

Pre-Hospital Emergency Care Council Emergency Decision Making Group Meeting

Meeting Date: 05 January 2021 15:00hrs

Location: Remote Meeting

Attendees:

Video Conference:

Jacqueline Burke, Chair
David Menzies, Chair Medical Advisory Committee
Tess O'Donovan, Chair Education & Standards Committee
Patrick Fleming, Chair Priority Dispatch Committee
Con Foley, Chair Compliance & Audit Committee
Richard Lodge, Director

In Attendance:

Karen O'Neill, Council Administrator

Agenda Item 1.0 Approval of COVID-19 Vaccination CPG

Following receipt of the published Statutory Instrument [SI] No. 698 of 2020, a meeting of the Emergency Group of the Medical Advisory Committee took place earlier today at which three revisions to the COVID-19 Vaccine Comirnaty CPG, approved in principle by Council at their emergency meeting of 24 December 2020, were approved.

Consideration was given to the wording of S.3(b) of SI 698 of 2020 which states "and has received training in the administration of the product, as approved by the regulatory body for the profession concerned". By virtue of approving the revised CPG, the Emergency Decision Making Group, on behalf of Council, recognise the HSE training programme for the administration of the COVID-19 vaccine. In support of this, one of the revisions to the CPG was the inclusion of a requirement that all vaccinators must have completed the HSE approved COVID-19 vaccination training.

It was noted that those who successfully complete the HSE training programme will be provided with a certificate upon completion, by the HSE.

It was accepted that as new vaccines are approved, there may be a requirement for the development and approval of additional CPG's. The resulting matter of upskilling PHECC registered practitioners was raised. Though a requirement of CPC for EMT's currently, upskilling on CPG's will not be rolled out to Paramedics or Advanced Paramedics until sometime in the future.

The possible availability of an additional 2,500 PHECC registrants, from both the voluntary and private sector, to administer the vaccine was highlighted. Reiteration of same will continue to be notified to Department of Health officials.

Outcome:

Resolution: That the Emergency Decision Making Group, on behalf of Council, approve the revised COVID-19 Vaccine Comirnaty CPG 4/5/6.11.2 Version 1.

Carried unanimously

It was agreed that the approved CPG will be published in a limited way, to those actually administering the vaccine: in this case, initially, to the National Ambulance Service and possibly the Dublin Fire-Brigade. It should not receive wider circulation for the present.

Council will be informed of the above resolution.

Meeting Concluded

15:45 hrs

Signed: Jacqueline Burke, Chairperson

Date:

21/01/2021

Pre-Hospital Emergency Care Council Emergency Decision Making Group Meeting

Meeting Date: 14 January 2021 10:00hrs

Location: Remote Meeting

Attendees:

Video Conference:

Jacqueline Burke, Chair
David Menzies, Chair Medical Advisory Committee
Patrick Fleming, Chair Priority Dispatch Committee
Con Foley, Chair Compliance & Audit Committee
Richard Lodge, Director

In Attendance:

Karen O'Neill, Council Administrator

Apologies:

Tess O'Donovan, Chair Education & Standards Committee

Agenda Item 1.0 Approval of Moderna COVID-19 Vaccine CPG

The meeting was called to consider the new Clinical Practice Guidelines [CPG] for the "COVID-19 Vaccine Moderna Dispersion for Injection" and also approve a minor modification to the CPG for the "Comirnaty Vaccine [Pfizer BioNTech]".

The Director opened the meeting, bringing all up to date on recent developments with the DoH and the new SI, as signed by the Minister, in relation to COVID-19 Vaccine Moderna.

Council will be asked at the forthcoming meeting to give a continuing delegation to the MAC (and it's Emergency Decision Making Group) to approve CPGs for other such anti-COVID vaccines as are approved for use in Ireland: these would involve minor alterations of the original [Pfizer] CPG to take account of dosages, mixing, storage or other matters particular to the vaccine involved. As far as the legislation is concerned, further approved vaccines will just be added to the appropriate Schedule of SI 698 (of 2020).

The Chair of MAC clarified that the new CPG, which was produced in line with the National advice and guidelines, followed the same format as the previously agreed 'Comirnaty' CPG. It was further added that the necessary modifications and separate CPGs will be required for each new vaccine.

The Chair of MAC also noted the amendments to the Comirnaty CPG.

Outcome:

Resolution: That the PHECC Emergency Decision Making Group, on behalf of Council, approve the CPG for the COVID-19 Vaccine Moderna Dispersion for Injection (11.3), and approve the changes to the previously agreed CPG for the "Comirnaty Vaccine [Pfizer BioNTech].


Carried unanimously

It was noted that Ms. O'Donovan, who could not attend, indicated by email, her approval of the CPG.

Council will be informed of the above resolution, following which both CPGs will be published on the PHECC website. Minutes of such meetings of this Emergency Group as have taken place will be included in Council papers for the January meeting.

Meeting Concluded

10:15 hrs



Signed: Jacqueline Burke, Chairperson

Date:

21/01/2021

PHECC Council Meeting Minutes
21 January 2021
Via Videoconference

Present:

Jacqueline Burke (Chair Designate)

Apologies:

Thomas Keane

William Merriman

Videoconference:

Aidan O'Brien

Conor Deasy

David Menzies

Dennis Keeley

Don Brennan

Fiona McDaid

Hillery Collins

Jason van der Velde

Jimmy Jordan

Mick Molloy

Niamh Collins

Patrick Fleming

Tess O'Donovan

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Barry O'Sullivan, Deputy Director/Registrar (VC)

Brendan Cawley, PHECC Manager

Pauline Dempsey, PHECC Manager

Ricky Ellis, PHECC Manager

Karen O'Neill, Council Administrator

1.0. Chair's Business

The Chair welcomed all attending, including Mr. Don Brennan, attending a Council meeting for the first time. She also welcomed Ms. Pauline Dempsey on her return to PHECC after a five-year secondment to the Department of Health.

The Chair indicated that an orientation/induction session for all members would take place in February or March, either at the scheduled meeting or on a separate date.

1.1. Correspondence

Correspondence from the Minister of Health, acknowledging receipt of the Chair's Confidential Report for 2018, and the OCAE Engagement Letter for 2020, as included in Council papers, was noted.

It was noted that the Audit fee had increased three-fold over the past five years to €18,150. It was unclear however, given the statutory position, how this could be negotiated.

1.2. Council Appointments

The Chair has been in communication with Eoin Dunleavy in the DoH regarding two impending appointments to Council in February/March. The appointment of a person "appointed on the nomination of a body recognised by the Minister as being representative of emergency medical technicians" is also awaited.

1.3. Committee TOR update

A review of current Committee Terms of Reference [TOR] is progressing and will include a review by the IPA. The TORs have a generic set of TORs common to all Committees followed by a small number of dedicated TORs specific for that Committee. These generic TORs were "adopted in principle" by Council at their meeting on 11th July 2019. The Chair will continue her engagement with the Chairs of Council Committees to expedite finalisation of the TORs prior to bringing them to Council for approval in March.

The Chair provided all with an update on relevant matters discussed at the first IPA Governance Forum event of 2021. As 2021 Council meeting dates had been chosen so as not to conflict with such events, Council members were encouraged to attend same.

Conor Deasy joined the meeting.

2.0. Minutes & Matters Arising

2.1 Draft Minutes 17 & 24 December 2020*

There being no changes proposed to the minutes of the Council meeting of 17 December and the Emergency Council meeting of 24 December, Council passed the following resolutions;

Resolution: That Council approve the minutes of the Council meeting of 17 December 2020.

Proposed: Jimmy Jordan **Seconded:** Dennis Keeley

Carried without dissent

Resolution: That Council approve the minutes of the Emergency Council meeting of 24 December 2020.

Proposed: Jason van der Velde **Seconded:** Patrick Fleming

Carried without dissent

2.2. Matters Arising

2.2.1 There were no matters arising other than items already on the agenda.

3.0 Directors Report

3.1 Directors Report to Council

3.1.1. Covid-19 General Arrangements

The Executive continue to modify the return to work, working remotely, in the office protocols and the deployment of staff in response to the most recent restrictions. Staff were thanked for their continued flexibility and I.T systems continue to prove resilient. The importance of staff health and mindfulness in the coming period was acknowledged.

3.1.2. Covid-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to move from the current minimum crewing level standard.

12 March 2020 Resolution for reference

Whilst understanding that the normal minimum standard for emergency ambulance staffing is two Paramedics, PHECC accepts that in the event of Government declaration of a National Crisis and of being unable to maintain normal standards there would remain a minimum standard of one PHECC registrant to provide patient care in an emergency ambulance. Such a significant departure from normal standards shall be limited to the duration of the National Crisis.

3.1.3. Staff Recruitment Update

Details of recent appointments were provided; Ricky Ellis as Accreditation Manager, Brendan Cawley as Information & Examinations Manager and Ray Carney as Clinical Manager. As mentioned earlier in the meeting, Pauline Dempsey has returned to her substantive post of Education Manager, following five years secondment to the Department of Health.

The Director agreed to follow up with HR to ensure that all applicants who applied for said roles initially have been notified of the outcome of their application.

3.1.4. DoH Quarterly Review Meeting

A synopsis of the DoH quarterly meeting on 17 December was provided; the main issues being legislative change particularly FTP related, cross-border working and communications. Discussion regarding our 2021 Letter of Determination is expected to take place over the coming months. It was clarified that the registration fee element of the UCD AP Programme should not impact said determination, as this was approved by Council annually via a grant and was never part of the DoH allocation.

3.1.5. Fitness to Practise [FTP] Procedural Review

Council was informed that Ursula Byrne, retired Director of Regulation NMBI has agreed to act as Chair for the review of PHECC FTP policies and procedures. It was agreed that the review could also make recommendations on what future legislation could look like. The Director is currently in discussions regarding the TORs and membership of the group, noting that Shane Mooney and Mick Molloy have previously volunteered to be part of said group.

Mick Molloy joined the meeting.

3.1.6. PHECC Website Update

The first phase of updating the PHECC website is near completion; the next stage being a more substantive review of the entire structure and function of same. Council members were reminded to submit a photo and a short bio about themselves to the Director's PA, for inclusion on the updated website.

3.1.7. Covid-19 Temporary Register

The Director provided Council with an update on recent discussions with Department of Health officials in relation to the PHECC COVID-19 Temporary Register. Council, at their meeting of 17 December 2020 had decided that, in line with other regulators, the PHECC COVID-19 Temporary Register would cease on 31 December 2020. The Minister of Health signed S.I. 689 of 2020, extending the temporary register for the other regulators to 30 June 2021 and as a result the Council agreed that, in line with other regulators, PHECC's temporary register be extended also to 30th June 2021. Legal advice will be sought on the preferred method of reactivating the Register.

3.1.8. COVID-19 Vaccination CPGs*

Minutes of the two Emergency Decision Making Group [EDMG] meetings of 05 and 14 January, at which the Comirnaty [Pfizer BioNTech] and Moderna vaccine CPGs were approved, as included in Council papers were noted. To obviate the need for further such meetings, Council passed the following resolution;

Resolution: That Council delegate to MAC the authority to create and establish new Covid-19 vaccination CPGs as required, recognising that MAC may elect to delegate this authority to an Emergency sub-group of MAC. Such CPGs will be presented to Council for ratification at the first available opportunity.

Proposed: Hillery Collins **Seconded:** Jason van der Velde

Carried without dissent

All those involved in the process were commended on the rate at which the vaccination CPGs were produced and subsequently approved. The Medical Advisory Committee have determined that each new vaccine will have its own CPG based on the original template developed for the Comirnaty vaccine.

DoH officials have indicated that as new COVID-19 vaccines become available, the Minister will sign a simple S.I. adding each vaccine to the list of approved medications on the Eight and Twelfth Schedules, as contained in the original S.I. 698 of 2020.

3.1.9. PHECC Governance Review

Referring to Recommendation 1 of the IPA Governance Report it was agreed that the IPA repeat their paper-based survey of Council members, the results of which will advise the most appropriate channels for progressing said recommendation and will be reflected to Council in a future presentation by the IPA. The Director is also engaging with the IPA in relation to a number of governance related matters, including the review of the Conflicts of Interest policy, Committee TORs, governance, induction training for Council and the recruitment of a Secretary to Council.

3.1.10. Availability of PHECC Registrants to Assist with Covid-19 Vaccinations

Recent communication with the DoH, detailing the possible availability of a cohort of appropriately trained PHECC registrants outside of the two main statutory providers qualified to administer the COVID vaccine, has resulted in positive conversations with HSE Workforce Planning in relation PHECC Practitioners and Licensed CPG Providers involvement in the vaccination rollout programme. Authorisation from PHECC Licensed CPG Providers for PHECC to continue discussions on their behalf with the relevant section of the HSE has been received. The appropriate contact details will be provided to both parties.

Council members were reminded of the commercially sensitive nature of related information in Council papers and requested to ensure it remains confidential.

It has been highlighted to the Professional Medicine Regulation Unit of the DoH that S.I. 698 of 2020 does not reference “registered” when detailing PHECC practitioner levels, as it does with other professions, and is an issue for inclusion in the revision of PHECC’s legislative mandate.

Publication of a video produced in relation to PHECC’s support of the vaccination programme will take place following the meeting. The benefits of this mechanism in communicating messages to a wider audience, such as the launch of the PHECC Strategic Plan, were acknowledged and progression of a tender for the creation of further similar productions was agreed.

Council took a short recess.

3.1.11. PHECC Certification – COVID

Acknowledging the exceptional and unprecedented times we are in and considering that current restrictions are likely to be in place for some time, a further review of the period whereby certificates are recognised was proposed. Following consideration of same, noting that certificates are not being extended, an extension date of 31 July 2021 was agreed for recertification at responder level but may be reviewed beforehand if concerns arise.

The distinction between responder and practitioner certification was noted. Council agreed that a decision on the relaxation of a requirement for PHECC registered practitioners to hold an in-date CFR-A certificate will be deferred to the February Council meeting to allow for legal advice to be sought on the matter, in advance of further consideration of same.

3.1.12. Information Technology Update

A transition from current systems to SharePoint, resulting in greater flexibility in how Council papers are accessed going forward, will begin imminently. Tablets for newest Council members have been sourced and will be distributed in due course.

3.2. Delegated Decisions of the Director

The report, as included in Council papers, was noted. It is too soon to tell if the recent increase in applications will be maintained.

4.0. Clinical Matters

4.1. COVID-19 Vaccination CPGs

Following approval of the minutes of the Emergency Decision Making Group of 05 and 14 January, as included in Council papers, Council passed the subsequent resolution;

Resolution: That Council ratify the outcomes of the Emergency Decision Making Group minutes of 05 and 14 January 2021.

Proposed: Hillery Collins **Seconded:** Fiona McDaid

Carried without dissent

David Menzies departed the meeting.

5.0. Education

5.1. Examination Update

Council supported the examination schedule, as included in Council papers. Assurances were provided that any move to remote proctoring of examinations will ensure that software utilised applies the necessary safeguards to prevent recording of same. It was agreed that the Risk Register be revised to reflect that no outbreaks at examinations have occurred.

5.2. Education Awards Update

An update on education awards, as included in Council papers, was noted.

Council took a short recess.

6.0. Governance & Finance

6.1. Financial Outcome First Cut to 31st December 2020

The Secretary to Council provided a first look at the year-end financial outcomes and responded to questions on same. It was clarified that the deficit shown is a revenue deficit rather than a cash flow deficit and may change as the Annual Accounts are finalised.

6.2. Conflict of Interest Policy Review Update

Council members were informed that considerable progress has been made by the Conflict-of-Interest Policy Review Sub-Group of the C&AC and a draft policy document will be considered at a meeting of the C&AC imminently. The policy is expected to be laid before Council for approval at their March meeting.

6.3. Audit, External and Internal Update

The OCAg Audit of 2019 is now complete and as outlined earlier in the meeting under item 1.1, the Letter of Engagement for 2020 is to hand. This will be considered at the forthcoming C&AC meeting, as will the Internal Audit Report for 2020 which is also nearing completion.

6.4. C&AC Annual Report 2020 Update

The C&AC Annual Report for 2020 is at draft stage presently and will be considered at the upcoming C&AC meeting on 03 February. The report will be laid before Council as soon as practicable thereafter.

7.0. Register

7.1. Register Report

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

8.0. AOB

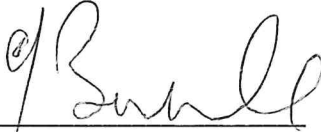
The Chair referenced the appearances of Conor Deasy and Mick Molloy in media interviews connected with the pandemic and used that opportunity to thank all frontline staff for their continuing efforts.

Membership of Council Committees was discussed. This and related matters such as limits to terms in office, recruitment and approval of membership by Council will be dealt with in the context of the ongoing review of Committee TORs. All were reminded that, as per Council resolution, Committees will continue in their current format until 31 March 2021.

Election of a Vice-Chair will take place at the March Council meeting assuming all new Council members are in place by then.

The meeting concluded at 12.50pm.

Signed:



Jacqueline Burke
Chairperson

Date:



11th March 2021

PHECC Council Meeting Minutes
11 March 2021
Via Videoconference

Present:

Jacqueline Burke (Chairperson)

Apologies:

Tess O'Donovan

Conor Deasy

Videoconference:

Aidan O'Brien

William Merriman

David Menzies

Dennis Keeley

Don Brennan

Fiona McDaid

Hillery Collins

Jason van der Velde

Jimmy Jordan

Tomás Barry

Niamh Collins

Patrick Fleming

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Barry O'Sullivan, Deputy Director/Registrar (VC)

Brendan Cawley, PHECC Manager

Ricky Ellis, PHECC Manager

Karen O'Neill, Council Administrator

1.0. Chair's Business

1.1. Correspondence

No correspondence noted.

1.2. Council Appointments

The Chair welcomed Tomás Barry to the meeting on the occasion of his appointment to Council as "a registered medical practitioner with an interest and expertise in pre-hospital emergency care". She also welcomed Jason van der Velde on his re-appointment to Council for a second term. Two vacant positions on Council remain; the booklet for the "person with a special interest or expertise in pre-hospital emergency care" is expected to be published via PAS shortly.

The procedures for the election of a Vice-Chair, as set out in the vesting S.I. and in Council Standing Orders (S.12), were referenced. Nominations for the post of Vice-Chair of Council were invited to be sent to the Secretary. The confidential postal election process was clarified and there being no objections, the closing date for receipt of nominations to the Secretary to Council was set as COB 20 March 2021.

Votes will be counted by two non-Council members, which Council agreed will be two members of the Executive. In the event of a contest and two nominees receive equal votes, lots will be drawn to decide the winner. The term of office for the Vice-Chair will be the earlier of four years or the end of the member's term of office on Council.

William Merriman joined the meeting.

1.3. Committee TOR update

The Chair reminded Council that existing Council committees will cease to act for their present term on 31 March next.

