fiona McDaid  
Martin Dunne  
Pat Hanafin  
Tess O'Donovan  
Patrick Fleming  
Shane Knox  
Shane Mooney  
Mick Molloy  
David Menzies  
Jimmy Jordan

**Apologies:**

Jacqueline Burke  
Thomas Keane  
Jason van der Velde  
Stephen Brady  
Conor Deasy

**In attendance:**

Richard Lodge, PHECC Director  
Con Foley, Chair Compliance and Audit Committee  
Brian Power, PHECC PDO  
Kathleen Walsh, PHECC PDO  
Jacqueline Egan, PHECC PDO  
Ricky Ellis, PHECC PDO  
Karen O'Neill, Council Secretariat  
John Lally, PHECC Staff Representative

In the absence of the Chair, the Vice-Chair, Hillery Collins, chaired the meeting.

The Vice-Chair welcomed everyone to the meeting and noted apologies received. Council extended their sympathies to the family, friends and colleagues of Dublin Fire Brigade member, Adrian O'Grady, who passed away recently. Ar dheis Dé go raibh a anam.

**1. Chair's Business**

**1.1 Correspondence**

The Vice-Chair referenced correspondence from the Dublin District Coroners office dated 24 September 2019. Following discussion it was agreed to re-engage with the Coroners Society of Ireland to address concerns in relation to dispatch and to clarify PHECC's responsibilities in such matters.

It was noted that the Chair has received correspondence from the Chair of the Education & Standards Committee concerning the implementation of CPC at Paramedic and Advanced Paramedic level. It was agreed that this item is addressed in the Directors Report, item 3.0.

**2. Minutes and Matters Arising**

**2.1 Draft Minutes September 2019\***

The draft minutes were presented for consideration and the following resolution was passed;

**Resolution: That the Council approve the minutes of the meeting of September 2019.**

**Proposed: David Menzies**

**Seconded: Patrick Fleming**

**Carried without dissent**

## **2.2 Matters Arising**

Following a query from David Menzies it was clarified that the recently adopted Alignment of Council Committees Policy is being reviewed as part of the ongoing Governance review and a report will be presented to Council in due course.

## **3. Director's Report**

### **3.1 Directors Report to Council**

The Director provided Council with an update on the following items for noting purposes, as detailed in Council papers;

#### **Item 3.1.1 Ongoing Review Updates**

A status update of the ongoing Education Standards, HR, Governance and AP Programme reviews was provided to Council.

#### **Item 3.1.2 NASC/UCC Paramedic Course**

The Director and Vice-Chair attended an event at NASC to mark the commencement of their Bachelor of Science (Honours) degree programme. The Chair was unable to attend and sent her apologies.

#### **Item 3.1.6 Succession Planning**

It was noted that this item is covered under the HR review and has been added to the Risk Register.

#### **Item 3.1.7 Recruitment of PDO Responsible for Education**

A specified purpose contract for an Education Programme Officer has been advertised and a full review of the structure and staffing of the Education section will be covered under the ongoing HR review.

#### **Item 3.1.9 Irish Association of Emergency Medicine Conference**

Council congratulated Brian Power who will present his two papers as moderated electronic posters at the Irish Association of Emergency Medicine at their annual conference on 7-8 November.

#### **Item 3.1.10 ISO Accreditation**

Council echoed the Directors acknowledgement and commendment of all staff for their contribution to achieving ISO9001:2015 re-accreditation.

Items requiring a resolution from Council were addressed as follows;

#### **Item 3.1.3 Publication of GVF Reports**

Council gave consideration to correspondence received from a licensed CPG provider regarding the publication of GVF reports. Legal opinion on the matter was presented to Council by the Director. Implications of changes to the GVF publication process were deliberated and in light of PHECC's statutory responsibility to protect the public, the following resolution was passed;

**Resolution: That Council publish GVF reports as they are completed.**

**Proposed: Patrick Plunkett**

**Seconded: Pat Hanafin**

**Carried without dissent**

*Fiona McDaid joined the meeting during this item.*

#### **Item 3.1.4 Continued Professional Competency**

The Director referred to the document included in Council papers detailing extracts from both Council and the Education and Standards Committee meeting minutes relating to CPC. Shane Knox confirmed that he supported the recommendations made by the Education & Standards Committee in their report of March 2018 that implementation of CPC at Paramedic and Advanced Paramedic level be conditional on provision of resources to support the project, and should not commence until all resources are in place.