The Chair also sought Expressions of Interest [EOI] for committee Chairs, Vice-Chairs and members for the new committees of Council which, having reviewed and revised the existing Terms of Reference [TORs], will be reconstituted as follows:

- Quality & Safety Committee (incorporating QRF & GVF)
- Education & Training Committee
- Research Committee
- Registration Committee (oversight of Fitness to Practise process, CPC & RTP)
- Medical Advisory Committee (incorporating Priority Dispatch as a Working Group)
- Finance, Risk, Audit & Compliance Committee

The agreed general principles of which are;

- Purpose of committees is to advise and make recommendations to Council, as the accepted experts in a given area.
- Committee TORs are to be set by Council.
- All committee Chairs are appointed by the Chair of Council.
- All committee members are appointed by the Chair of Council, as approved by Council, on the recommendation of the Chair of the committee and in accordance with an agreed required skill set and committee composition and following an agreed recruitment process.
- Committees may establish working groups of committee members and external experts, to address specific issues, by Council request.
- There should be a minimum of 2 Council members on each committee – one as Chair, one as Vice Chair.
- In addition, there may be 1, or more other member of Council.
- No Council member will sit on a committee by virtue of being on any other Committee.
- As is current practice, any Council member can attend any committee meeting as an observer, not as a voting member of the committee.
- Terms of office for members of committees are to be agreed. At present there is no agreed or common practice. Suggestions include 3 or 4 years or mixture with 2 consecutive terms permissible.
- Thought needs to be given to the skill set required by committee members and the composition of the committee. It is likely that the requirements on members may change slightly given the formation of new committees and the realignment of responsibilities of certain functions.

It was suggested that, ideally, if a Committee Chair were on their second term and the Vice-Chair on their first term on Council, it would provide a degree of continuity if the Vice-Chair then became Chair in their second term. Obviously, this would not be applicable in every case.

Committee Chairs and Vice-Chairs will be appointed by the Chair of Council as informed by the EOI process, and committee members having been appointed in accordance with appropriate procedures, will be approved by Council.

Committee TORs will be sent to existing committee Chairs for observations in the coming days and include both the generic TORs, as detailed in the Alignment of Committees Policy presented to Council in July 2019 and subsequently discussed in September 2019, and proposed TORs specific to each committee. Particular emphasis should be placed on the TORs specific to that committee together with the skills required by the committee. Membership numbers and terms of office will also need to be addressed. The Chair requested that the above review is urgent as the new Council committees will need to be formed in April so as to minimise any break in the work programme of the committees concerned.

2.0. Minutes & Matters Arising

2.1 Draft Minutes 21 January 2021*

The draft minutes of the previous meeting were reviewed and subject to a minor edit to item 3.1.2,

Council passed the following resolution.

Resolution: That Council approve the minutes of the Council meeting of 21 January 2021.
Proposed: Jimmy Jordan **Seconded:** Hillery Collins
Carried without dissent.

2.2. Matters Arising

2.2.1 Two content errors on the PHECC App were highlighted and will be corrected by PHECC IT.

3.0 Directors Report

3.1 Directors Report to Council

3.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. There have been no reported COVID-19 incidents involving staff, examiners, students or in external reviews.

3.1.2 COVID-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to move from the current minimum crewing level standard.

3.1.3 Letter of Determination from DoH

Receipt of our 2021 Letter of Determination dated 16 February 2021 confirming funding of €2.587m, as included in Council papers, was noted. An explanation of the reduction in funding vs 2020, related to deductions reflecting non-funding of the UCD AP Programme and superannuation sums, was provided. It was clarified that historically the AP Programme Registration Fee funding was a discretionary spend by PHECC, from their own funding and not from the DoH determination. The Director has also clarified to the DoH that at no stage have PHECC confirmed they will not be funding any future AP Programmes.

3.1.4 Future UCD AP Programmes*

This matter was deferred to the April Council meeting, pending receipt of legal opinion.

3.1.5 Fitness to Practise [FTP] Procedural Review

Ursula Byrne, retired Director of Regulation NMBI has agreed to act as Chair for the review of PHECC FTP policies and procedures. The Director is currently confirming the TORs and membership of the group, with a provisional start date expected shortly.

3.1.6 PHECC Website Update

Council members were invited to submit feedback on the newly refreshed PHECC website. The next phase will be a more substantive review of the structure and function of the website. Awaited Council member bios were requested, with those requiring editing to be returned for final review by member(s) concerned.

3.1.7 COVID-19 Temporary Register

The PHECC Temporary COVID Register has now been reopened as per previous decision and can be utilised as a possible re-registration route for lapsed PHECC registrants who wish to apply for HSE Vaccinator posts.

3.1.8 COVID-19 Vaccination CPGs

Though no further COVID-19 vaccines have been approved, mechanisms are in place to facilitate the approval of future COVID-19 Vaccine CPGs.

3.1.9 PHECC Governance Review

Discussions with the IPA in relation to progressing elements of the Governance review continue. Content for a Council Training Package is under review and is expected to include a mix of external generic training and PHECC-specific content. Council members were invited to submit training requests which may be facilitated at the planned training day or by engaging separate external online resources. A second April Council meeting for internal training, to include external input, was proposed as 22 April, though agenda items may be determined between 08 and 22 April.

3.1.10 Availability of PHECC Registrants to Assist with COVID-19 Vaccinations

Since the Director's interview with RTÉ Morning Ireland broadcast on 10 February 2021, discussions with various sections of the HSE continue in relation to the availability of PHECC registrants and Licensed CPG Providers to assist with the COVID-19 Vaccination Programme.

3.1.11 HSE Recruitment of PHECC Practitioners*

The HSE have clarified that though the recruitment advert for COVID-19 Vaccinators states 'eligible for registration', job offers will only be made to PHECC registrants. Legal advice obtained, included in Council papers, in relation to PHECC registrants acting as COVID-19 Vaccinators, confirmed that the authority to administer the COVID-19 vaccine comes from S.I. 698 of 2020 and as a result PHECC registrants employed by the HSE as Vaccinators cannot be privileged to follow PHECC CPGs. It was clarified that though the NAS are a PHECC Licensed CPG Provider, the HSE are not.

Council endorsed the Executive's approach that PHECC Registrants recruited by the HSE as COVID-19 Vaccinators are not required to follow PHECC COVID-19 Vaccine CPGs, as their authority to give the vaccine derives directly from S.I. 698 of 2020. CPGs give legal authority to registrants to administer medications on the Seventh Schedule and have no other legal standing outside PHECC's 'triple lock' process. Any PHECC registrant administering the COVID-19 vaccine on behalf of a HSE contracted PHECC Licensed CPG provider (such as NAS, DFB) would however be required to follow the CPGs. It was agreed that it seems most unlikely that PHECC registrants deployed by a PHECC Licensed CPG Provider would be working alongside PHECC registrants employed as HSE Vaccinators. There being no change to Council Rules, no resolution was required.

It was agreed that PHECC are not able to recognise non-PHECC approved BLS qualifications for registration and do not provide certificates for any individual elements of the NQEMT. Thus, the HSE will be advised to subject all PHECC registrants applying to work as a COVID-19 Vaccinator to the same training as other professional groups.

Legal advice is that PHECC registrants working as COVID-19 Vaccinators are still subject to PHECC FTP.

The need to provide clarity on the above to both the HSE and PHECC registrants was noted.

Council took a short recess.

3.1.12 Covid-19 Related Extensions to PHECC Certificates

It was clarified that PHECC do not have the power to extend certifications as they are not the awarding body. PHECC could, however, relax the requirement to hold an in-date certificate, an approach which Council have already endorsed in respect of Responder certification. Legal opinion sought on the requirement to hold an in-date CFR-A certification for registration purposes, as included in Council papers, was referenced and upon consideration of same Council decided not to relax the requirement for an in-date CFR-A cert, as the majority of registrants have been able to comply with the requirement. To avoid a late registration fee, PHECC registrants experiencing difficulties in renewing CFR-A certs are being advised to inactivate their registration until such time as they can renew their certs. As with item 3.1.11 above, no resolution is necessary as no amendment to Council rules is required.

3.1.13 ICT Arrangements for Council Members

As part of our reconfiguration of ICT services, Council members have now transitioned to Office365. A survey will be issued in the coming days to determine Council members current IT requirements. In line with our standard approach, it was agreed that two-factor authentication will be implemented as an added security mechanism for all Council members.

3.1.14 Munster Medics

Following the recent death of their founder and Director, Munster Medics have decided to cease operations and have informed PHECC that they will not be renewing their registration as a PHECC Licensed CPG Provider. PHECC have passed on their condolences.

3.1.15 Protected Disclosure

Council was updated on the status of a complaint about a PHECC recognised GPG provider, received from a PHECC registrant.

3.1.16 Cross-Border Working

Acknowledgement by the DoH of a requirement for a legal cross-border working agreement has resulted in an arrangement to commence dialogue between PHECC, the DoH, the DoH in Northern Ireland and HCPC on the matter. This positive progress was welcomed by Council.

3.2. Delegated Decisions of the Director

The report, as included in Council papers, was noted. Though RoQ applications have increased significantly, the majority are not originating from the UK as expected.

4.0. Clinical Matters

4.1. 2021 CPGs – Project Update

An update on the status of the 2021 CPG Project, as included in Council papers, was provided. It is expected that, following approval by MAC at their meeting on 25 March, the finalised suite of CPGs will be submitted to Council for approval in April. The need for adequate agenda time allocated to this item on 08 April was agreed. Appreciation was extended to MAC members, Programme Manager, Ricky Ellis and members of the Executive for their efforts in progressing the project to this stage.

5.0. Education & Examinations

5.1. Examinations Update

An update on examinations including upcoming NASC AP Programme examinations, as included in Council papers, was provided. It was noted that a PHECC Quality Panel member and a PHECC representative will attend all NASC UCC AP examinations.

Very positive feedback from all stakeholders with regards to the safe running of assessments has been received, for which all those involved were commended.

A new exam system and database in place will be trialed in March/April 2021 with the purpose of streamlining candidates' applications, examination scheduling, examiner appointments and results.

5.2. Education & Standards Committee Update

An update on the Education and Standards Committee meeting of 10 February 2021 was provided at which it was agreed that PHECC will tender for a subject matter expert, familiar with the Irish system, to chair and project manage a working group to develop and present a 2021 version of the Practitioner Level Education Standards and a Competency Framework to Council. It is expected that a draft specification for a Request for Tender [RFT] will be considered at the next committee meeting on 14 April 2021 and will be presented to Council for approval on 22 April.

It was agreed by Council that the development of a competency framework is the way forward. The importance of this task in shaping the future of PHECC education and examinations, its implications for the organisation and on future legislation was emphasised. There was general agreement that the opportunity to develop the competency framework must not be compromised by the requirement for a revised curriculum. It was determined that the role of regulator is to develop standards and a competency framework whereas the role of the educational institution is to develop curriculum, based on PHECC standards. This curriculum will be reviewed by PHECC as part of the RI approval process.

Although PHECC currently set the exams for EMT and Paramedics, as per our S.I., there is no reason why this would not be devolved to the RIs, as in the case of AP Programmes, since the role of regulator is to set standards and the competency framework and oversee the exams.

It was agreed that these and other matters, including the approach of updating the current standards for immediate implementation by RIs and the simultaneous completion of the competency framework for implementation at a future date, be considered by the expert group.

6.0. Quality & Safety

6.1. GVF & QRF Alignment

Council was provided with an update on the alignment of the QRF and GVF systems and processes. An external company has been engaged to conduct an alignment analysis of the QRF and the GVF and provide a gap analysis report that will lead to the development of one standardised approach.

It is envisaged that following alignment both programmes will successfully achieve International Society for Quality in Health Care External Evaluation Association accreditation under the Guidelines and Principles for the Development of Health and Social Care Standards. Council will be kept informed of progress at the appropriate junctures.

Council took a short recess.

7.0. Governance & Finance

7.1. Conflict-of-Interest Sub-Committee Report

An overview of the Conflict-of-Interest Sub-Committee Report, as included in Council papers, was provided, the recommendations of which are included in Draft POL048 Conflict of Interest Policy (item 7.2) and its associated documentation. The Sub-Committee also recommended that some training be provided to Council members on the introduction of the new policy and that the new policy be approved by PHECC's legal advisors. Furthermore, a Declaration of Conflict form will be included with Council papers going forward, only to be completed and submitted to the Chair and Secretary to Council in advance of the meeting by a member who feels a possible Conflict of Interest will arise in his/her case by an item on the meeting Agenda. This new process will require earlier circulation of the agenda and earlier engagement with Council members, prior to each Council meeting taking place.

7.2. Draft POL048 Conflict of Interest Policy*

Referencing the draft policy (including its associated Declarations and Guidance documents) as included in Council papers, several amendments were proposed by members, including introducing the Vice-Chair as a substitute for the Chair in situations where the Chair was also conflicted. Subject to a legal review of the policy and associated documents, Council passed the following resolution.

Resolution: That Council approve the Draft POL048 Conflict-of-Interest Policy, subject to legal approval of same.

Proposed: Hillery Collins

Seconded: Aidan O'Brien

Carried without dissent.

7.3. C&AC Annual Report 2020

The Report was tabled, noted and approved by Council by way of the following resolution:

Resolution: That Council approves the Annual Report for 2020 by the C&AC, subject only to the identification of any further items in the course of their audit of the 2020 accounts by the Office of the Comptroller and Auditor General; no material weaknesses in the System of Internal Control were identified by the C&AC Annual Report in relation to the year 2020.

Proposed: Fiona McDaid **Seconded:** Dennis Keeley

Carried without dissent.

The Chair of the C&AC described the procedures and processes inherent in the System of Internal Control [SIC], including the “pyramid” of procedures, tests and assurances which enable the C&AC to, in turn, assure Council as to the integrity of the SIC. This resulted in the following resolution being passed.

Resolution: Having approved the C&AC Annual Report to Council and based on the assurances contained therein, Council asserts that the System of Internal Control has functioned adequately in PHECC during the fiscal year 2020.

Proposed: Tomás Barry **Seconded:** Dennis Keeley

Carried without dissent.

Council’s fiduciary responsibilities were highlighted and as mentioned earlier, those Council members requiring related training were reminded to request same as appropriate.

7.4. Internal Audit Update

The Internal Auditor has presented the results of the Internal Audit review performed in Autumn 2020. Three risks identified have resulted in correspondence with the Executive with three objectives:

- i. Agreement or otherwise with the C&AC view of the risks identified.
- ii. Confirming, with external assistance, if necessary, that the risks as identified, exist.
- iii. Putting resolutions in place, expeditiously for those risks that require mitigation.

A response from the Executive is expected by the next C&AC meeting.

8.0. Risk

8.1. Risk Register

The Risk Register as included in Council papers was reviewed and noting the dynamic nature of the document, Council passed the following resolution.

Resolution: That Council approves the Risk Register as presented in Council papers, subject to the agreed amendments to Risk No. 19 & 20.

Proposed: Hillery Collins **Seconded:** Niamh Collins

Carried without dissent.

9.0. Register

9.1. Register Report

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

9.2. Register Matters

Referencing 3.1.12 above, it was added that the Director is exploring options for the non-collection of late registration fees.

10.0. AOB

The Chair expressed her thanks on behalf of Council to Thomas Keane and Mick Molloy, whose terms of office expired since the last Council meeting. She also expressed condolences to William Merriman on the passing of his brother.

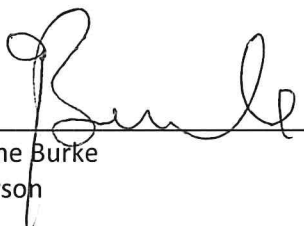
The Chair requested that the Strategic Plan 2020-2023 Implementation Plan be placed on the April meeting Agenda for review.

The Director was requested to revert on the HSE Resuscitation of Children Directive at the next Council meeting.

There will be two Council meetings in April, Thursday 08 April and Thursday 22 April. Agendas for both meetings are to be agreed, incorporating issues above together with earlier referenced reviews of CPGs, induction training, committee membership and TORs etc.

The meeting concluded at 14.40pm.

Signed:



Jacqueline Burke
Chairperson

Date: 08/04/2021

PHECC Council Meeting Minutes
08 April 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Aidan O'Brien
William Merriman
David Menzies
Dennis Keeley
Don Brennan
Fiona McDaid
Hillery Collins
Jason van der Velde
Jimmy Jordan
Tomás Barry
Niamh Collins
Patrick Fleming
Tess O'Donovan
Conor Deasy

In attendance:

Richard Lodge, PHECC Director
Con Foley, Council Secretary (VC)
Barry O'Sullivan, Deputy Director/Registrar (VC)
Brendan Cawley, PHECC Manager
Ricky Ellis, PHECC Manager (VC)
Ray Carney, PHECC Manager
Karen O'Neill, Council Administrator

1.0. Chair's Business

The Chair welcomed Ray Carney to the meeting.

1.1. Correspondence

Council was informed of correspondence from the Department of Health [DoH], dated 31 March 2021, in relation to Certified Financial Statements of the Pre-Hospital Emergency Care Council for the year 2019. A response is currently being prepared and will be included in the papers for the 22 April Council meeting.

Correspondence received by the Chair in relation to the HSE Ambulance Care Directive [ACD] was noted. Though Council is supportive of the directive, it was agreed that the Director will write to the relevant HSE officials stressing the importance of consultation with PHECC, as the regulator, on such matters. The document was referred to the Medical Advisory Committee [MAC] for consideration prior to producing related guidance for PHECC practitioners.

1.2. Appointment of Vice-Chair

In compliance with the PHECC Standing Orders and our Statutory Instrument [SI], Jason van der Velde was appointed as Vice-Chair to Council. Acknowledgement and appreciation were extended to the outgoing Vice-Chair, Hillery Collins, for his term served.

1.3. Appointment of Committee Chair/Vice-Chair/Members

The Chair thanked Council members for their encouraging responses to the recent request for Expressions Of Interest [EOI] for positions of Chair, Vice-Chair and membership of Council committees. Consultations will commence imminently, and appointments will be announced at the upcoming Council meeting on 22 April.

2.0. Minutes & Matters Arising

2.1 Draft Minutes 11 March 2021*

The draft minutes of the previous meeting were reviewed and subject to two minor amendments to item 1.3 and 5.2, Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 11 March 2021.

Proposed: Jason van der Velde

Seconded: Jimmy Jordan

Carried without dissent.

2.2. Matters Arising

2.2.1 Alignment of Committees Policy/Generic TORs are being addressed in the Directors Report. It was agreed that terminology needs to be consistent throughout.

3.0 Directors Report

3.1 Directors Report to Council

3.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. There have been no reported COVID-19 incidents involving staff, examiners, students or in external reviews.

3.1.2 COVID-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to move from the current minimum crewing level standard.

3.1.3 Future UCD AP Programme*

This matter was deferred to the 22 April Council meeting, pending receipt of legal opinion.

3.1.4 Cross Border Working

Recognition by the DoH that the matter of cross border working requires addressing was welcomed, as no MOU/SLA currently exists covering registrants moving and practicing between jurisdictions. An initial meeting to discuss the matter has been scheduled between the Chief Executive & Registrar of Health & Care Professionals Council (UK) and PHECC for 19 April. Council will be kept informed as discussions progress.

It was suggested that a joint approach incorporating the other affected regulatory bodies, the NMBI and the Medical Council, would be beneficial.

The need for legislative change will continue to be highlighted to DoH officials.

Separately, the Director will seek clarification from the Medical Council of the definition and status of 'under medical direction'.

3.2. Committee Terms of Reference [TOR]

All those who submitted feedback on the Draft TORs were thanked and a synopsis of same was provided. It was clarified that the exact composition of each committee, based on a required skillset, will be determined by the Chair of said committee and proposed to Council. Following a yet to be determined recruitment process and depending on the level of interest received, proposed applicants will also be recommended to Council for approval. The importance of including patient/public representatives (patient voice partners) in each TOR was noted. Following input from the IPA, draft TORs will be circulated as proposals for formal adoption by Council at their meeting on 22 April.

The need for a formal process on committee meeting attendance was noted.

Council was reminded of the related annex to the DPER Guidelines on Gender Balance & Diversity (September 2020).

3.3. Service Business Plan*

The Director presented the 2021 PHECC Service / Business Plan and explained that all core actions of the relevant work areas have been traced back to PHECC strategic priorities, as specified in the current 2020-2023 Strategic Plan. It was noted that the proposed 2021 Service Business Plan does not account for any possible fee increases proposed under agenda item 3.4. Following consideration, Council passed the following resolution;

Resolution: That Council approved the 2021 Service Business Plan, as included in Council papers.
Proposed: David Menzies **Seconded:** Patrick Fleming
Carried without dissent.

3.4. Schedule of Fees*

The Director presented the proposed Draft POL006 Council Policy & Schedule of Fee's V15 which has been reviewed since Council approval in May 2019. It was clarified that following Council approval of same, approval of the Minister of Health is required prior to the implementation of any fee revisions. Clarification of certain language throughout the document was requested. Following consideration and an agreement that the definition of parameters for the classification of Not-for-Profit organisations will be presented as an annex to the document prior to the 22 April Council meeting, the following resolution was passed.

Resolution: That Council accept POL006 Council Policy & Schedule of Fees V15 as presented in Council papers.
Proposed: David Menzies **Seconded:** Aidan O'Brien
Carried without dissent.

The challenges posed by the unauthorised advertising and delivery of PHECC courses was noted and continues to be progressed.

Council took a short recess.

3.5. Delegated Decisions of the Director

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

4.0. Clinical Matters

4.1. 2021 CPGs – Project Update

An update on the status of the 2021 CPG Project, as included in Council papers, was provided. At their meeting on 25 March, MAC passed resolutions recommending each level of CPG to Council. It is expected that the finalised suite of CPGs will be submitted to Council for approval at their meeting on 22 April.

It was added that the PHECC Field Guide will be updated concurrently with the new suite of CPGs.

4.2. Janssen COVID-19 CPG*

At their meeting of 25 March 2021, MAC passed a resolution to recommend approval of CPG. 4/5/6.11.5 COVID-19 Vaccine Janssen. As S.I. 155 of 2020, authorising the addition of the Janssen vaccine to the Eighth and Twelfth Schedules has since been received from the DoH, Council considered the related section of the updated suite of COVID-19 CPG's as included in Council papers, and passed the following resolution;

Resolution: That Council ratifies the approval by MAC of the Janssen COVID-19 vaccine 4/5/6.11.5.
Proposed: Niamh Collins **Seconded:** Tomás Barry
Carried without dissent.

5.0. Education & Examinations

5.1. Examinations Update

An update on examinations, as included in Council papers, was provided.

Council was informed that the PHECC examination team and a PHECC Quality Panel member recently attended the first NASC UCC AP examinations, noting the positive experience.

6.0. Governance & Finance

6.1. Management Accounts to 31 March 2021

The management accounts to 31 March 2021 were presented to Council and noted.

6.2. Conflict-of-Interest Policy POL048

Following receipt of legal review of the POL048 Draft Conflict-of-Interest Policy it was agreed that the final document, highlighting amendments to the original document, will be presented to Council for approval at their meeting of 22 April 2021.

6.3. Council Training Session

The first phase of the Council Member Induction and Training programme was presented by the Secretary to Council and included the following;

- PHECC Constitution and Mission
- Council Structure
- Governance – DPER Guidelines and Council Policy
- PHECC Code of Governance & Council Standing Orders
- The Role of the Finance, Risk, Audit & Compliance Committee

Appreciation was extended to the Secretary for the very interesting and beneficial presentation. Related Council documentation referenced in the presentation will be circulated to Council following the meeting.

Tom Ward of the IPA will present at the subsequent Council meeting on 22 April and it was agreed that similar short informative governance training/update sessions will be delivered by recognised experts at Council meetings going forward.

7.0. Register

7.1. Register Report

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

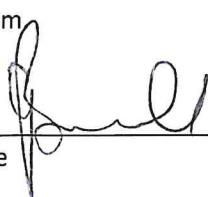
8.0. AOB

The Clinical Programme Manager provided a report on his attendance at the establishment event of The Irish Paramedicine Education & Research Network [IPERN], a collaborative effort by members of the pre-hospital community with an interest in research. It was agreed that the most appropriate mechanism for future engagement with the IPERN will be through the Research Committee, once assembled.

The meeting concluded at 1.00pm

Signed:

Jacqueline Burke
Chairperson



Date:

22/04/2021

PHECC Council Meeting Minutes
22 April 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Apologies

Don Brennan

Videoconference:

Jason van der Velde (Vice-Chair)

William Merriman

David Menzies

Dennis Keeley

Fiona McDaid

Hillery Collins

Aidan O'Brien

Jimmy Jordan

Tomás Barry

Niamh Collins

Patrick Fleming

Tess O'Donovan

Conor Deasy

In attendance:

Richard Lodge, PHECC Director (VC)

Con Foley, Council Secretary (VC)

Barry O'Sullivan, Deputy Director/Registrar (VC)

Brendan Cawley, PHECC Manager

Ricky Ellis, PHECC Manager (VC)

Ray Carney, PHECC Manager

Pauline Dempsey, PHECC Manager (VC)

Karen O'Neill, Council Administrator

Tom Ward, IPA (VC, item 1. only)

David Irwin, Vice-Chair MAC (VC, item 5. only)

The Chair opened the meeting by welcoming all attendees. Deepest sympathies were extended to the Director, Richard Lodge, on the passing of his father, PHECC staff member Claire Finn on the passing of her stepfather and former PHECC Programme Manager Jacqueline Egan on the passing of her father. The Chair called for and a minute's silence was observed in remembrance of the recently deceased. Ar dheis Dé go raibh a n-anamacha.

Item 2 of the Agenda was addressed first to facilitate a presentation by Tom Ward (IPA).

2.0. Chairs Business

2.1. Correspondence

Council was informed of correspondence from the Minister dated 21 April 2021 in response to the Chair's 2018 Confidential Report and Certified Financial Statements. The development of the Strategic Plan was welcomed as was the appointment of new Council members. The matter of legislative change was under contemplation as was a possible future visit by the Minister.

It was agreed that correspondence from Council member, Tomás Barry, would be considered under Agenda item 5.1.

2.2. Committees Chair/Vice-Chair/Membership*

Following consideration of Expressions of Interest sought for positions of Committee Chair, Vice-Chair and committee membership, the Chair announced the appointment of the following Council Committee Chairs.

Quality & Safety Committee

Education & Training Committee

Research Committee

Registration Committee

Medical Advisory Committee

Fitness to Practise Committee

Preliminary Proceedings Sub-Committee

Appeals Panel

Fiona McDaid

Aidan O'Brien

Patrick Fleming

Hillery Collins

David Menzies

David Menzies

Jason van der Velde

Tess O'Donovan

Resolution: That Council ratifies the appointment of Council Committee Chairs as stated above.
Proposed: Niamh Collins **Seconded:** William Merriman
Carried without dissent.

All new appointees were congratulated and thanked for offering to take up said positions. The appointment of Vice-Chairs and determination of committee membership will now be proceeded with by the Chair of Council and the recently appointed Chairs of Council Committees.

Tom Ward joined the meeting.

1.0. Council Training Programme

Tom Ward of the IPA provided Council with a presentation on Governance, inter-alia, referencing the following topics:

- Behaviours/Conduct/Attitudes of Boards
- Stewardship and Fiduciary Duty
- Performance versus Conformance
- Separation of Duties between Board and Executive
- Features of Effective Boards

Appreciation was extended to Mr. Ward for delivering an informative session. Further similar brief training sessions will take place at Council meetings on an ongoing basis.

It was noted that the survey conducted as part of the PHECC commissioned 2019 Governance Review will be repeated by the IPA over the coming weeks.

Tom Ward departed the meeting.

3.0. Minutes & Matters Arising

3.1. Draft Minutes 08 April 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 08 April 2021.
Proposed: David Menzies **Seconded:** Hillery Collins
Carried without dissent.

3.2. Matters Arising

3.2.1 The Terms of Reference [TOR] for Council Committees are being reviewed by the IPA at present and will feed into the work already indicated as to the appointment of Committee Vice-Chairs and committee members.

4.0 Directors Report

4.1 Directors Report to Council

The Director thanked all for their sentiments of condolence on his recent bereavement and apologised for the late circulation of the Director's report.

4.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. There have been no reported COVID-19 incidents involving staff, examiners, students or in external reviews.

4.1.2 COVID-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to change the current minimum crewing level standard.

4.1.3 Future UCD AP Programme*

This matter was deferred to the end of the meeting and was addressed under item 8. of the Agenda.

4.1.4 Cross Border Working

The Director provided Council with a summary of the meeting between the Director and Deputy Director of PHECC and the CEO of the Health Care Professionals Council [HCPC] in the U.K., in relation to the matter of cross-border working. It was agreed that a joint response is required while current practice, of necessity, must continue. Other matters raised, included:

- Mutual Recognition: possible pathways for same and complexities involved.
- Legislative change in either or both jurisdictions.
- Indemnity arrangements to protect practitioners and the public.
- Significance of "Under Medical Direction", which has been referred to MAC.
- Consideration of all affected Ireland-wide registered emergency service organisations.
- Protection of the public is paramount.

Council welcomed these initial discussions and endorsed the proposal whereby each Regulator will agree in principle the approach outlined in Council papers with their Board/Council, obtain legal advice on said approach, engage with other healthcare regulators and keep the DoH informed of developments as they progress, while ensuring that the current status quo is maintained.

4.1.5. Fitness to Practise [FTP] Process Review*

An overview of the Director's proposal outlined in Council papers, as the mechanism by which PHECC will carry out a review of their FTP Policy and Procedures, was provided to Council. In summary the two-step approach comprises of:

- i. A review of the procedures and systems PHECC currently have in place including consideration of current FTP best practice, to determine which issues can be dealt with via policy/procedure and which may require legislative amendment. Resulting from this review, the existing policies will be re-drafted to incorporate the suggested changes, current best practice, and legal requirements.
- ii. Convening a panel of interested parties to consider and review these proposals prior to making a recommendation to Council.

Following consideration of same, Council passed the following resolution:

Resolution: That Council endorses the two-step approach proposed by the Director, as included in Council papers, for a review of PHECC FTP Policy and Procedures.

Proposed: Hillery Collins **Seconded:** Jason van der Velde

Carried without dissent.

The Director will now explore the most efficient and compliant tender process to advance the above.

4.1.6. Committee Terms of Reference [TOR]*

Draft committee TORs, together with the comments submitted to date, are being considered by Tom Ward (IPA). As no deletions or substitutions have been proposed, it is not envisaged that substantive changes will be made. It is proposed that incoming committee Chairs and Vice-Chairs then further consider the TORs, particularly in relation to the skillset required for their relevant committee, the selection of its members and term of office duration, if these are to differ from the 4-year terms previously agreed. These will then be brought back to Council for formal adoption at the next, or subsequent Council meetings, as they become available.

4.1.7 2021 PHECC Staffing Structure Proposal*

Already highlighted as part of the PHECC commissioned 2019 HR Review, certain staffing constraints exist for PHECC as an organisation in meeting its objectives as a statutory health services Regulator and in satisfying the various governance and compliance regulations required. The recommended staffing structure, as included in Council papers, was explained and proposed as a solution to same.

Following consideration by Council, the proposal to formally request additional staffing posts, as outlined in Council papers, was approved and will be submitted to the DoH in conjunction with the revised 2021 Schedule of Fees proposal.

Resolution: That Council approves the staffing structure proposal, as included in Council papers, and endorse the Director to submit a request to the DoH for approval of additional headcount and associated required funding.

Proposed: David Menzies Seconded: Hillery Collins

Carried without dissent.

It was agreed that any future staffing requirements can be considered as they arise.

Council took a short recess.

4.1.8. Schedule of Fees*

This matter was addressed following Agenda item 7.1., Governance & Finance, to allow consideration and approval of POL048 Conflict-of-Interest Policy.

As agreed at the 08 April 2021 Council meeting, a definition of parameters for the classification of Not-for-Profit/Non-Governmental Organisations [NGOs] was presented in Council papers, as an Appendix to POL006_Council Policy & Schedule of Fees. Following consideration of same, Council passed the following resolution:

Resolution: That Council accepts the proposed discount qualifying criteria as outlined in Council papers, as an appendix to the proposed Schedule of Fees approved at the Council meeting of 08 April.

Proposed: Patrick Fleming Seconded: Fiona McDaid

Carried without dissent.

5.0. Clinical Matters

David Irwin, previous Vice-Chair of MAC, joined the meeting to provide clarity on any issues arising.

5.1. CPG 2021 Edition*

The revised suite of CPGs and documentation outlining the main changes therein, as included in Appendix 1 to Council papers, were noted.

Correspondence from Tomás Barry in relation to concerns regarding expanded scope of practice was noted. Patient safety issues, governance of PHECC practitioner upskilling on CPGs and PHECC's role in same was discussed. The Registrar outlined the current online/digital CPG familiarisation support system in place for EMTs as part of the CPC process. The introduction and roll out of the new CPGs will be supported by extending an appropriate digital support module to Ps and APs.

Council took a short recess.

The 2021 edition of CPGs were approved in groups, as follows, by practitioner layer:

Resolution: That Council accept L1 CFR V1.4 and L1a CFR Advanced V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: Niamh Collins

Seconded: Fiona McDaid

Carried without dissent.

Resolution: That Council accept L2 FAR V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: Dennis Keeley

Seconded: Jimmy Jordan

Carried without dissent.

Resolution: That Council accept L3 EFR and BTEC V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: Jason van der Velde

Seconded: Patrick Fleming

Carried without dissent.

Resolution: That Council accept L4 EMT and BTEC V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: Tomás Barry

Seconded: Hillery Collins

Carried without dissent.

Resolution: That Council accept L5 Paramedic V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: William Merriman

Seconded: Hillery Collins

Carried without dissent.

Resolution: That Council accept L6 AP V1.4 Clinical Practice Guidelines, as included in Council papers.

Proposed: Jason van der Velde

Seconded: Hillery Collins

Carried without dissent.

Concerns surrounding an AP Scope of Practice regarding procedural sedation, as referenced in Mr. Barry's correspondence, were discussed during which the following points were considered:

- Maintenance of common core skills and specialist individual competencies.
- The differing degree, type and level of education required as a consequence of individual changes in the revised CPGs.
- Current annual self-declaration of professional competence.
- A requirement for a decision-making algorithm/framework to provide guidance on individual scope of practice.
- A requirement for close consideration of education requirements for new CPGs incorporating knowledge, skills, and attitude.
- The importance of a formal link between the Education & Training Committee and MAC being incorporated in their TORs.
- Consideration of the context of changes to CPGs by the Education & Training Committee going forward.
- Legality surrounding 'under medical direction'.
- Examination of batch vs phased release and the current format of CPGs going forward.
- Issues with access to training for non-statutory bodies.
- Agreement that Recognised Institutions [RIs] at EMT level can apply to PHECC for approval to deliver Paramedic training/upskilling courses.

Considering matters discussed, Council passed the following resolutions:

Resolution: That Council resolves that CPG providers shall ensure that their registrants complete a PHECC accredited training/upskilling course prior to being privileged to implement new and/or updated CPGs. RI's must submit such courses to PHECC in advance for approval.

Proposed: Niamh Collins Seconded: David Menzies

Carried without dissent.

Resolution: That Council requests Education & Training Committee to develop a process to accredit training/upskilling courses for new and/or updated CPGs.

Proposed: Jason van der Velde Seconded: Patrick Fleming

Carried without dissent.

Council requested that the Executive explore the development of a decision-making algorithm/framework to provide guidance on the individual scope of practice.

The Chair thanked all those involved in producing the revised CPGs to Council.

Conor Deasy joined during the above Agenda item.

Fiona McDaid, Jimmy Jordan, David Irwin and Richard Lodge departed the meeting.

6.0. Education & Examinations

6.1. Draft RFT Specification 2021 Education & Training Standards & Competency Framework*

A number of amendments were suggested for the document tabled and it was agreed that the Chair and Tomás Barry would liaise with the Executive to resolve any outstanding issues to expedite the publication of the tender, so as not to delay, unduly, the review process proposed.

Resolution: That Council resolves that, so as not to delay the process, final sign-off of the RFT Specification for 2021 Education & Training Standards & Competency Framework will be provided by the Chair of Council.

Proposed: Niamh Collins Seconded: Hillery Collins

Carried without dissent.

Fiona McDaid rejoined the meeting during the above discussion.

Aidan O'Brien departed the meeting.

6.2. RUL006 Council Rules for Recognition of Institutions & Approval of Training Institutions V8*

Following a legal review of the proposed revisions to RUL006 Council Rules for Recognition of Institutions & Approval of Training Institution, the Education & Training Committee have recommended to Council the revisions outlined in Council papers. Following consideration of same, Council passed the following resolution:

Resolution: That Council approves RUL006 Council Rules for Recognition of Institutions & Approval of Training Institutions V8, as included in Council papers.

Proposed: Niamh Collins Seconded: Hillery Collins

Carried without dissent.

7.0. Governance & Finance

7.1. POL048 Conflict-of-Interest Policy*

Following consideration of the legal advisor's amendments highlighted in Council papers, Council passed the following resolution:

Resolution: That Council, considering legal advisor amendments, approve POL048 Conflict-of-Interest Policy.

Proposed: Hillery Collins **Seconded:** Tomás Barry

Carried without dissent.

7.2. POL033 Code of Governance & Business Conduct*

Revised POL033 Code of Governance & Business Conduct, to include the provisions of the amended Conflict-of-Interest Policy, were considered and Council passed the following resolution:

Resolution: That Council, approve the updated version of POL033 Code of Governance & Business Conduct Policy, as included in Council papers.

Proposed: Niamh Collins **Seconded:** Hillery Collins

Carried without dissent.

7.3. LEG012 Council Standing Orders*

Amendments to LEG012 Council Standing Orders, to reflect the provisions of the amended Conflict-of-Interest Policy were considered, and Council passed the following resolution:

Resolution: That Council, approve the updated version of LEG012 Council Standing Orders, as included in Council papers.

Proposed: Hillery Collins **Seconded:** Dennis Keeley

Carried without dissent.

The matter of a pre-declaration of a conflict arising on future Council Agendas will now be implemented. The responsibility of each Council member to consider this and, where required, submit a completed pre-declaration to the Chair or the Council Secretary was noted. Technology to enable members to do this electronically will be implemented over the coming months.

8.0. AOB

Item 4.1.8. [Schedule of Fees], as previously noted was addressed at this point.

Item 4.1.3. [Future UCD AP Programme], deferred until Agenda item 7.0. had been considered was now addressed.

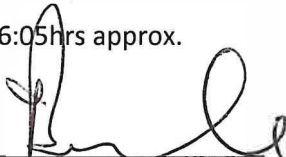
The Vice-Chair chaired the meeting. It was agreed that legal opinion received by the Director on the above matter would be outlined without further comment by the meeting, hence no recusal by any Council member was required.