Further discussion ensued and the following points were considered;

- The importance of resourcing CPC at the appropriate grades
- Potential risk to staff if the implementation of CPC at Paramedic and Advanced Paramedic level is attempted within current resources
- Potential risk to the public if the implementation of CPC at Paramedic and Advanced Paramedic level is delayed
- Introduction of CPC at a reduced level versus delaying implementation until all resources are in place

The Director highlighted that provision for the rollout of CPC at Paramedic and Advanced Paramedic level has been included in the draft business plan 2020, which will be discussed under the next item of his report.

The majority of Council members agreed that CPC should not be implemented for Paramedic and Advanced Paramedic levels within current resources, however, Patrick Plunkett disagreed and proposed that, to avoid further delays, the implementation of CPC at both levels should commence imminently. Following deliberation the following resolution was passed;

**Resolution: That Council resolve to implement CPC for Paramedic and Advanced Paramedic level in accordance with the recommendations from the Education & Standards Committee.**

**Proposed: David Menzies**

**Seconded: Pat Hanafin**

**Carried without dissent**

Council requested that a formal response to our application for additional funding is requested from the Department of Health.

#### **Item 3.1.5 Business Case 2020**

The proposed draft business plan 2020, as included in Council papers, was discussed. Clarification was provided on the number of additional posts required and it was highlighted by the Director that the exact configuration of posts is likely to change following completion of the HR review. Jimmy Jordan raised his concerns regarding the continued and increasing levels of outsourcing and 'contracting out', and expressed his opinion that certain responsibilities should remain internal and not be outsourced.

The Director confirmed that all proposed fee amendments require approval by the Minister, accompanied by the submission of a comprehensive supporting business plan. For this reason the original fee proposal of €25 for FAR certification was not submitted to the Department of Health.



Following further discussion by Council, the proposed FAR certification fee was revised to €15.

The classification of voluntary organisations in relation to fees charged was discussed. David Menzies noted his conflict of interest due to his involvement with Motorsport Rescue Services CLG and Dublin Wicklow Mountain Rescue Team. The Director confirmed that a separate piece of work is being carried out by the Executive at present on the definition of a 'voluntary organisation'. It was further confirmed by Brian Power that criteria for voluntary group status is covered under Council policy 'POL039 Voluntary groups and fees for licenced CPG Providers' and is independent to 'POL006 Schedule of Fees'. Subsequent to discussion and an agreement to revisit the topic of re-categorisation of voluntary organisations, the following resolution was passed;

**Resolution: That Council adopts the proposal put forward by the Director including changes to fee structures and the need to seek the approval of the Minister.**

**Proposed: Pat Hanafin**

**Seconded: David Menzies**

**Carried without dissent**

*Council took a short recess.*

*Martin Dunne and Jimmy Jordan left the meeting at this point.*

#### **Item 3.1.8 NASC Application for AP Programme**

Following an enquiry from the Vice-Chair, as to whether anyone present would like to recuse themselves from the discussion, no one present recused themselves. The Director, referring to the document included in Council papers, requested guidance from Council on the processing of an application to commence a new AP programme given that a number of associated reviews of such programmes are currently ongoing.

It was agreed by Council that the paper should have been presented to the Education & Standards Committee rather than to Council. The Director agreed to withdraw the paper and to present same to the Education & Standards Committee.

### **3.2 Delegated Decisions of the Director**

Reports relating to this item, as included in Council papers, were noted.

## **4. Education & Standards**

**4.1** It was decided that item 4.1 'NQEMT Examination Results' will be referred to the Education & Standards Committee for discussion at their November meeting, and will subsequently be presented to Council in December.

**4.2** The Director provided a brief summary of the report on 'Unauthorised Advertising: Use of PHECC Name and Logo' as included in Council papers and confirmed that the Executive are addressing the matter currently. Council agreed that an issue exists which requires addressing and supported the recommendations of the report.

**4.3** Following a recommendation from the Education & Standards Committee, Council approved two RI renewals, as detailed in Council papers.

**4.4** At their July meeting, following a request from Council, the Education & Standards Committee examined the matter of preparing a discussion document on PHECC oversight of paramedic degree programmes. The Committee noted a lack of legislative support in relation to paramedic entry degree programmes and questioned the need for PHECC involvement. The Education & Standards Committee believed they were unable to undertake this work and recommended that Council engage with external contractors if this work is considered necessary.