All were reminded that the information relayed in said correspondence was to be considered extremely confidential by all Council members until such time as discussion can take place at a future Council meeting. Additionally, members could consider the issue of whether they were potentially conflicted in the light of hearing the summary of the legal advice, in the event of further discussions of the matters involved at future Council meetings.

The Chair thanked all attending for their stamina, considering that the meeting had lasted seven hours in total.

The meeting concluded at 16:05hrs approx.

Signed:



Jacqueline Burke
Chairperson

Date:

20/05/2021

PHECC Council Meeting Minutes
20 May 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Aidan O'Brien
David Menzies
Dennis Keeley
Don Brennan
Fiona McDaid
Hillery Collins
Jimmy Jordan
Niamh Collins
Patrick Fleming
Tomás Barry

Apologies

Jason van der Velde (Vice-Chair)
Conor Deasy
William Merriman
Tess O'Donovan

In attendance:

Richard Lodge, PHECC Director
Con Foley, Council Secretary (VC)
Barry O'Sullivan, Deputy Director/Registrar (VC)
Brendan Cawley, PHECC Manager
Ricky Ellis, PHECC Manager
Ray Carney, PHECC Manager
Pauline Dempsey, PHECC Manager (VC)
Karen O'Neill, Council Administrator

The Chair opened the meeting by welcoming all attendees.

1.0. Declarations of Interest

All were informed that Declarations of Conflicts-of-Interest [COI] had been received by the Secretary from four Council members, including the Chair, for item 4.1.3. of the Directors Report. Given the difficulties posed by the recent HSE cyber-attack, with their permission, the Secretary prepared COI declaration forms for three members of Council, one of whom did not actually attend the meeting.

In addition to the Chair, Jacqueline Burke, Hillery Collins, Don Brennan and Tomás Barry all recused themselves for Agenda item 4.1.3. The Secretary thanked all members concerned and with whom he had engaged in the days before the meeting.

Technical aspects of submitting e-declaration forms will continue to be explored.

2.0. Chairs Business

The Chair commiserated with all concerned and affected by the current cyber-attack on the Health Service Executive and related organisations. Appreciation was extended to all members for submitting their Annual Declarations and the Conflict Declarations for the present meeting considering ongoing IT challenges.

Sympathies were expressed to former Council member Prof. Patrick Plunkett on the death of his brother. Ar dheis Dé go raibh a anam.

2.1. Correspondence

The Chair referenced three items of correspondence received:

The first from David Menzies, as Network Clinical Lead for the Central Trauma Network. The Chair congratulated Dr Menzies on his recent appointment. Referring to the Trauma System Report for Ireland 2018, certain recommendations of the report in relation to patient transfers and hospital access protocols are relevant to PHECC and PHECC Licensed CPG Providers. A requirement for development of Critical Care Paramedicine was highlighted as was the relevance of hospital access protocols for all PHECC Licensed CPG Providers. Additionally, clarification of the definition of "working

under medical direction” will need to be addressed. Also for consideration is the potential for shared scope of practice with other professions outside those which PHECC regulate.

Aidan O’Brien joined the meeting.

The second was an email received from NASC regarding the approval process for Advanced Paramedics internship licenses. Council agreed that the current process should remain until such time as current policies/procedures are reviewed and amended. The Director will reply to same clarifying that the current process remains whereby signatories of both the Course Director and Medical Director are required.

Con Foley recused himself from the following discussion.

The third being correspondence dated 31 March 2021 from the Department of Health [DoH], which had been copied to the Director, in relation to 2019 Certified Financial Accounts. Further to discussion, it was agreed that the Director will respond to said correspondence and to related correspondence from the Public Accounts Committee [PAC]. As both matters are related to the OCAG 2019 Audit Management letter, it was suggested that this letter be circulated to Council for information and clarity.

Con Foley rejoined the meeting.

2.2. Committees Chair/Vice-Chair/Membership*

The Chair identified the following as Vice-Chairs of Council Committees: Niamh Collins [Education & Training], Dennis Keeley [Registration] and [Quality & Safety], Tomas Barry [MAC].

The Chair also reported that Con Foley would continue as Acting Chair of Finance, Risk, Audit & Compliance Committee [FRACC] until Expressions of Interest for the post were received and acted upon. The resulting current committee composition is as follows:

Committee/Panel	Chair	Vice-Chair
Medical Advisory Committee	David Menzies	Tomás Barry
Education & Training Committee	Aidan O’Brien	Niamh Collins
Quality & Safety Committee	Fiona McDaid	Dennis Keeley
Registration Committee	Hillery Collins	Dennis Keeley
Research Committee	Patrick Fleming	TBC
Financial, Risk, Audit & Compliance Committee	Con Foley*	TBC
Fitness to Practise Committee	David Menzies	TBC
Preliminary Proceedings Committee	Jason van der Velde	TBC
Appeals Panel	Tess O’Donovan	N/A

*Acting

Jimmy Jordan would also join the FRACC and the Appeal Panel.

The Chair expressed her appreciation to all those who have taken on these additional roles and for their time spent engaging with her in an effort to populate the Council Committees.

3.0. Minutes & Matters Arising

3.1. Draft Minutes 22 April 2021*

The draft minutes of the previous meeting were reviewed, and subject to a minor inclusion Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 22 April 2021.

Proposed: Jimmy Jordan **Seconded:** Patrick Fleming

Carried without dissent.

3.2. Matters Arising

3.2.1 The Chair commented that herself, Aidan O'Brien, Tomás Barry and Pauline Dempsey had assisted in finalisation of the Request for Tender [RFT] to Lead and Manage the PHECC 2021 Education & Training Standards and Competency Framework Project, which had since been issued with a closing date of 08 June 2021 at 12:00hrs.

4.0 Directors Report

4.1 Directors Report to Council

4.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. There have been no reported COVID-19 incidents involving staff, examiners, students or in external reviews.

4.1.2 COVID-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to change the current minimum crewing level standard.

4.1.3 Future UCD AP Programme*

The Chair and Council members as indicated at 1. above, recused themselves. In addition, David Menzies recused himself due to his connection with NAS and a perceived conflict that this could present. The meeting continued to be quorate with six members present. As the Vice-Chair had previously sent apologies for this meeting, Patrick Fleming was elected Chair by common consent via the following resolution:

Resolution: That Council approves the election of Patrick Fleming to Chair item 4.1.3 of the meeting in the absence of the Chair and Vice-Chair.

Proposed: Niamh Collins **Seconded:** Jimmy Jordan

Carried without dissent.

A summary of the present position was provided by both the Chair and Director, referring to Council resolution of August 2020 that *Council approves to roll over the current SLA with UCD to deliver an AP Programme for a period of 12 months subject to revisions and amendments of the fee structure or a minimum of 16 students.* Discussion ensued wherein the Director addressed the points of due process being followed. The need to formally end the contractual relationship with UCD and recent related legal opinion received were considered. Considering fairness to all parties involved and to ensure the efficient supply of qualified current UCD AP students to the sector, Council passed the following resolution to reach a concluding agreement with UCD:

Resolution: That Council approves the Director engage with our legal advisors to formulate a new timebound agreement with UCD to conclude the education of current AP students.

Proposed: Niamh Collins **Seconded:** Jimmy Jordan

Carried without dissent.

It was agreed that the Director will bring any new contract to Council as a formality only. Council's continued support of the earlier Council motion [Dec 2019) regarding engagement with all

stakeholders to discuss the future continuity of Advanced Paramedic education was noted. The Chair thanked all those present for partaking in the discussion.

Council took a short recess.

Jimmy Jordan and Dennis Keely departed the meeting.

The recused members returned, and the above resolution was reported.

Pat Fleming was thanked for his Chairmanship of the discussion.

4.1.4 Cross Border Working

It was noted that this matter is now an agenda and action item of the Health Competent Authorities/Regulators forum. Dual recognition of qualifications on either side of the border, although the ultimate outcome, is thought to be an unlikely option at this time. An interim option being explored is that of 'mutual recognition', which requires legal definition and stress testing.

4.1.5. Fitness to Practise [FTP] Process Review*

Step one of the two-step approach endorsed by Council at their meeting prior, for a review of PHECC FTP Policy and Procedures, is expected to be published in the coming week.

4.1.6. Committee Terms of Reference [TOR]*

It was clarified that the Relative Committee Membership spreadsheet circulated with the draft TORs reflected current practice only and was not intended as a recommendation for the way forward.

Incoming committee Chairs/Vice-Chairs are now considering their relevant committee specific TORs, particularly in relation to the skillset required for their committee and the selection of its members. These will then be brought back to Council for formal adoption at subsequent Council meetings as they become available.

A question in relation to the desire to have registrants from each of the three PHECC registration classes (EMT, P & AP) on some committees was addressed. It was agreed to attempt to fill the required skill set at the outset and having done this, if the three PHECC registration classes are not represented in the membership, specific individuals will be recruited to meet those requirements. A similar approach could be taken to include representation from statutory/private/voluntary service providers or RIs/ATIs.

4.1.7. Registrants' PINs

As the pool of Registrant PIN numbers has almost reached capacity, it was agreed to move from a 4-digit to a 6-digit PIN. An information campaign to inform all key stakeholders of this planned change and the mechanics of same will be implemented in advance of the changeover date of 01 January 2022.

4.1.8. Temporary COVID Register*

With all temporary licences of the COVID Register due to expire on 30 June 2021, Council passed the following resolution to allow for the provision of adequate notice to all relevant stakeholders.

Resolution: That Council approves to extend the PHECC Covid-19 Temporary Register to the end of Dec 2021, if required.

Proposed: Fiona McDaid

Seconded: Niamh Collins

Carried without dissent.

4.1.9. HSE Vaccinators

It has been reiterated to HSE Vaccinator Manpower Planning officials, that PHECC recommend requesting proof of PHECC registration and a current CFR-A certificate, as these are employment requirements for HSE Vaccinators. All PHECC registrants should then be required to complete the

- The need for diversity of membership.
- The requirement for General Practitioner [GP] representation unless this expertise is already provided by an appointed MAC Committee member.
- The provision for up to four PHECC practitioners to include members from the statutory, voluntary and private CPG providers, noting this may use some of the 'Chair's nominations'.

The following resolution was passed:

Resolution: That Council approves the Medical Advisory Committee [MAC] Terms of Reference [TOR] and membership as proposed in Council papers.
Proposed: Hillery Collins **Seconded:** Aidan O'Brien
Carried without dissent.

6.0. Governance & Finance

6.1. Management Accounts to 30 April 2021*

Financials to end of April 2021 were presented demonstrating comparison to Budget and 2020. The impact of the withdrawal from the UCD-AP Programme and the funding thereof was highlighted.

6.2. Conflict-of-Interest Annual Declaration

It was reported that of the 15 Council Members, 13 Annual Declarations had been received. Members were thanked given the current difficulties with communications.

7.0. Register

7.1. Register Report

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

7.2. EMT CPC Report*

A summary of the EMT CPC Report 2019-2020 included in Council papers was provided by the Deputy Director, which involved an overview of the assessment of the CPC cycle for that period, including the first use of the e-Portfolio system for both collection of data and to assess the submissions. Positive results of same were acknowledged.

All those involved in the production of this very comprehensive and interesting report were thanked.

The urgent requirement to develop a RTP course and related policy was highlighted to Council. This and the issue of patient contacts will be addressed by the newly formed Registration Committee.

8.0. AOB

8.1 All were made aware of correspondence expected from DoH in relation to the development of Critical Care Paramedic [CCP] and Community Paramedic [CP] practitioners. The DoH endorse PHECC's commitment and approach to progressing same. The need for related primary legislation will again be highlighted to the DoH in a response from the Director. It was confirmed that the development of CCP and CP practitioners and the mechanism for their implementation will also be a priority for MAC in the coming months. The use of Core CPGs was recognised and approved as the optimum interim arrangement to facilitate the implementation of same.

8.2 A presentation on Cyber Security was provided by the Deputy Director. Assurances were provided to Council, that as PHECC have no external portals and all data stored in the "cloud", our situation remains relatively secure. The Executive are currently revising ICT policies and developing an ICT

PHECC Council Meeting Minutes
17 June 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Jason van der Velde (Vice-Chair)

Aidan O'Brien

Conor Deasy

David Menzies

Dennis Keeley

Don Brennan

Jimmy Jordan

Niamh Collins

Patrick Fleming

Tess O'Donovan

William Merriman

Apologies

Fiona McDaid

Hillery Collins

Tomás Barry

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Barry O'Sullivan, Deputy Director/Registrar (VC)

Brendan Cawley, PHECC Manager

Pauline Dempsey, PHECC Manager (VC)

Ricky Ellis, PHECC Manager

Ray Carney, PHECC Manager (VC)

Karen O'Neill, Council Administrator

The Chair opened the meeting by welcoming all attendees. Congratulations were extended to Tomás Barry on the birth of his daughter Isabelle and to Ray Carney who had become a father again, to twin boys.

1.0. Declarations of Interest

No Declarations of a Conflict-of-Interest had been received for any Agenda item.

2.0. Chairs Business

2.1. Correspondence

Correspondence from the Minister of Health, dated 14 June 2021, informing of the following was noted:

Reappointment of Jimmy Jordan in accordance with Article 5 (1) (b) of the Pre-Hospital Emergency Care Council Establishment Order (S.I. 109 of 2000), a person appointed on the nomination of a trade union which, in the opinion of the Minister, is representative of the majority of emergency medical technicians; Effective from 29 June 2021

Appointment of Martin O'Reilly in accordance with Article 5 (1) (h) of the Pre-Hospital Emergency Care Council Establishment Order (S.I. 109 of 2000), a person with a special interest or expertise in pre-hospital emergency care; Effective from 14 June 2021

Due to the short timeframe, it was not possible to extend an invitation to the meeting to Mr. O'Reilly, however, the Chair congratulated both on their appointments.

It was noted that one final position on Council remains vacant.

Correspondence had also been received from the Director confirming that Robert Morton has been appointed Director of the National Ambulance Service [NAS] pending the appointment of a permanent Director. The former director, Mr. Martin Dunne, has taken up the position of Deputy CEO of the Lifeline Ambulance Service Ltd. The Director will write to both congratulating them on their recent appointments.

2.2. Committees Chair/Vice-Chair/Membership*

The Chair identified the following further Vice-Chairs of Council Committees: Conor Deasy [Research], Patrick Fleming [FRACC].

It was agreed that in addition to the recently appointed Chairs of Fitness to Practise [FTP] Committee and Preliminary Proceedings Sub-Committee [PPSC], two further Council members will be appointed to each and may be called on to act as Vice-Chairs in the event of a potential conflict-of-interest.

The resulting concluded committee status is as follows:

Committee/Panel	Chair	Vice-Chair
Medical Advisory Committee	David Menzies	Tomás Barry
Education & Training Committee	Aidan O'Brien	Niamh Collins
Quality & Safety Committee	Fiona McDaid	Dennis Keeley
Registration Committee	Hillery Collins	Dennis Keeley
Research Committee	Patrick Fleming	Conor Deasy
Financial, Risk, Audit & Compliance Committee	Con Foley*	Patrick Fleming
Fitness to Practise Committee	David Menzies	N/A
Preliminary Proceedings Committee	Jason van der Velde	N/A
Appeals Panel	Tess O'Donovan	N/A

*Acting

The Chair expressed her appreciation to all those involved.

3.0. Minutes & Matters Arising

3.1. Draft Minutes 20 May 2021*

The draft minutes of the previous meeting were reviewed, and subject to a minor amendment to item 4.1.3, Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 20 May 2021.

Proposed: Jimmy Jordan **Seconded:** William Merriman

Carried without dissent.

3.2. Matters Arising

There were no matters arising.

4.0 Directors Report

4.1 Directors Report to Council

4.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. There have been no reported COVID-19 incidents involving staff, examiners, students or in external reviews. A staff survey is underway in relation to Working from Home [WFH], prior to the formulation of a related policy.

4.1.2 COVID-19 Crewing Model

The situation remains whereby no requests have been received from CPG providers to change the current minimum crewing level standard.

4.1.3 Future UCD AP Programme*

Correspondence is ongoing with UCD in relation to the outcome of Council's deliberations and corresponding resolution (20 May 2021) 'That Council approves the Director engage with our legal advisors to formulate a new timebound agreement with UCD to conclude the education of current AP students'. A formal response is expected shortly which will determine next steps.

Department of Health [DoH] officials have been informed of the above resolution and have concluded that it represents a reasonable outcome to the matter.

Dennis Keeley joined the meeting.

4.1.4 Cross Border Working

Discussions continue with the Professional Regulation Unit [PRU] of the DoH/Health Competent Authority Regulators Forum on the matter of cross-border working. Mutual recognition is not considered to be a likely outcome due to possible contravention of EU legislation, however DoH officials continue to explore viable options to resolve the situation. Further updates will be provided as the matter progresses.

4.1.5. Fitness to Practise [FTP] Process Review

A Request for Tender [RFT] for a review of the PHECC FTP Policy and Procedures, is expected to be published in the coming weeks.

4.1.6. Committee Terms of Reference [TOR]*

Draft TORs are being considered under Agenda items 5.1 Medical Advisory Committee [MAC]; 6.2 Education & Training Committee; 7.1 Finance, Risk, Audit & Compliance Committee [FRACC].

As the positions of Chair and Vice-Chair of the Registration and Research Committees have now been appointed, draft TORs for each are expected to follow. There are no plans to amend the FTP and PPSC TORs at present as these will be reviewed as part of FTP review in item 4.1.5.

4.1.7. Temporary COVID Register

Resulting from correspondence from Minister of Health informing of his decision to extend the COVID-19 Special Division of the Regulators Register, the Director has extended the PHECC COVID-19 Temporary Register to the 31 December 2021, as per related Council Resolution of 20 May 2021.

4.1.8. Freedom of Information [FOI] & GDPR Data Access Requests

Two separate investigations by both the Office of the Information Commissioner [OIC] and the Data Protection Commission [DPC] have concluded, resulting in PHECC's approach and disclosure of information being upheld. PHECC were reminded in both cases of the need for timely resolutions to requests.

4.1.9. Core/Non-Core CPGs – Discussion Document

A summary of the discussion document seeking clarification from an education perspective on some aspects of core and non-core CPGs, as included in Council papers, was provided by the Director. It was agreed to defer this discussion until later in the meeting to allow consideration of related Agenda item 5.4.

4.1.10. 2019 Management Letter

The OCAG 2019 Management Letter of 11 May 2021, as included in Council papers, was noted. Additional related correspondence from the DoH dated 31 March 2021 circulated prior to the meeting was also noted. Following consideration of the Management Letter in detail various clarifications and assurances were provided to Council.

OCAG have since engaged with the Executive in relation to commencement of the 2020 Audit.

Council took a short recess.

4.2. Strategic Implementation Plan

A status update of the Strategic Implementation Plan approved by Council on 14 November 2019 was provided, as included in Council papers. During consideration of same it was explained that several items had been delayed due to the pandemic. Referring to item 2.0 of said plan 'Effective Legislation', it was suggested that further related correspondence with the DoH is required as this requirement is currently the highest risk identified on our Risk Register. The importance of having a social media policy was also noted throughout discussions.

An update report of the plan will be brought to Council again in September this year.

4.3. Delegated Decisions of the Director

The report as included in Council papers was noted as was a planned review of the Recognition of Qualifications [RoQ] process.

Ray Carney joined the meeting.

5.0. Clinical Matters

5.1. MAC Membership & Terms of Reference [TOR] *

Following Council resolution of 20 May 2021, whereby Council approved the Medical Advisory Committee [MAC] Terms of Reference [TOR] and membership, amendments to same were brought back to Council for approval. Following consideration, several suggested amendments were agreed, including noting that the Chair will have an additional casting vote in the case of a tied vote, and the subsequent resolution was passed:

Resolution: That Council accepts the MAC TORs proposed subject to agreed amendments to items 10.3, 10.4, 10.10, and the Chair's casting vote.
Proposed: William Merriman **Seconded:** Niamh Collins
Carried without dissent.

The Director will explore the mechanisms for advertising one central Expression of Interest [EOI] inviting submissions from PHECC Registrants for the various applicable committee positions. The urgency of populating committees and application of a robust screening process was noted. Upon appointment, each committee member will be reminded of attendance requirements.

5.2. 2021 CPGs – Project Update

A progress report and timeline of estimated delivery dates for the publication of the 2021 CPG edition, as included in Council papers, was noted. A heavily watermarked edition has been provided to Recognised Institutions, for developmental purposes only, in advance of full release.

It was agreed that a copy of the Obstetrics CPGs will be provided to all nationwide obstetric units and to the Chair of the Obstetrics Committee.

Aidan O'Brien joined the meeting during the above discussion.

5.3 Critical Care Paramedic Stakeholder Engagement & Revised Standard*

Following their approval of the Critical Care Paramedic Standard on 10 September 2020, Stakeholder engagement has since taken place resulting in a report on same and the updated Standard, as included in Council papers, being presented to Council.

The Standard outlines foundation competencies for Critical Care Paramedic to be achieved within the educational programme with additional post-qualification modules for enhanced competencies or

specialist modules.

During discussion, a number of observations were raised in relation to the education pathway, minimum entry criteria, scope of practice and competencies required. It was noted however, that the Standard had been developed and approved by MAC and approved by Council in December 2019.

The use of core and non-core CPGs was considered as a temporary solution to privileging thus highlighting the need for a scope of practice decision-making algorithm.

The expected timeframe of three years before a Specialist Paramedic is eligible to practice will provide sufficient time to explore options for and to address the areas of education, registration and privileging. Referring to the December 2019 resolution, whereby Council proposed the creation, through primary legislation, of a fourth division of the practitioner register at the grade of specialist paramedic, it was suggested that legal advice be sought, as the creation of a specialist division on the register would require primary legislation and as such could take a number of years.

Council endorsed the amendments proposed by passing the following resolution:

Resolution: That Council accept the suggested changes to the Critical Care Paramedic Standard, as approved by Council in September 2020, and the referral of education and registration elements to the related Education & Training/Registration Committees. Council will continue to advocate for legislative change to support this initiative.
Proposed: William Merriman **Seconded:** Dennis Keeley
Carried without dissent

Tess O'Donovan departed the meeting during the above discussion prior to the resolution being passed.

Ray Carney departed the meeting.

Conor Deasy joined the meeting.

5.4 GUI026 CPG Categorisation & Implementation Guidance*

An updated version of GUI026 CPG Categorisation & Implementation Guidance, revised in line with the 2021 CPG edition and included in Council papers, was noted and accepted by Council via the following resolution:

Resolution: That Council approves the updated version of GUI026 CPG Categorisation & Implementation Guidance, as included in Council papers.
Proposed: William Merriman **Seconded:** Niamh Collins
Carried without dissent.

Council took a short recess.

The Vice-Chair attended the meeting intermittently from this point due to a medical emergency.

6.0 Education, Training & Examinations

6.1. 2021 CPGs Training Course Approval – RI Application Procedure*

Following the April 2021 Council meeting, an RI application procedure for the approval of the delivery of CPG training courses to registered practitioners was prepared in conjunction with the Chair & Vice-Chair of the Education & Training Committee. The resulting document, included in Council papers, outlining the procedure and application form requirements for approval of such applications was considered. It was accepted that every RI must apply to teach all skills and knowledge from the suite

of 2021 CPGs for EMT and Paramedic level, however foundation and elective elements of CPGs may be applied at AP level, thus highlighting the need for a robust decision-making framework in relation to scope of practice. Complexities of having various scopes of practice and resulting administrative implications for Licensed CPG Providers and practitioners, to be incorporated into the GVF process, were also highlighted.

It was agreed that the Executive will work to determine the transition of CPGs from core/non-core to foundation/elective.

In conclusion, Council passed the following resolution:

Resolution: That Council approves the application for approval to deliver CPG Training Courses to registered practitioners as detailed in Council papers.

Proposed: Patrick Fleming **Seconded:** William Merriman

Carried without dissent.

Don Brennan rejoined the meeting during the above discussion.

6.2. Education & Training Committee Membership & TOR*

Proposed membership composition and the unchanged TOR of the Education & Training Committee, as included in Council papers, was considered. Subject to the inclusion of an independent education specialist, a nomination from a PHECC Approved Training Institution [ATI] and at least one additional Council member, the proposed membership was approved via the following resolution:

Resolution: That Council approves the Education & Training Committee Terms of Reference as included in Council papers, subject to the agreed amendments.

Proposed: David Menzies **Seconded:** Dennis Keeley

Carried without dissent.

6.3. Examinations Update

An update on examinations, which included the examination schedule to end August 2021, was noted. Additional EMT examinations have taken place to address the backlog built up due to pandemic public health restrictions. A review of examination content has commenced, in line with the new 2021 CPG edition, and is expected to be changed from September and examined at MCQ & OSCE level from November 2021. Examination viewings will recommence from 21 June and a review of reasonable accommodation is currently taking place to support the development of a more robust policy for same.

7.0 Governance & Finance

7.1. FRACC Terms of Reference [TOR]*

Terms of Reference for the Finance Risk Audit & Compliance Committee were presented to Council, noting the addition of the financial aspect, and approved via the following resolution:

Resolution: That Council approves the Finance Risk Audit and Compliance Committee Terms of Reference as included in Council papers.

Proposed: Jimmy Jordan **Seconded:** Niamh Collins

Carried without dissent.

The agreed membership of 3 Council members and 3 external members, one of which will be the Chair, were appointed as follows:

Con Foley (Acting Chair) [External], Pat Fleming (Vice-Chair) [Council Member], Jimmy Jordan [Council Member], William Merriman [Council Member], Patrick Clifford [External].

The Chair of FRACC, not being a member of Council, would be invited to attend Council meetings periodically, to report on various FRACC-related matters. Progress on the recruitment of said position was provided by the Director. The remaining external member position will be recruited via an EOI.

Both Hillery Collins and Ricky Ellis were thanked for serving on the committee to date.

With urgent business to be concluded, the committee is expected to convene before month-end.

7.2. Management Accounts to 31 May 2021

Council was presented with the Management Accounts to end May 2021. The impact of the absence of the UCD/AP Programme was again noted in terms of both income and expenditure. The Executive was asked to revert to Council on the deviation from budget in 2021 in relation to pay costs.

8.0. Register

8.1. Register Report

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

9.0. Risk

9.1 Risk Register

An updated Risk Register, as included in Council papers with amendments highlighted, was considered. It was noted that there being no standing FRACC until this time, it was not possible for their consideration of the Risk Register in advance of presentation to Council.

An observation that the descriptor of the risk be amended to set out the consequence of a particular failing will be considered by the newly appointed FRACC.

Referring to the issue of cyber-security, it was recommended that this be included in an upcoming session of the Council training programme.

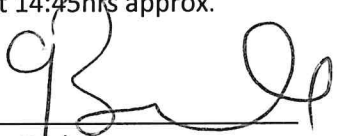
The report was noted by Council.

10.0 AOB

There being no other business the Chair thanked all for attending.

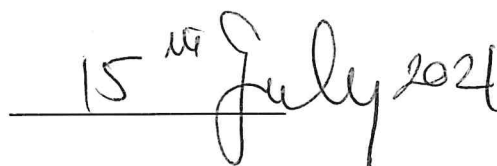
The meeting concluded at 14:45hrs approx.

Signed:



Jacqueline Burke
Chairperson

Date:



15th July 2021

PHECC Council Meeting Minutes
15 July 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Jason van der Velde (Vice-Chair)

Conor Deasy

David Menzies

Dennis Keeley

Don Brennan

Fiona McDaid

Hillery Collins

Jimmy Jordan

Martin O'Reilly

Niamh Collins

Patrick Fleming

Tomás Barry

Apologies

Aidan O'Brien

Tess O'Donovan

William Merriman

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Brendan Cawley, PHECC Manager

Pauline Dempsey, PHECC Manager (VC)

Ricky Ellis, PHECC Manager

Ray Carney, PHECC Manager

Karen O'Neill, Council Administrator

A closed session took place at the beginning of the meeting, during which the Director informed Council of the upcoming retirement of the Deputy Director and Registrar.

The Chair officially opened the meeting by welcoming all attendees and noting apologies received. A sincere welcome was extended to newly appointed Council member, Martin O'Reilly.

1.0. Declarations of Interest

No Declarations of a Conflict-of-Interest had been received for any Agenda item.

2.0. Chairs Business

2.1. Correspondence

Correspondence received by the Chair from a PHECC Registrant in relation to his role as a COVID-19 Vaccinator has been replied to by the Director clarifying that the matter does not come under PHECC's remit.

Further correspondence from Dr Mick Molloy, Emergency Medicine Consultant in Wexford General Hospital, surrounding difficulties in securing ambulance transfers for patients with acute psychiatric illness/acute behavioural emergencies, was noted. A reply has been issued by the Chair of MAC acknowledging the importance of the issue and suggesting the matter be referred to the HSE/EMP and the NAS due to its operational nature. Following discussion, Fiona McDaid offered to provide the Director with the contact details for those individuals who have oversight of related Clinical Programmes.

2.2. Committee Membership*

Committee Terms of Reference [TOR] continue to progress, with Quality & Safety's draft proposal for consideration under Agenda item 6.1. All outstanding draft TORs are expected to be reviewed and approved at the September Council meeting to allow commencement of committee meetings.

3.0. Minutes & Matters Arising

3.1. Draft Minutes 17 June 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 17 June 2021.

Proposed: David Menzies **Seconded:** Patrick Fleming

Carried without dissent.

3.2. Matters Arising

An explanation of the use of 'foundation' and 'elective' terminology, proposed as a possible mechanism to distinguish between the suite of core and non-core competencies required for the Specialist Paramedic route, was provided.

4.0 Directors Report

4.1 Directors Report to Council

4.1.1 COVID-19 Arrangements

The situation remains whereby no COVID-19 incidents involving staff, examiners, students or in external reviews have been reported.

Following on from a recent staff survey, the Executive are currently considering the first draft of the new DPER 'Blended Working Arrangements Policy' which will determine public sector working arrangements going forward.

4.1.2 Emergency Ambulance Crewing Model

To inform recently appointed Council members of the situation to date, a compilation of all historical related correspondence, standards, and extracts from Council minutes had been included as Appendix 1 of Council papers. In response to a query in relation to clarification of the current Crewing Model Standard at a recent meeting between the Director and the Director of the NAS, correspondence has since been exchanged. Confirmation from NAS that they "will continue to aspire to have two Paramedics as the ideal crewing model for those emergency calls which may require the Paramedic standard of care while noting that the nature of the continuing health response to COVID may continue to necessitate deployment of the minimum crewing standard to support that response" was welcomed.

It was agreed that the Crewing Model Standard be revisited in the final quarter of this year, when hopefully the current phase of the pandemic has passed.

It was agreed that there is a requirement for a positive, robust Emergency Ambulance response protocol, which is based on the level of care required by the patient, in line with PHECC's ethos as the regulator of pre-hospital emergency care. The importance of PHECC's role in protecting the public by supporting practitioners in providing best practice was noted, as was the importance of a decision maker regarding the optimum clinical pathway required for a patient on an ambulance.

4.1.3 Regulation of Specialist Paramedic

Regulation of 'Specialist Paramedic' was discussed at the above-referenced meeting with NAS and a further exchange of letters between the Director of both PHECC and NAS has ensued, all of which have been copied to the DoH. NAS has confirmed that it will not continue to educate additional Specialist Paramedics (Critical Care and Community Paramedics) until such time as a decision to enable PHECC's mandate to accommodate such changes in its Register has been put in place. This will allow PHECC to both certify training and privilege practise. Both parties agree that the use of non-core CPGs is a temporary measure being deployed to compensate for inadequate legislation and should not become a long-term approach or be viewed as a permanent solution.

It was clarified that, pending a change in legislation, Critical Care and Community Care Paramedics are Advanced Paramedics, who having completed a course of relevant specialised training will be privileged by their CPG provider to follow a limited number of specialised non-core AP CPGs.

The matter of progressing the legislative process is expected to be discussed at our upcoming Quarterly Governance meeting with the DoH. With the opening of two major trauma centres planned for 2022 the urgency and importance of progressing same was highlighted. A separate meeting to include Conor Deasy, David Menzies, Mr Robert Morton and the Director will also be proposed to DoH officials.

Don Brennan provided his apologies and departed the meeting during the above discussion.

4.1.4 Extension to FAR Refresher Course Period*

Considering the approaching extension date of 31 July 2021 for recertification at Responder level, Council, acknowledging that training centres have reopened, passed the following resolution.

Resolution: That Council approves that upon expiration of Responder certification, a restoration period of 3 months will apply during which a 2-day refresher course must be completed, otherwise a full 3-day course must be completed in order to re-certify.
Proposed: Tomás Barry **Seconded:** Fiona McDaid
Carried without dissent.

It was clarified that the renewal date applied to certificates will be 2 years from the date of successful course completion.

4.2. Delegated Decisions of the Director

The report as included in Council papers was noted.

5.0. Clinical Matters

5.1. Critical Care Paramedic Implementation Plan *

Following approval of the Critical Care Paramedic Standard, via Council resolution on 17 June 2021, the related implementation plan, as proposed in Council papers, was considered by Council.

A discussion surrounding options for the provision of related education, accreditation and registration took place. It was highlighted that the plan is purely a proposed pathway forward which will now require input from both the Education & Training and the Registration Committees.

Council commended the work already done and looked forward to further progress in the matter.

Resolution: That Council approves the Critical Care Implementation Plan, as proposed in Council papers, as the pathway forward.
Proposed: Jason van der Velde **Seconded:** Niamh Collins
Carried without dissent.

The Chair departed the meeting which was then chaired by the Vice-Chair for the remainder of the meeting.

6.0 Quality & Safety

6.1. Draft Quality & Safety Committee Terms of Reference [TOR] & Membership*

The proposed Draft Terms of Reference and membership of the Quality & Safety Committee, as included in Council papers, were considered by Council. Anticipated challenges in acquiring lay representation and achievement of gender balance on same were highlighted.

Following consideration, Council passed the following resolution.

Resolution: That Council approves the proposed Quality & Terms of Reference, as included in Council papers, subject to a minor amendment to the total membership figures.

Proposed: David Menzies

Seconded: Patrick Fleming

Carried without dissent.

Discussion ensued during which it was acknowledged that as there is no central complaints repository at present, determination of a process for dealing with complaints/compliments and oversight of learnings from same will fall under the remit of the Q&S Committee going forward.

6.2. Approval of Completed GVF Site Assessment Reports*

With the 5 remaining Governance Validation Framework [GVF] Site Assessment reports of the statutory and private sectors included in Council papers for Council consideration, the GVF cycle now moves into its final phase. It is anticipated that remaining GVF reports for the voluntary sector will be presented to Council in September. Going forward such reports will be considered by the Q&S Committee in advance of being presented to Council. Council passed the following resolution:

Resolution: That Council approves the publication of the statutory and private sector GVF site assessment reports given that site assessments of both have been completed and approved by Council.

Proposed: Hillery Collins

Seconded: Tomás Barry

Carried without dissent.

The level of work involved in the GVF process and in the production of said reports was acknowledged and appreciated by Council.

7.0 Governance & Finance

7.1. Financials to 30 June 2021 v Budget & 2020

The Management Accounts to 30 June 2021 were presented to Council, compared with Budget and 2020 respectively.

7.2. Draft Annual Report for Y/E 31 December 2020*

Following a meeting of the Finance, Risk, Audit & Compliance Committee on 28 June last, the Draft Financial Report, to be included in the PHECC 2020 Annual Report, was presented to Council. This included the Income and Expenditure Account for 2020, the Statement of Financial Position at 31 December 2020 (and 2019) and the Statement of Cashflows together with the relevant Notes to the Accounts explaining significant divergences between 2020 and 2019. The Acting Chair of FRACC indicated that further Reports will need to be considered by Council in relation to 2020. Once these were included, Council could formally sign off the Annual Report in due course. Council passed the following resolution.

Resolution: That Council, having examined the Accounts for inclusion in the 2020 Annual Report, has satisfied itself as to the explanations for variances in Income and Expenditure as between 2019 and 2020, and has also examined the Statement of Financial Position as of 31 December 2020 and the resultant Statement of Cashflows.

Proposed: Hillery Collins

Seconded: Jimmy Jordan

Carried without dissent.

7.3. Executive Response to Internal Audit Report 2020 Update

In a continuing update on progress, it was reported that the Executive continues to engage with the appropriate external expert opinion to resolve all matters raised by the Internal Auditor in the Report for 2020. A further report will be provided at the subsequent Council meeting.

7.4. Chair of FRACC & Pension Trustees for LGSS Scheme Proposal

Currently the Director and Deputy Director are the Trustees of the Local Government Superannuation Scheme [LGSS] in PHECC, which applies to those employed in the organisation before 2013, or who had previous relevant service in a public service organisation covered by this Scheme. It was recommended by FRACC at their recent meeting, that Council consider adding the Chair of FRACC as a third Trustee. This was approved by Council via the following resolution:

Resolution: That Council approve that the Chair of FRACC, in addition to the Director and Deputy Director, be appointed as a trustee of the Local Government Superannuation Scheme in PHECC.
Proposed: Pat Fleming **Seconded:** Fiona McDaid
Carried without dissent.

It was clarified that the above addition to Trusteeship will not apply to persons employed by PHECC as new public sector entrants after 2013 as they would be covered by the Single Scheme for public servants, administered in all respects by DPER.

8.0. Register


8.1. Register Report

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

9.0 AOB

There being no other business the Vice-Chair thanked all for attending.

The meeting concluded at 13:05hrs approx.

Signed: 

Jacqueline Burke
Chairperson

Date: 09/09/2021

PHECC Council Meeting Minutes
09 September 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Jason van der Velde (Vice-Chair)

Aidan O'Brien

Conor Deasy

David Menzies

Dennis Keeley

Fiona McDaid

Jimmy Jordan

Niamh Collins

Patrick Fleming

Tess O'Donovan

Tomás Barry

William Merriman

Apologies

Don Brennan

Hillery Collins

Martin O'Reilly

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Brendan Cawley, PHECC Manager

Ray Carney, PHECC Manager

Karen O'Neill, Council Administrator

1.0. Closed Session

A closed session took place to allow Council to consider the following items.