## **5. Quality & Safety**

**5.1** As per Council papers, a recommendation from the Quality & Safety Committee to amend the list of requirements specified on the Annual Medical Directors Report was noted and the following resolution was passed;

**Resolution: That Council adopt the changes to 'LIS021\_Annual Medical Directors Report Version: V2' as per item 5.1 of Council papers.**

**Proposed: Tess O'Donovan**

**Seconded: Patrick Fleming**

**Carried without dissent**

**5.2** Following a decision at the July 2019 Council meeting, that "All Council policy documents shall reflect the current version of Council policy" the following documents were amended and the subsequent resolutions passed. It was noted that adherence to GDPR regulations, although not part of PHECC's remit should be referred to in each policy.

**Resolution: That Council adopt 'POL003\_Council Policy for pre-hospital emergency care service providers who apply for recognition to implement Clinical Practice Guidelines (CPGs) V7' as per item 5.2 of Council papers.**

**Proposed: Pat Hanafin**

**Seconded: Shane Knox**

**Carried without dissent**

**Resolution: That Council adopt 'FOR027\_Statutory Declaration for approval as CPG Service Provider V5' as per item 5.2 of Council papers.**

**Proposed: Pat Hanafin**

**Seconded: Shane Knox**

**Carried without dissent**

**Resolution: That Council adopt 'FOR060\_Declaration for Renewal as PHECC Licensed CPG Provider V2' as per item 5.2 of Council papers.**

**Proposed: Pat Hanafin**

**Seconded: Shane Knox**

**Carried without dissent**

## **6. Clinical Matters**

**6.1** Following new clinical information/evidence a number of CPGs were reviewed and updated by the Medical Advisory Committee. These CPGs were presented to Council as per Appendix 2 of Council papers and the following resolution was passed;

**Resolution: That Council adopt the updated version of CPGs as per Appendix 2 of Council papers.**

**Proposed: Shane Mooney                      Seconded: Pat Hanafin**

**Carried without dissent**

**6.2** The National Pre-Alert Guidelines, as approved by both the Medical Advisory Committee and the Emergency Medicine Programme, were presented to Council for approval and the following resolution was passed;

**Resolution: That Council adopt the 'National Pre-Alert Guidelines' as per item 6.2 of Council papers.**

**Proposed: Pat Fleming                      Seconded: Shane Mooney**

**Carried without dissent**

**6.3** Following a request from the Health & Safety Authority (HSA), for assistance in outlining the scope of practice for organisations first-aid providers, a position paper was produced by the Executive to provide guidance to organisations on the matter. This paper was discussed at the Medical Advisory Committee meeting and as it is not a clinical matter was referred to Council. Following discussion it was agreed that the matter will be referred to the Quality & Safety Committee for recommendation.

**6.4** Brian Power informed Council that, following a request for inclusion in their pain management guidelines, the Executive have given permission to the EU Society of Emergency Medicine to utilise PHECC pain management CPGs on the provision that PHECC is acknowledged. This was endorsed by Council.

## **7. Governance & Finance**

Con Foley updated Council on the recent Compliance & Audit Committee meeting. A further meeting, scheduled for 31 October, will include a review of several policy documents which will require approval by Council thereafter.

### **7.1 Draft Annual Report 2018**

Con Foley reviewed the unaudited Financial Report, as detailed in Appendix 3 of Council papers, wherein the results were broadly similar to 2017 with the exception of the costs of the office transfer to Millenium Park.

Estimates of Income & Expenditure to 30th September 2019 were also presented to Council showing outcomes approximately in line with those budgeted. Con Foley noted that the increase in revenue was due to fees from programs such as FAR and could be used to support areas such as CPC, research etc.

## **7.2 Training Course, Conference and Event Attendance Form**

The updated Training Course, Conference and Event Attendance form, as included in Council papers, was reviewed and noted.

## **8. Register Report**

The Register report, as included in Council papers, was noted.

## **9. Risk Register**

The inclusion of succession planning in the Risk Register was noted, as set out in Item 3.1.6. above.

## **10. AOB**

**10.1** Following his request at the June 2019 Council meeting, the Vice-Chair requested clarification from the Director regarding two individuals from Dublin Airport Authority attending the UCD AP course. The Director agreed to provide an update at the November Council meeting.

**10.2** It was agreed that proposed 2020 Council meeting dates will be included in November Council papers for consideration by Council members.

The meeting concluded at 3.15pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 14<sup>th</sup> November at 10.00am.

Signed:

  
**Hillery Collins**  
**Vice-Chairperson**

Date:

12 Dec 2019