- i. Council was informed of receipt of a letter of complaint regarding a decision of the Director. Council agreed that a panel consisting of, and chaired by, Tess O'Donovan (Chair Appeals Panel), Jason van der Velde (Vice-Chair Council), and Fiona McDaid (Chair Quality & Safety Committee) will be formed to progress same.

The Director was present from item ii of the closed session onwards.

- ii. Council noted the impending retirement of the Deputy Director and Registrar and endorsed the recommendation by the Finance Risk Audit and Compliance Committee [FRACC] to accept the external independent specialist advice and calculations in relation to the lump sum and annual payments due.
- iii. Amendments proposed by the Director to the staffing structure, which will be reflected in a revised staffing proposal and revisions to the 2021 Business Plan, were endorsed by Council. These proposals will result in a revised staffing proposal submission to DoH.

The closed session concluded.

The Chair officially opened the meeting by welcoming all attendees and noting apologies received. The Chair extended her deepest sympathies to PHECC Examinations Officer, Liz Dempsey, on the recent passing of her mother. Ar dheis Dé go raib a hanam.

2.0. Declarations of Interest

Declarations of a possible Conflict-of-Interest received from the Chair and Tomás Barry in relation to Agenda Item 5.1.5 of the Director's Report 'UCD AP Programme Update' and from David Menzies in relation to Agenda Item 7.1 'Approval of GVF Site Assessment Reports & Publication', were noted. Each offered to recuse themselves from related discussions.

3.0. Chairs Business

3.1. Correspondence

No correspondence noted.

4.0. Minutes & Matters Arising

4.1. Draft Minutes 15 July 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 15 July 2021.

Proposed: Jimmy Jordan **Seconded:** Fiona McDaid

Carried without dissent.

4.2. Matters Arising

An update on the filling of the approved committee membership and vacant posts was provided by the Director.

Correspondence has been issued by the Chair to all outgoing committee members, acknowledging their work on related committees of Council and thanking them for their contribution to pre-hospital emergency care in Ireland.

The DoH has indicated to the Chair that examination of PHECC legislative deficiencies will commence later this year. As the absence of adequate legislation is currently the greatest risk to PHECC, and due to its urgency and significance in our Strategic Plan, DoH officials have been informed that the matter will remain as a standard agenda item on all Council and PHECC-DoH meetings going forward. It has also been requested that reference to amending the legislation is included in our periodic Performance Delivery and Oversight Agreement with the DoH.

5.0 Directors Report

5.1 Directors Report to Council

5.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. It is planned that staff will return to working in the office on a phased basis; initially 2 days per week, with a view to working 3 days in the office by year-end. Both senior leadership team and staff meetings will take place face to face. Council meetings will need to be reviewed together with Council Committee meetings as to the optimum mix of face-to-face and virtual meetings. The matter of distance and travel time was also discussed relative to the time spent at meetings. The possibility of a combined training event for both Council and staff members at year end will be explored.

5.1.2 Emergency Ambulance Crewing Model

To date, no requests have been received from CPG providers to move from the current minimum crewing level standard, as agreed at the April 2020 Council meeting and specified in the minutes of same.

5.1.3 Publication of GVF QIPs *

A discussion took place surrounding the publication of Quality Improvement Reports [QIPs] given that those due to be published now were generated in 2019 and 2020. Following consideration Council passed the following resolution:

Resolution: That Council approves that no QIP reports are published by PHECC from the cohort of GVF reports ready for publication, and that the matter of whether PHECC should publish another organisations QIP is referred to the Quality & Safety Committee for consideration and a recommendation back to Council.

Proposed: Pat Fleming **Seconded:** Niamh Collins

Carried without dissent.

5.1.4 FAR Certification

Since Council's approval that *upon expiration of Responder certification, a restoration period of 3 months will apply during which a 2-day refresher course must be completed, otherwise a full 3-day course must be completed in order to re-certify*, a small number of enquires have been received in relation to the burden this places on organisations who are required to hold in date certificates by other regulators. The importance of maintaining expertise and the need for a full 3-day course after 2 year and 3 months, was confirmed.

The Chair and Tomás Barry recused themselves for item 5.1.5 due to a potential conflict-of-interest. Item 5.1.5 was chaired by the Vice-Chair, Jason van der Velde.

William Merriman departed the meeting.

5.1.5 UCD AP Programme Update

A formal response has been received from UCD's legal advisors in relation to conclusion of the UCD AP Training Programme. Council endorsed to follow legal advice as obtained on the matter.

Jacqueline Burke resumed her position as Chair. Tomás Barry re-joined the meeting.

5.1.6 Correspondence from Director NAS and Chief Fire Officer DFB

A meeting was agreed between the Statutory Providers [NAS & DFB] and PHECC to discuss their proposed implementation plans for the new Priority Dispatch Standard and to explore any concerns in relation to potential conflicts with current IAED requirements.

5.1.7 Journalist Enquiries

Several journalist requests are in the course of being dealt with, one of which is a Freedom of Information request, in relation to pronouncement of death by Paramedics and the progression of both the 'Critical Care and Community Paramedics'. Also requested was an update on PHECC's previous calls for legislative change to ensure PHECC is fully empowered to perform its regulatory role, in particular an update on the development of 'Critical Care and Community Paramedics' and legislative reform required to ensure the rollout of these roles.

5.1.8 Legal Advice Sought

Legal advice is currently being sought on two CPG Provider related items. The first is in relation to the extension of privileging to practitioners who operate for a separate non-PHECC recognised service provider. It is expected that the existing GVF standards will provide guidance to address same.

The second, is in relation to the transportation of patients by ambulance to and from hospital appointments, by both PHECC Licensed and non-licensed CPG Providers. Council was of the view that if no clinical service is being provided or medications administered, the expectation is that PHECC licensing is not required as it is purely a transportation issue and is not a PHECC registration criterion. However, the definitions of an ambulance and PHECC's regulation of same is unclear, as is the provision, or otherwise of 'an ambulance service' in relation to CPG provider status. Therefore, legal advice has been sought.

Related legal advice under Agenda item 11.3 & 11.4 were considered later in the meeting.

Dennis Keeley departed during the above discussion.

5.1.9 Retirement of Registrar*

Council agreed to formally delegate the powers of the Registrar to the Director upon the retirement of the Deputy-Director/Registrar until such time as a new Registrar is appointed. The recruitment process will commence in the coming weeks, and it is hoped that the position will be filled within 3-months.

Resolution: That Council approves those decisions and authority currently delegated by Council to the Registrar will be temporarily delegated to the Director until such time as a new Registrar is in post, at which time they will again be delegated to the new Registrar.

Proposed: Fiona McDaid

Seconded: Jimmy Jordan

Carried without dissent.

Jimmy Jordan & Tess O'Donovan departed the meeting.

William Merriman rejoined the meeting.

Council took a short recess.

5.2. Delegated Decisions of the Director

The report as included in Council papers was noted.

6.0. Clinical Matters

6.1. Community Paramedicine Update

Council was updated on recent developments surrounding community paramedicine following the appointment of Tomás Barry as Chair of the related MAC sub-committee. The PHECC report titled 'The Introduction of Community Paramedicine into Ireland' is now available on the PHECC website with an opportunity to provide feedback on the report via an online form.

Preparations for the upcoming Community Paramedicine webinar on 22 September are progressing with engagement from numerous stakeholders confirmed. Council was reminded of their invitation to attend this event.

Plans are also underway to undertake a focused literature review and scoping exercise in parallel with development of the Community Paramedicine Standard.

The issue of legislative deficit as an impediment to the development of this new branch of paramedicine was noted, as was the importance of the legislative framework in framing options for how practitioners will be registered. This item was discussed further when related legal advice included under Agenda item 11.4 was considered later in the meeting.

6.2. 2021 CPG Release

Council was advised that the new 2021 suite of CPGs for all clinical levels have been released via the PHECC website. Work on updating the Field Guide in line with the new suite of CPGs is progressing well and it is anticipated that a final draft will be completed by the October Council meeting.

A discussion took place regarding the process and framework for upskilling registrants which included the following:

- Council, at their meeting on 17 June 2021, approved the application for approval to deliver CPG Training Courses to registered practitioners.
- Though the process is robust in terms of faculty and training, the importance of high-level clinical and educational expertise in the development and delivery of upskilling courses was emphasised.
- PHECC's responsibility in protection of the public, setting standards and oversight of the educational framework was noted.
- Approval of the application process lies with PHECC however, development of course content and accreditation reside with the RI/ATI/Licensed CPG Provider

David Menzies, on behalf of MAC and in liaison with Tomás Barry and Ray Carney, offered to identify those CPGs which require additional clinical/educational expertise outside the scope of current APs. The importance of integration between MAC and Education to bridge any concerns raised in relation to clinical/educational competencies was noted. The outcome of all high-level upskilling courses will be paused until the matter is reported on at the next Council meeting.

Dennis Keeley rejoined the meeting during the above discussion.

Jason van der Velde departed for a short period during the above discussion.

David Menzies recused himself from item 7.1 below due to a potential conflict-of-interest.

7.0 Quality & Safety

7.1. GVF Site Assessment Reports Approval & Publication*

Council considered two further GVF site assessment reports for the voluntary sector (Dublin Wicklow Mountain Rescue Team & the Irish Red Cross) as presented in Appendix 1 of Council papers and passed the following resolution:

Resolution: That Council approves the publication of the two additional GVF site assessment reports as per Appendix 1 of Council papers.

Proposed: Hillery Collins

Seconded: Tomás Barry

Carried without dissent.

7.2. GVF 3-Year Cycle Update

An update on the current GVF cycle was presented to Council. As the current 3-year cycle is nearing completion, the GVF model will be formally reviewed to support its continued development. The evaluation will be designed and progressed through the Quality & Safety Committee, who are due to meet in early October, and Council will be kept informed of any proposed changes to the GVF model as they arise.

Aidan O'Brien departed the meeting.

8.0 Examinations

8.1. Examinations Update

An update on the status of examinations for the current quarter was provided, as included in Council papers. Due to the uptake of Pro-Proctor MCQ examinations, additional EMT OSCE examinations have been scheduled in September to satisfy the current demand.

A review of examination content, to update the question bank in line with 2021 CPGs, is nearing completion. It is envisaged that examination content will be updated and completed for September and examined at both EMT and Paramedic level MCQ and OSCE examinations from November 2021. Liz Dempsey's oversight of the above events were acknowledged during a very difficult time.

9.0 Research

9.1. Draft Research Committee Terms of Reference & Membership*

The draft Research Committee Terms of Reference, as included in Council papers, were presented for approval. Reference was made to the creation of this Committee of Council marking a new departure as it provides an opportunity for PHECC to be at the centre of pre-hospital emergency care in Ireland. The fact that research is also a key element of our current Strategic Plan and is detailed in our Statutory Instrument was noted.

Though currently at the oversight phase, the committee's primary focus will be the establishment of a strategic policy framework for research going forward. Subject to a few minor adjustments to the draft TORs, Council passed the following resolution.

Resolution: That Council approve the draft Research Committee Terms of Reference as included in Council papers, subject to a few minor adjustments agreed.

Proposed: Tomás Barry **Seconded:** Fiona McDaid

Carried without dissent.

Jason van der Velde returned to the meeting.

10.0 Governance & Finance

10.1. Management Accounts to 31 August 2021

The Management Accounts to 31 August 2021 were presented to Council together with comparisons with the same period in 2020. The impact of COVID on the projected financial out turn for the year was noted. The following additional projects were agreed in principle pending full costing.

- i. A comprehensive review of paramedic education – EMT, P, AP & SP. (Education Manager)
- ii. Professional advice on securing legislative amendments. (Director)
- iii. The development of an appropriate platform for communicating with practitioners (Vice-Chair)
- iv. Training programme for Council (Secretary)

11.0. Register

11.1. Register Report

The report, as included in Council papers, was noted. Statistics on the gender breakdown of each level of the Register was provided by the Director.

11.2. Draft Registration Committee Terms of Reference & Membership Proposal*

Following review of the draft Registration Committee TORs, Council passed the following resolution subject to a caveat regarding lay membership:

Resolution: That Council approves the draft Registration Committee TORs subject to lay membership being revised to two representatives.

Proposed: Patrick Fleming **Seconded:** Fiona McDaid

Carried without dissent

Niamh Collins & Dennis Keeley departed the meeting.

11.3. Legal Advice – PHECC FTP Procedures Compatibility with the Constitution

PHECC's Legal Advisors have presented documents to PHECC regarding the recent resolution of the "Zalewski Case" and the further impacts this may have in the matter of fitness to practise, the administration of justice generally and compliance, in particular, with Article 34 of Bunracht na h-Éireann [the Constitution].

Given the importance of this case and the frailty of PHECC's legislative under-pinnings, particularly regarding fitness to practise matters, it was considered prudent that the Director seek Senior Counsel's written advice on this matter as soon as practical.

11.4. Legal Advice – PHECC Register

Further legal advice regarding matters relating to the establishment of new divisions on the PHECC Register (i.e., Critical Care, Community Paramedicine) and development of supplementary legislation to strengthen PHECC's role as a regulator was noted. It was concluded that the current PHECC

Statutory Instrument [SI] defines registration classes limited to EMT, P, & AP. The creation of a 'Specialist' Registration Class would require legislative amendments.

The appropriateness of the application of core & non-core CPGs as a possible solution will need to be explored further. Council strongly encouraged the initiative to pursue legislative change and requested the Director to record examples of issues impacted by the weakness of our legislative position for presentation to the DoH at the appropriate level.

The Chair of MAC will formally write to the Chair of Council raising concerns regarding legislative limitations and it was agreed that the Director will explore what assistance our legal advisors can provide to progress the matter further.

Concerns expressed in relation to practitioners with serious criminal convictions being on the PHECC Register or applying to return to the Register were noted.

12.0 AOB


The Chair advised that the matter of the last unfilled position at Council has been highlighted to the DoH and efforts are being made to progress same.

The Chair wished Barry O'Sullivan, Deputy-Director and Registrar, a long and happy retirement, and acknowledged that the work he has done for PHECC, since its inception, will have a lasting impact on the future of Pre-Hospital Emergency Care.

Next Council Meeting is on October 14th next at 10:00.

The meeting concluded at 15:35 approx.

Signed:



Jacqueline Burke
Chairperson

Date:

14th October 2021.

PHECC Council Meeting Minutes
14 October 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Jason van der Velde (Vice-Chair)

Aidan O'Brien

David Menzies

Dennis Keeley

Fiona McDaid

Hillery Collins

Martin O'Reilly

Niamh Collins

Patrick Fleming

William Merriman

Apologies

Conor Deasy

Don Brennan

Jimmy Jordan

Tess O'Donovan

Tomás Barry

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Ray Carney, PHECC Manager

Pauline Dempsey, PHECC Manager (VC)

Ricky Ellis, PHECC Manager

Karen O'Neill, Council Administrator

1.0. Closed Session

During the closed session a progress update on the examination of a practitioner complaint was provided.

The Director attended the meeting from here on.

The Director updated Council on the following items

- A social media issue related to a recent Expression of Interest [EOI] for Committee membership.
- Collation of legal opinions related to PHECC's legislative basis.
- The reduction in PHECCs monthly drawdown request to the Department of Health [DoH] in relation to an outstanding pension lump sum.

The closed session concluded.

The Chair officially opened the meeting by welcoming all attendees and noting apologies received. A special welcome was extended to Aisling Sheehan, newly appointed Finance Manager in PHECC.

2.0. Declarations of Interest

No declarations of a possible conflict-of-interest had been received for any agenda item.

3.0. Chairs Business

The Chair provided a summary of an Institute of Public Administration [IPA] Governance Forum event she had attended recently.

3.1. Correspondence

The Chair referenced two items of correspondence, the first being correspondence from the Chair of the Medical Advisory Committee [MAC] expressing concerns regarding PHECC's legislative weakness and its impact on the progression of 'Specialist Paramedic' grades, which she will include with her Confidential Report to the Minister for Health.

The second, from the Vice-Chair, concerned virtual meetings and it was agreed that this would be dealt with under AOB.

4.0. Minutes & Matters Arising

4.1. Draft Minutes 09 September 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 09 September 2021.

Proposed: Jason van der Velde

Seconded: Aidan O'Brien

Carried without dissent.

4.2. Matters Arising

The matter of legislation will remain a recurring agenda item under 'Chairs Business' going forward.

It was confirmed that a meeting with the statutory providers to discuss their proposed implementation plans for the new Priority Dispatch Standard and to explore any concerns in relation to potential conflicts with current IAED requirements has yet to be arranged.

Release of an electronic version of the Field Guide, revised in line with the new suite of CPGs, is planned within the next 2 weeks. Notification of the upcoming examination changeover from 2017 to 2021 CPGs has been communicated to all Recognised Institutions [RI] and included as a News Item on the PHECC website. New CPG content will be reflected in MCQ examinations from 01 December 2021, with all candidates being examined on 2021 CPGs from 01 January 2022.

5.0 Directors Report

5.1 Directors Report to Council

5.1.1 COVID-19 Arrangements

The Executive continue to modify the return to work, working remotely, office protocols and the deployment of staff in response to the most recent restrictions. A planned assessment of the office will be completed prior to any substantial office presence. While application of the DPER "Blended Working Arrangements Policy" is awaited, a mixture of physical attendance and working remotely will continue, with a planned transition towards a hybrid working model.

5.1.2 Emergency Ambulance Crewing Model

The situation remains whereby no requests have been received from CPG providers to move from the current minimum crewing level standard, as agreed at the April 2020 Council meeting and specified in the minutes of same.

5.1.3 Publication of GVF Reports

Publication of GVF reports has commenced, as previously advised by Council. Clarification of the publication of these reports has been provided to one Licensed CPG Provider and an issue raised has been resolved.

5.1.4 UCD AP Programme

There were no further developments, to date, to report on this matter.

5.1.5 Update on Implementation of Governance Review Recommendations

Council papers included a detailed update of progress made against all 26 recommendations made by the IPA in the course of their Governance Review. The lack of progress at Recommendation 23 '*At the point of statutory review, Council membership should be modified to provide, inter alia, for a greater diversity of backgrounds and views, both from within the sector and outside*' was noted. The diversity policy published by DPER in September 2020 will inform discussion with the Minister and Department of Health, which, through the vesting statutory instrument [S109, 2000] controls appointments to Council. The Comptroller and Auditor General in the course of its audit, is also seeking updates on progress on these matters, as the audit continues to widen its focus from purely financial matters to matters of governance generally.

The IPA will conduct a further survey of Council Members in the near future to monitor progress of the Review.

The Executive were congratulated on the level of completion of recommendations of the Review.

5.1.6 Committees of Council Membership Overview

The Director presented a detailed analysis of expressions of interest/nominations for and appointments to the Committees of Council to date. The selection process, cognisant of the DPER Code of Practice for the Governance of State Bodies (2020) Annex on Gender Balance, Diversity, and Inclusion, has been robust with resulting committee membership broadly reflecting the gender balance among PHECC registrants. There was, however, disappointment that in some cases a request for 1 male and 1 female nomination was not fulfilled. While an improvement in gender balance overall was acknowledged, further progress is required.

The Chair particularly thanked all involved in the process.

5.1.7 Flu Vaccine*

In order to standardise the administration of the influenza vaccine by PHECC Practitioners privileged by Licensed CPG Providers, it was agreed that a specific PHECC Influenza Vaccine CPG is required. Given the urgency of its approval, it was recommended that the MAC be delegated authority to develop a CPG for its administration using previous protocols developed for approval of COVID-19 vaccine CPGs and the following resolution was passed:

Resolution: That Council delegate to MAC the authority to create and establish new Influenza Vaccination CPGs as required, recognising that MAC may elect to delegate this authority to an Emergency sub-group of MAC. Such CPGs will be presented to Council for ratification at the first available opportunity.
Proposed: Jason van der Velde **Seconded:** Hillery Collins
Carried without dissent.

The Emergency Sub-Group of MAC will consist of the Chair and Vice-Chair of MAC, and the Medical Directors of both statutory providers, Dublin Fire Brigade [DFB] and the National Ambulance Service [NAS].

Council took a short recess during which Fiona McDaid departed the meeting.

5.1.8 Legal Advice Sought

Council was informed of legal advice awaited on a number of matters, which when received will be notified to Council.

Senior Counsel’s opinion received regarding Fitness to Practise [FTP] implications for PHECC arising from the “Zalewski Case” was discussed under Agenda item 10.3 Registration.

5.1.9 CPG Update Training Course

Arising from concerns raised at the previous Council meeting regarding training for the use of and training/upskilling of AP registrants on certain high-level CPGs, the AP Training Application Process has been revised with a list of complex AP CPGs now agreed. One application to deliver a CPG training course at AP level has been reviewed by a Medical Practitioner and Educator, with a detailed feedback report currently being compiled for the Recognised Institution. The CPGs that are not currently within an AP competence must be taught by another healthcare professional with those skills. The importance of ensuring competent experienced faculty to teach the programmes, and the provision of adequate teaching time and the availability of appropriate supervised prehospital practice and or hospital placements was noted.

Appendix 5 to the seventh edition of CPG manuals, containing a quick reference guide of changes to same, was agreed. Council passed the following resolution:

Resolution: That Council approves the updated version of Traumatic Cardiac Arrest CPG 5/6.8.10 Version 3, as included in Council papers, and the addition of Appendix 5 to the Seventh Suite of CPG manuals.

Proposed: Jason van der Velde **Seconded:** Niamh Collins
Carried without dissent.

Dennis Keeley joined the meeting.

6.3. Community Paramedicine Sub-Committee Membership

Membership of the Community Paramedicine Sub-Committee was presented for ratification by Council and the following resolution was passed:

Resolution: That Council ratifies the membership of the Community Paramedicine Sub-Committee proposed by the Medical Advisory Committee as included in Council papers.

Proposed: Niamh Collins **Seconded:** Hillery Collins
Carried without dissent.

Appreciation was extended to Tomás Barry, Chair of the Community Paramedicine Sub-Committee, and Ray Carney, Clinical Programme Manager, on the success of the recent Introduction of Community Paramedicine into Ireland Stakeholder Engagement Event Webinar, which is now available on the PHECC website.

Item 8. was addressed at this point due to time constraints of the Chair of the Education & Training Committee, Aidan O’Brien.

7.0. Quality & Safety

7.1. Quality & Safety Committee Membership Ratification*

An overview of the first meeting of the newly formed Quality & Safety Committee was provided, with the continuation and review of the GVF and QRF accreditation system being prioritised in the strategic direction of the committee going forward, together with oversight of compliments and complaints.

The membership of the committee as proposed was agreed, and Council passed the following resolution.

Resolution: That Council ratifies the membership of the Quality & Safety Committee as included in Council papers.

Proposed: Patrick Fleming **Seconded:** Martin O’Reilly
Carried without dissent

8.0. Education

8.1. Education & Training Committee Membership Ratification*

An overview of the proposed membership of the Education & Training Committee was provided to Council. With one vacancy remaining, which is expected to be filled in a matter of days, Council passed the following resolution.

Resolution: That Council ratifies the membership of the Education & Training Committee as included in Council papers.

Proposed: Patrick Fleming **Seconded:** Martin O’Reilly
Carried without dissent

8.2. Updated POL002 Recognition of Qualifications Outside the State Policy*

Context was provided for revisions to POL002 Recognition of Qualifications Obtained Outside the State reflecting the adoption by Ireland of EU Regulations embodied in Statutory Instrument No.8 of 2017, amending earlier regulations in these matters. The updated policy now establishes the correct legal basis whereby PHECC are the competent authority under EU legislation as to how qualifications obtained outside the State are recognised. Related legal advice on the matter, dated 26 August 2021, also included in Council papers, was noted. Council passed the following resolution.

Resolution: That Council approves the updated POL002 Recognition of Qualifications Obtained Outside the State Policy as included in Council papers.

Proposed: William Merriman **Seconded:** Aidan O'Brien

Carried without dissent.

8.3. Updated POL019 Appeals Policy*

During the review of POL002, as addressed in the previous Agenda Item, legal advice made comment on Council's Appeals policy which has since been revised recognising the effect of SI No. 8 of 2017 (Recognition of Professional Qualifications). Amended paragraph 13 now clarifies that it is the original decision regarding recognition that may be appealed to the High Court and not the decision of the Appeals Panel.

Resolution: That Council approves the updated POL019 Appeals Policy as included in Council papers.

Proposed: Patrick Fleming **Seconded:** Martin O'Reilly

Carried without dissent.

Council took a recess for lunch.

9.0. Governance & Finance

9.1. Management Accounts to 30 September 2021

Management Accounts to 30th September were presented to the Council together with comparative figures for 2020. The impact of the cessation of the UCD-based A-P programme was noted, and a brief discussion followed regarding probable year-end outcomes.

9.2. Updated POL033 Code of Governance & Business Conduct V3*

The third amendment to this Code was presented to Council reflecting changes which have occurred since the last revision but also addressing new modes of working which have developed during the pandemic. A number of further amendments were suggested together with provision for two further Appendices, viz. Guidelines for Virtual Meetings and Directors Duties as set down in the Companies Act 2014.

The Guidelines for Virtual Meetings will be discussed at the November Council meeting and the revised version of this Code will also be re-presented to Council for approval.

10. Register

10.1. Register Report

The Register Report, as included in Council papers, was noted. Council were reminded of the planned cessation of the COVID-19 Register on 31 December 2021.

10.2. Registration Committee Membership Ratification*

Expressions of Interest received for the Registrations Committee are currently being considered with ratification expected at the November Council meeting.

10.3. Supreme Court's Ruling in the "Zalewski" case

Senior Counsel's opinion on the impact of the Supreme Court's Ruling in the "Zalewski" case, as it applies to PHECC has been received and will be circulated to Council for their information. It is advised that the outcome of the case has no impact on PHECC's FTP proceedings, which can now continue as before. The issue of taking evidence under oath will be revisited as part of the review of PHECC Fitness to Practise policy and procedures.

Fiona McDaid rejoined the meeting.

11.0. AOB

All were encouraged to attend the Global Resuscitation Alliance Webinar taking place this weekend.

Council was informed that a request from CFR Ireland has been received, and granted by the Director, to use the PHECC Compress a Chest training videos.

It was agreed that a communication will be issued to all PHECC Licensed CPG Providers to update all PHECC Registrants on the status of Trauma Hospitals in the State.

As agreed under Agenda Item 1.0. a discussion document from the Vice-Chair in relation to virtual meetings was noted and following discussion it was agreed that the Council would consider a Discussion Document at the November meeting, setting out, inter alia,

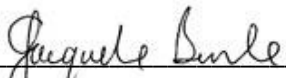
- Evidence based research into virtual meetings
- Enabling Technologies
- Benefits v Risks

The Chair thanked all for their attendance and wished Barry O'Sullivan a long and happy retirement.

The next Council Meeting will take place on November 18th next at 10:00.

The meeting concluded at 15:10 approx.

Signed:



Jacqueline Burke
Chairperson

Date: 18 November 2021

PHECC Council Meeting Minutes
18 November 2021
Via Videoconference



Present:
Jacqueline Burke (Chairperson)

Apologies:
None

Videoconference:
Jason van der Velde (Vice-Chair)
Aidan O'Brien
Conor Deasy
David Menzies
Dennis Keeley
Don Brennan
Fiona McDaid
Hillery Collins
Jimmy Jordan
Martin O'Reilly
Niamh Collins
Patrick Fleming
Tess O'Donovan
Tomás Barry
William Merriman

In attendance:
Richard Lodge, PHECC Director
Con Foley, Council Secretary (VC)
Brendan Cawley, PHECC Manager
Ray Carney, PHECC Manager (VC)
Pauline Dempsey, PHECC Manager (Item 4 only)
Ricky Ellis, PHECC Manager (VC)
Karen O'Neill, Council Administrator
Prof. Andy Newton, Trust Consultancy (Item 4.1 only)

1.0. Welcome

During a closed session the Chair updated Council on the progress of a complaint against PHECC.

The Chair officially opened the meeting by welcoming all attendees and noting apologies received. Deepest sympathies were extended to PHECC staff member, Dympna Higgins, on the recent passing of her husband. Ar dheis Dé go raibh a anam.

Though it was hoped that the December meeting would take place in person, given the escalating COVID situation, the Chair confirmed that this will no longer be possible.

2.0. Declarations of Interest

No declarations of a possible conflict-of-interest had been received for any agenda item.

Tess O'Donovan joined the meeting.

3.0. Chairs Business

3.1. Correspondence

Although no official correspondence had been received, the Chair referenced an excerpt from an Oireachtas debate, that had been brought to her attention, regarding emergency ambulance response times. Council requested the Director to include the matter on a future Council meeting agenda having engaged with HIQA in the meantime.

3.2. Legislation Update

The Chair reported on a recent conversation with Department of Health officials in relation to progression of strengthening PHECC's legislation, where she had stressed that PHECC has reached the boundaries of existing legislation specific to matters of Protection of Title, Mandatory Registration of Practitioners, Fitness to Practise and the admission of additional grades to the Register. It was agreed that the Chair, in conjunction with the Executive, will engage with the Department further, sharing

both recent legal advice received and correspondence from the Chair of the Medical Advisory Committee with Department officials. Further extensive legal work, currently being conducted in support of strengthening PHECC's legislative position, is expected to be submitted to the Department before year-end with a specific meeting anticipated in early 2022.

Consideration was given to suspending the Community Paramedic [CP] and Critical Care Paramedic [CCP] programmes until legislation is in place and also to the possibility of incorporating PHECC into the existing legislation model/template of other healthcare regulators.

Professor Andy Newton, Pauline Dempsey & Jason van der Velde joined the meeting

4.0. Education

4.1. Education Briefing Papers*

4.1.1 Development of New Education & Training Standards & Competency Framework

The Chair updated Council that following a competitive tender process, Cloud Consulting had been awarded the contract to lead an expert group in developing and presenting an updated suite of practitioner Education and Training Standards with an associated Competency Framework. With the expert group about to commence its work programme, the group lead, Prof. Andy Newton (Cloud Consulting) had provided Council with two briefing papers, as included in Council papers, for their consideration.

The Chair welcomed Prof. Newton who made a presentation to the meeting outlining the work he and his expert group were undertaking and seeking strategic direction from Council on a number of areas to allow the group make further progress. These included seeking to address areas highlighted in the earlier related Crowe Reports, the main issues being a lack of consistency in training standards and a lack of alignment at a number of practitioner levels. There was also, to a degree, a requirement to take account of international developments in paramedic education and training; principal among these was a tendency toward primary paramedic education at degree level.

Prof. Newton raised a number of questions for Council, namely:

- Does Council wish to codify a move toward an educational/degree-based level of practice?
- If yes, will it be aligned to the National Framework of Qualifications [NFQ] and Quality & Qualifications Ireland [QQI] and within what timeframe?
- Does the Council wish to provide guidance as to whether the current paramedic level should be an 'ALS provider?'
- Does the Council wish to provide guidance on programme accessibility?
- Does the Council wish to define education levels for paramedic, advanced paramedic, community and critical care paramedics, or does the Council wish to add specialist practice at the advanced paramedic level?

An extensive discussion, wherein it was agreed that the work now being undertaken will shape the profession for the future, considered the following points;

- The current misalignment of what's expected of a practitioner, the academic level of NQEMTs, their scope of practice, CPGs and the development of the profession requires addressing.
- Consideration of what is best for the entire profession, noting PHECC's role in protection of the public.
- The importance of practitioner competencies at each level and our support of same with a fit for purpose Education Training Standard & Competency Framework.
- The need for a roadmap of how learning outcomes are structured.
- Alignment with the Higher Education Institutions [HEI]/NFQ/QQI/ route, and with overseas applications route via Recognition of Qualifications [RoQ].
- Continuation, or not, of the state NQEMT examination, in addition to assessment processes of the education & clinical institutions.

- Consideration of the relationship between PHECC and other potential awarding bodies in relation to course governance, programme approval and accreditation.
- The need to determine the competencies and the level of decision making required of a new practitioner on registration and how these drive programme outcomes, learning outcomes and also determine the academic level required.
- Possible issues regarding opportunities for progression through education and practitioner levels and via the Specialist Paramedic route (clinical element factor)
- Possible implications of endorsing a minimum degree level for Paramedic education.
- Legislative change required to enable the creation of Specialist Paramedic registration grade.

Dennis Keeley & Fiona McDaid departed the meeting for a short while during the above discussion

The meeting was adjourned for lunch at which time the Chair departed the meeting. The Vice-Chair chaired the meeting from here on.

Niamh Collins, Patrick Fleming & Jimmy Jordan departed the meeting.

In conclusion it was agreed that Council require both further information and reflection before questions posed by Prof. Newton could be satisfactorily answered. It was agreed that phase one of the project, related to EMT level, would be progressed in the interim and that further advice from the expert group will be provided to Council prior to return to the discussion at the December Council meeting. It was noted that Council are being asked to consider, among other issues, the academic level at which the Paramedic NQEMT would be based. In doing so, Council was asked to reflect on what level would be optimal for the profession as a whole, rather than from the view of any specific service provider.

4.1.2 Proposal to Develop Education & Training Standard for Critical Care Paramedic

It was noted that the scope of practice for the Critical Care Paramedic has already been defined as part of the CCP Standard. The importance of a career framework and a wider educational system was noted.

4.2. Updated Teaching Faculty Framework [TFF]*

At their recent meeting, the Education & Training Committee agreed to recommend to Council re-opening Facilitator applications in line with the updated process and new nomination form, as provided in Council papers.

Accepting that it is a short-term solution, while a complete review of the TFF including the standards and application process is undertaken, Council passed the following resolution:

Resolution: That Council approves the reopening of the Facilitator application process, in line with the updated process as detailed in Council papers.
Proposed: Tomás Barry **Seconded:** Tess O’Donovan
Carried without dissent

5.0. Minutes & Matters Arising

5.1. Draft Minutes 14 October 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 14 October 2021.
Proposed: Hillery Collins **Seconded:** Aidan O’Brien
Carried without dissent.

5.2. Matters Arising

Re: item 4.2, It was confirmed that an updated Field Guide, in line with the 2021 suite of CPGs, is near finalisation and is expected to be published shortly.

Re: item 5.1.5, A further survey of Council members, following on from the IPA Governance Review, is expected to be conducted before year-end to monitor progress of the review.

Re: item 5.1.10, There was no further update on filling the position(s) of Deputy Director and Registrar/Head of Registration.

6.0. Directors Report

6.1. Directors Report to Council*

6.1.1 COVID-19 Arrangements

Given the re-introduction of working from home due to an increase in COVID-19 cases, all further steps in the introduction of normal post-pandemic working are postponed until the new year. There have been no reported incidents of infections involving staff, examiners, students or in external reviews.

6.1.2 Covid-19 Response

To date, no new requests have been received from CPG providers to move from the current minimum crewing standard. Related correspondence from the Director of the National Ambulance Service [NAS] dated 16 November 2021, circulated in advance of the meeting, confirmed that operating on the basis of the minimum crewing standard is likely to be an increasing focus for NAS over the coming months. Should service pressures deteriorate to the point where they can no longer maintain the PHECC minimum crewing standard, NAS confirm they shall engage with PHECC to advise on how they propose to proceed. Said correspondence also clarifies that the revised minimum crewing standard referred to in the HSE Winter Preparedness Plan denotes the minimum crewing standard for an emergency ambulance as two registered practitioners, one of whom must be a Paramedic.

Council acknowledged challenges facing NAS in responding to the current public health emergency.

Noting NAS's deployment of Community Paramedics, as detailed in the HSE Winter Preparedness Plan, it was confirmed that said practitioners are Advanced Paramedics working under the direction of the Medical Director of NAS. Legal advice has been sought on the validity of this approach.

Confirmation of further NAS pathfinder programmes planned for coming months was noted.

6.1.3. Potential Increase in Registrants

NAS has advised PHECC of their plans to significantly increase their number of PHECC practitioners over the coming years. The resulting resource and financial implications for the examination and registration functions within PHECC were highlighted, with costings expected at the December meeting once further details have been confirmed.

6.1.4. UCD AP Programme Update

No further progress reported.

6.1.5. Council Committee Nomenclature

Due to the development of a number of different designations, both in practice and in different policy documents, the Director asked Council to approve the following designation standards:

- **Council:** The Chair of Council and Council members are appointed by the Minister of Health. Council meeting minutes are published on the PHECC website.

- **Committees of Council:** Committee Chairs are appointed by the Chair of Council with committee members appointed by Council. Committees of Council are the Medical Advisory Committee [MAC], Education & Training Committee, Quality & Safety Committee, Research Committee, Registration Committee, Fitness to Practise Committee and Finance, Risk Audit & Compliance Committee [FRACC]. Committee meeting minutes are kept but not published.
- **Sub-Committees:** Sub-Committee Chairs and members are appointed by the Chair of their relevant committee and are approved by Council. Sub-Committees are usually permanent in nature and report to their parent committee. Sub-Committee meeting minutes are usually kept but not published.
- **Expert Groups:** Chairs and members of Expert Groups are appointed by their relevant Committee Chair. These groups are formed to address a specific purpose and as such are not permanent. Notes of their meetings are kept, rather than minutes.

Following consideration, Council passed the following resolution:

Resolution: That Council approves the proposed nomenclature defined as Council, Committee of Council, Sub-Committee and Expert Group, as detailed in Council papers.

Proposed: Hillery Collins

Seconded: Fiona McDaid

Carried without dissent

6.1.6. Policy Updates

The Director indicated that a number of policy documents were being presented to Council today for ratification, some having been prepared for some time but not approved, some are amended and of long standing and others are new but re-codify policies which have been approved from time to time elsewhere. This process reflects both recommendations from the IPA Governance Review and other recommendations received.

6.1.7. NAS/DFB Meeting:

A meeting has been arranged with the heads of the statutory providers for December 3rd next specific to the updated Priority Dispatch Standard, to discuss their related implementation plans and to address any potential conflicts raised. An update will be provided at the December Council meeting.

6.1.8. Clinical Support for PHECC Practitioners

An issue of access to clinical support for certain PHECC Practitioners has been raised by MAC. Council was advised that the outcome of a review of the role of the 'Medical Director' by the Quality & Safety Committee will be referred to MAC, for consideration in relation to the formalisation of clinical support into a PHECC standard. A report will be provided to Council in due course.

6.2. Updated POL031 Protected Disclosure Policy*

It was explained that updates to the current Protected Disclosure Policy, drawn up in compliance with the protected Disclosures Act 2014 and related Statutory Instruments, now refers only to PHECC staff and provides a robust statutory framework within which staff may raise concerns. The proposed policy was approved by Council via the following resolution.

Resolution: That Council approves the updated version of POL031 Protected Disclosure Policy, as included in Council papers.

Proposed: David Menzies

Seconded: Hillery Collins

Carried without dissent.

6.3. Delegated Decisions of the Director

The report as included in Council papers was noted. The issue of clinical internship deficit with certain UK applicants was highlighted.

7.0. Examinations

7.1. Examinations Update

Council was presented with a Schedule of Examinations and informed as to when the new 2021 suite of CPGs will feed into the examination process. All examinations will be based on 2021 CPGs from 1st January 2022.

A review of 2021 and future estimates, envisaging plans for increased practitioners referenced earlier in item 6.1.3, is expected to be presented at the December meeting. The level of work involved was acknowledged, given the large volume of candidates being examined.

8.0. Research

8.1. Research Committee Update

The inaugural meeting of the Research Committee has taken place. Two tenders i) Review of Existing Pre-Hospital Emergency Care Research in Ireland; and ii) Development of a Strategy for the PHECC Research Committee were approved and have since been advertised on the PHECC website.

9.0. Clinical Matters

9.1. Updated Traumatic Cardiac Arrest CPG Approval*

Based on a further review, the Traumatic Cardiac Arrest CPG (Adult) 5/6.8.10 was re-submitted for Council approval. The update was explained, and Council passed the following resolution:

Resolution: That Council approves the updated version of the Traumatic Cardiac Arrest CPG (Adult) 5/6.8.10 as included in Council papers.
Proposed: Fiona McDaid **Seconded:** Hillery Collins
Carried without dissent.

9.2. Influenza Vaccine CPGs Approval*

Having delegated to MAC the authority to create and establish new Influenza Vaccination CPGs as required, recognising that MAC may elect to delegate this authority to an Emergency sub-group of MAC, the influenza Vaccine CPG for both adult and paediatric administration was presented for Council ratification. Council passed the following resolution:

Resolution: That Council approves the adult and paediatric Influenza Vaccine CPGs, included in Council papers, as recommended by the Emergency Sub-Group of MAC.
Proposed: Hillery Collins **Seconded:** Dennis Keeley
Carried without dissent.

9.3. COVID-19 CPGs Approval*

In line with recent guidance regarding administration of booster doses the Emergency Sub-Group of MAC met to consider this change in relation to COVID-19 CPGs. As the booster doses apply only to mRNA vaccines (Cominarty and Spikevax), changes were made to those CPGs only. The updated CPGs, reviewed by MAC and recommend to Council for approval, were approved via the following resolution.

Resolution: That Council approves the updated Cominarty and Spikevax CPGs, included in Council papers, as recommended by the Medical Advisory Committee
Proposed: Hillery Collins **Seconded:** William Merriman
Carried without dissent.

David Menzies, Aidan O'Brien and Tess O'Donovan departed the meeting.

10.0. Governance & Finance

10.1. Management Accounts to 31 October 2021

Management accounts to 31st October 2021 were reviewed both as to Budget and comparison with 2020. The impact of not funding, or being budgeted to fund, the UCDAP programme was noted.

10.2. Updated POL033 Code of Governance & Business Conduct*

This policy had been reviewed at the October meeting with additional amendments now being presented for approval. Appendix 4, Declaration of Compliance, was also included, which will apply to all Committee/Expert Group members wherein members agree to comply with PHECC's policies on Confidentiality and the Management of Conflicts of Interest.

Additionally, earlier referenced remarks regarding Conflict-of-Interest matters [at 6.1.6.] and their impact on this Policy were also noted. It was indicated to Council that the Conflict-of-Interest policy was being modified slightly so that only Council Members will have to notify Council of a potential conflict-of-interest in writing. While all members of the Committees/Groups submit to the Council Policy on Conflicts-of-Interest (and Confidentiality), it shall be the responsibility of the Chair of the Committee of Council to both ensure that the members of relevant Sub-Committee(s) and Expert Group(s) have read and understand the Code of Governance and Policy on Conflicts of Interest and also to sign off on same in Appendix 4 of the Governance Policy, which Declarations will be retained by that Chairperson.

Acknowledging that Appendix 3 (Virtual Meetings) would be developed out of the discussion on the next Agenda item, Council passed the following resolution.

Resolution: That Council approves the updated version of POL033 Code of Governance & Business Conduct, accepting that Appendix 3 (Virtual Meetings) is awaited.
Proposed: Tomás Barry **Seconded:** Fiona McDaid
Carried without dissent

Tomás Barry departed the meeting during the above discussion.

Council took a short recess.

10.3. Virtual Meetings Discussion Document

A brief presentation was made to introduce the discussion following which Council agreed that, once health regulations allow, a minimum of four face-to-face meetings per year should be held and a provision for hybrid meetings, wherein a mixture of face-to-face and virtual attendances could be accommodated.

The Director and Secretary will prepare a position paper and circulate as soon as practical for comments to be received in advance of the next Council meeting.

10.4. Updated POL014 Decisions Reserved for Council*

This policy, originally drawn up in 2010, has been amended to reflect changes that have taken place in Council's modus operandi and to reflect various impacts of the Companies Act 2014.

Council approved the amended policy via the following resolution.

Resolution: That Council approves the updated POL014 Decisions Reserved for Council Policy as included in Council papers.

Proposed: Hillery Collins **Seconded:** Martin O'Reilly

Carried without dissent.

10.5. New Policy - Decisions Delegated to the Director*

This new policy document, embodying a number of Council decisions made as early as 2013 and contained in Minutes variously since then, was presented to Council. These decisions are now codified into an Appendix to the Policy, which also sets out more generally the Director's role, drawing on the vesting Statute [SI109 of 2000] the Companies Act 2014 and Council's Standing Orders.

Resolution: That Council approves a Delegated Decisions of the Director Policy, as included in Council papers.

Proposed: Dennis Keeley **Seconded:** Fiona McDaid

Carried without dissent.

10.6. Updated POL048 Conflict of Interest Policy*

Council was asked to further approve some minor amendments, consistent with earlier references at 10.2. above. Council approved these amendments via the following resolution.

Resolution: That Council approves the updated version of POL048 Conflict of Interest Policy, as presented in Council papers.

Proposed: Hillery Collins **Seconded:** Martin O'Reilly

Carried without dissent.

10.7. Annual Report 2019*

Acknowledging that the Chairperson's and Director's foreword is awaited and that the Financial Accounts contained in the report had already been approved by Council at their meeting of 17 December 2020, the Annual Report was approved via the following resolution.

Resolution: That Council approves the 2019 Annual Report, subject to the inclusion of the foreword from the Chairperson and Director.

Proposed: Fiona McDaid **Seconded:** Hillery Collins

Carried without dissent.

11.0. Register

11.1. Register Report

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

Council was reminded that the COVID-19 Temporary Register will expire on 31 December 2021.

11.2. Registration Committee Membership Ratification*

Council was notified that ratification of membership of the Registration Committee is planned for the December meeting.

A verbal update on Fitness to Practise [FTP] complaints received was provided, all of which will be referred to the Preliminary Proceedings Committee [PPC] for decision on their progression to a FTP hearing.

The planned review of current FTP policies and procedures was noted.

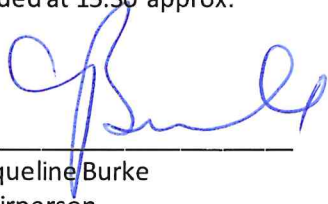
12.0. AOB

All were thanked for attending.

The next Council Meeting will take place on December 8th next at 10:00.

The meeting concluded at 15:30 approx.

Signed:



Jacqueline Burke
Chairperson

Date: 16th December 2021

PHECC Council Meeting Minutes
16 December 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

Aidan O'Brien
David Menzies
Fiona McDaid
Jimmy Jordan
Martin O'Reilly
Niamh Collins
Patrick Fleming
Tess O'Donovan
Tomás Barry
William Merriman

Apologies:

Jason van der Velde (Vice-Chair)
Conor Deasy
Dennis Keeley
Don Brennan
Hillery Collins

In attendance:

Richard Lodge, PHECC Director
Con Foley, Council Secretary (VC)
Brendan Cawley, PHECC Manager
Ray Carney, PHECC Manager (VC)
Pauline Dempsey, PHECC Manager (VC)
Ricky Ellis, PHECC Manager (VC)
Karen O'Neill, Council Administrator

1.0. Closed Session

During a closed session the following matters were addressed.

- i. The process of recruitment for the position of Secretary to Council was presented by the Director. The Director was requested to confirm the appropriateness of making the appointment on a contractual basis and authorized to proceed with the process on the revised financial remuneration as agreed. An update was also provided on the Recruitment of the Chair of the Finance, Risk, Audit and Compliance Committee [FRACC] and Council endorsed the approach proposed by the Director, pending confirmation of the official remuneration rate by DPER. [Con Foley absent]

Fiona McDaid joined the meeting during the above discussion.

- ii. Council was provided with an update on a complaint against PHECC. [Richard Lodge & Karen O'Neill absent]

2.0. Declarations of Interest

No declarations of a possible conflict-of-interest had been received by the Chair nor Secretary for any agenda item.

3.0. Chairs Business

Acknowledging that the meeting had been rescheduled due to an outbreak of Covid in the PHECC office, the Chair officially opened the meeting by thanking all those present for attending and noting apologies received. The Chair offered her commiserations to all PHECC staff affected by the COVID virus recently. It was highlighted that several agenda items have been deferred to the January Council meeting when a full attendance is anticipated.

In line with the recent National Immunisation Advisory Committee [NIAC] recommendation to waive the 15-minute observation period post booster COVID-19 mRNA vaccine administration, it was agreed that the Emergency Decision Making Group of the Medical Advisory Committee [MAC] will amend the relevant CPGs accordingly. These will then be presented to Council at the January Council meeting for ratification.

The matter of intranasal administration of the pediatric influenza vaccine (and its inclusion on Seventh Schedule only) has been raised with the Department of Health [DoH].

Ray Carney, Ricky Ellis and Pauline Dempsey joined the meeting.

3.1. Correspondence

An acknowledgement of the Chair's recent correspondence in relation to PHECC's legislative weakness has been received from the DoH.

3.2. Legislation Update

As referenced above, the Chair reported that correspondence in the matter of PHECC's legislative weaknesses and the urgency for change thereto had been submitted to the DoH. Appended to said correspondence was a letter from the Chair of MAC to the Chair of Council highlighting these weaknesses together with related legal advice from PHECC's legal advisors. Further response from the Department is awaited.

4.0. Minutes & Matters Arising

4.1. Draft Minutes 18 November 2021*

The draft minutes of the previous meeting were reviewed, and Council passed the following resolution.

Resolution: That Council approves the minutes of the Council meeting of 18 November 2021.

Proposed: David Menzies **Seconded:** Tomás Barry

Carried without dissent.

4.2. Matters Arising

The Chair advised the meeting that further papers and discussion on the development of new Education and Training Standards had been deferred to the January meeting of Council.

Notification has been issued to all PHECC Licensed CPG Providers that the Field Guide App, updated in line with the 2021 suite of CPGs, is now available with a hard-copy version to follow. All those involved in producing same were thanked.

5.0. Directors Report

5.1. Directors Report to Council*

5.1.1. COVID-19 Arrangements

As a result of recent developments and in anticipation of escalating infection rates, the return to office initiative has been delayed. In the meantime, a risk assessment of the office has been carried out with a subsequent action plan being progressed. As referenced earlier, several members of staff have received positive PCR results and isolated in compliance with guidance. All such incidences have been recorded.

There have been no reported COVID-19 incidents involving, examiners, students or in external reviews.

5.1.2. Emergency Ambulance Crewing Model

To date, no requests have been received from PHECC Licensed CPG Providers to derogate from the current minimum crewing level standard.

5.1.3. Potential Increase in Registrants

The envisaged financial and staffing implications arising from the National Ambulance Service [NAS] intention to increase their numbers of both EMT and Paramedic registrants over the next five years was provided by the Director.

Additional funding, to cover the examination expenses shortfall and additional staffing required in anticipation of the NAS initiative, has been requested from the DoH and is expected to be discussed at the next Quarterly Governance meeting later today.

Given such a significant increase in trainees in the system, the importance was emphasised of ensuring an updated supporting education and training model is in place.

5.1.4. UCD AP Programme Update

There are no further developments to report to Council at this time.

5.1.5. NAS/DFB Meeting Update:

The Director reported on a very positive joint meeting with the Director of the National Ambulance Service [NAS] and the Chief Fire Officer of Dublin Fire Brigade [DFB] to explore progression of their implementation plans related to the updated PHECC Priority Dispatch Standard.

The issue of ambulance response times/targets also arose, and it was agreed that though the Minister is responsible for setting response targets, the Director will raise the matter of the HIQA ambulance response standard with the new CEO of HIQA once appointed. The risks associated with two Health Regulators setting standards in relation to the same parameters was noted.

Composition of a new Priority Dispatch Sub-Committee, with an independent Chair, was also discussed and is expected to be progressed shortly.

A further meeting between the Director, the Director of NAS and the Chief Fire Office of DFB will be scheduled for late January 2022 to review developments.

David Menzies departed the meeting during the above discussion.

5.1.6. Council Members Survey by IPA

The Director informed Council that he had engaged with the IPA in relation to repeating a survey of Council members, similar to that conducted by the IPA as part of their Governance Review of PHECC. The survey will be issued imminently to Council Members, the results of which will be presented to Council at their February meeting.

5.2. Delegated Decisions of the Director

The report as included in Council papers was noted.

Council took a short recess.

6.0 Examinations

6.1. Examinations Update

An overview of examination activity, as included in Council papers, was presented indicating that the number of candidates for examination at both EMT and Paramedic level continues to increase.

Resulting pressures on internal staff resources were highlighted as was the need for additional PHECC examiners, the recruitment of which is planned for Q1 2022.

Council complimented PHECC staff in the context of successfully maintaining the examination schedule in the face of both the Covid pandemic and storm "Barra".

Aidan O'Brien departed the meeting.

7.0 Quality & Safety

7.1. GVF Site Assessment Report*

The Civil Defence Ireland Governance Validation Framework [GVF] Site Assessment Report and associated summary, as included in Council papers, was noted. Council acknowledged the significant work and support that had taken place in order to ensure that the Civil Defence Ireland achieved the required level of compliance with GVF Standards.

Concerns were raised relating to the presentation and potential for confusion relating to the interpretation of the risk rating element of the standard GVF report. The Quality & Safety Committee were requested to consider options for the revision or amendment of this element of the report, including removal. To allow time for this consideration, Council agreed to remove the risk rating element from all GVF reports and passed the following resolution:

Resolution: That Council approves the publication of the Civil Defence GVF Report conditional on the removal of the risk rating column from the Civil Defence GVF Report and from all currently published GVF Site Assessment Reports.

Proposed: Patrick Fleming **Seconded:** Tomás Barry

Carried without dissent.

David Menzies re-joined the meeting during the above discussion.

8.0 Governance & Finance

8.1. Management Accounts to 30th November 2021

The accounts to the 30th of November were presented to Council.

8.2. Recent Governance Topics – Risk

A summary of a recent webinar hosted by the IPA on the matter of strategic risk was presented to Council, indicating that a changed approach may be required from corporate boards in the light of the pandemic, cyber-security and climate-change.

The full slide presentations are available for Council members, if required.

Fiona McDaid departed the meeting.

8.3. POL033 Appendix 3 – Guidance for Virtual Meetings*

The proposed Appendix 3 to POL033 Code of Governance & Business Conduct was approved via the following resolution, subject to two minor amendments.

Resolution: That Council approves the presented 'Guidance for Virtual Meetings' as Appendix 3 to POL033, Code of Governance & Business Conduct.

Proposed: Patrick Fleming **Seconded:** Jimmy Jordan

Carried without dissent.

This completes the review of the Code of Governance & Business Practice.

8.4. Revised Financial Statements – 2020

Several changes to the draft Financial Statements for 2020 as mandated by OCAG during their 2020 audit were explained and following consideration Council passed the following resolution.

Resolution: That Council approves the revised Financial Statements for 2020 as presented, subject to no further material changes.

Proposed: Patrick Fleming **Seconded:** William Merriman

Carried without dissent.

9.0 Register

9.1. Register Report

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

9.2. COVID-19 Temporary Register Extension*

Correspondence received from the DoH on December 13th last requesting that PHECC, in line with other health regulators, extend its COVID-19 Temporary Division of the Register for a further six months to the 30th of June 2022 was noted and Council passed the following resolution.

Resolution: That Council authorises extending the PHECC Covid-19 Temporary Register to 30 June 2022, as requested in departmental correspondence of 13 December 2021.

Proposed: Niamh Collins **Seconded:** Jimmy Jordan

Carried without dissent.

PHECC will actively engage with COVID-19 registrants next year to facilitate the transfer onto the main registers of those who wish to continue practising beyond the 30th of June timeframe, as no further extension is envisaged.

9.3. Registration Committee Membership Ratification*

As apologies had been received for today's meeting from the Chair and Vice-Chair of the Registration Committee, this item is postponed to the January meeting.

9.4. Registrants' 6-digit PIN*

With formal notification of the planned move to 6-digit PINs only recently issued to all PHECC Licensed CPG Provider, it was agreed to postpone the changeover until mid-2022 while the Executive review the timeframe for this revision and the resulting operational implications for stakeholders involved.

10.0 AOB

10.1. Council Meeting dates 2022

Cognisant of the IPA Governance Forum events the following dates for 2022 Council meetings were approved.

Jan: Thurs 20th	Feb: Thurs 24th	Mar: Thurs 24th	Apr: Thurs 21st
May: Thurs 19th	Jun: Thurs 16th	Jul: Thurs 14th	Aug: N/A
Sept: Thurs 8th	Oct: Thurs 13th	Nov: Thurs 17th	Dec: Thurs 8th

All Council members were encouraged to attend the very beneficial and informative IPA events in the year ahead.

10.2. CPG Provider Privileging

Council was informed of a request that had just been received from a PHECC Licensed CPG Provider in relation to the privileging of practitioners in a “sister” organisation.

Council agreed that following the principles of the PHECC Mission Statement and the ‘Triple Lock’ mechanism, no such derogation could be permitted without specific legal advice. This legal advice is currently being sought and will dictate any future Council decision on the matter.

It was noted that the organisation in question was in the process of registering as a PHECC Licensed CPG Provider, and Council agreed that this would be the preferred route to recognition as a CPG Provider authorised to privilege PHECC practitioners.

10.3. Closed Session

All members of the Executive departed the meeting, with the exception of the Director.


A brief consultation was held in regard to options available to provide PHECC staff with a token reward, both in the context of the pandemic, Christmas and the lack of any opportunity for a face-to-face occasion to thank all of the staff for their efforts during 2021.

Being cognisant of the strict guidelines on these matters, the Director was requested to consider and organise a voucher for coffee and refreshments for all staff in the absence of being able to gather for a team meeting in anything other than a ‘virtual’ capacity during these difficult times.

All were thanked for attending and wished a happy Christmas and New Year.

The next Council Meeting will take place on January 20th next at 10:00.

The meeting concluded at 14:05 approx.

Signed: 
Jacqueline Burke
Chairperson

Date: 20th January 2022