

PHECC Council Meeting Minutes
Thursday 13th February 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Stephen Brady
Patrick Fleming
Pat Hanafin
Shane Knox
Shane Mooney
David Menzies
Jimmy Jordan
Thomas Keane

Teleconference:

Fiona McDaid
Tess O'Donovan

Apologies:

Mick Molloy
Martin Dunne
Patrick Plunkett
Conor Deasy

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Jacqueline Egan, PHECC PDO
Ricky Ellis, PHECC PDO
Brendan Cawley, PHECC PDO
Karen O'Neill, Council Secretariat
Liz Dempsey, PHECC Staff Representative

1. Chairs Business

The Chair welcomed everyone to the meeting and noted apologies received. Best wishes were extended to Brendan Cawley, the newest member of the PHECC Executive team, in his position as Education Programme Manager.

1.1 Governance Review – Next Steps

It was agreed that the recommendations of the Governance Review will be included on the March Council meeting agenda.

1.2 Correspondence

Correspondence from CRF Respond Ireland dated 27 December 2019, in relation to a grant application, was noted and addressed under item 3.1 of the Directors Report.

2. Minutes & Matters Arising

2.1 Draft Minutes December 2019*

The draft minutes were presented for consideration and there being no amendments the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of December 2019.	
Proposed: Hillery Collins	Seconded: Patrick Fleming
Carried without dissent	

2.2 Matters Arising

There were no matters arising from the minutes.

3. Directors Report

3.1 Directors Report to Council

The Director provided an update on the following as per item 3.1 of Council Papers.

3.1.1 Ongoing Reviews

Education Standards Review: The review is progressing as planned and is expected to meet its end of March target deadline. The report will be considered by the Education and Standards Committee at their April meeting, prior to being presented to Council.

Governance Review: This item will be included on the March Council meeting agenda, as specified under item 1.2.

HR Review: A summary of the main points of the report was provided. The Director will now elect the most appropriate level for its circulation and a work plan will be implemented based on the recommendations of the report.

Current AP Programme Review: The concluding report, currently in its final formatting stages, is expected in the coming week and will be included on the March Council meeting agenda.

3.1.2 Education Programme Manager

As mentioned by the Chair in her earlier welcome, the new Education Programme Manager, Brendan Cawley, has commenced employment and is currently undergoing an induction programme.

3.1.3 PHECC Strategic Plan 2020-2023

Council requested that the Director explore opportunities for the launch of the Strategic Plan, to take place within the coming months. Publication of the document has been delayed pending a decision on an official launch at the March Council meeting.

3.1.4 Funding & Commissioning Future AP Programmes

Correspondence from the NAS, dated 05 February, in relation to AP Programme Education funding was noted. As per Section 36 of S.I. 2000, it was suggested that those with potential conflicts of interest in the matter recuse themselves from the meeting at this point. Following this, Jacqueline Burke, Hillery Collins, Shane Knox, David Menzies, Shane Mooney, Jason van der Velde, Pat Hanafin, Brian Power and Brendan Cawley recused themselves from the meeting. In the absence of both the Chair and Vice-Chair, Stephen Brady chaired the meeting from this point. Following clarification from all six remaining parties, which included those attending via teleconference, that they were not conflicted, the acting Chair confirmed that under Section 9 of S.I. 2000, the meeting continued to be quorate and matters proceeded accordingly.

The Director stressed that there were two main considerations that govern PHECCs approach to the current situation. The first being that continuity of funding for and access to the AP Programme must be protected going forward. The second is that PHECC, as regulator, does not have a view on who delivers the course, providing it complies with PHECC standards.

The Director briefed those present on developments since the December Council meeting whereby he was charged with convening a stakeholder meeting regarding future funding of and access to the AP Programme. Recent correspondence from the DOH dated 12 February was referenced and following deliberation, further engagement with the DOH was deemed necessary. Reinforcing their position

adopted at their December meeting, Council requested the Director to seek to create a forum whereby all stakeholders will engage to ensure the future continuity of the AP programme.

A response to the earlier referenced NAS correspondence was agreed upon, following which all those who had recused themselves were invited to re-join the meeting. The acting Chair communicated to all the response to the NAS correspondence, as agreed upon, and Council confirmed their intention to disengage from funding the AP Programme and endorsed the resolution from the July 2019 Council meeting which states “That the Council decide to cease funding the AP Programme at the end of the current SLA and enter discussions with the DOH as to the appropriate mechanisms to support the continued need for such education”. The Chair resumed her position, thanking Stephen Brady for deputising in her absence.

Shane Mooney expressed his dissatisfaction with how the conflict of interest situation had been managed as he felt he had been requested to leave the meeting. Both Hillery Collins and Jason van der Velde echoed this opinion.

To ensure total transparency, Shane Knox requested that going forward, members of the Executive should also recuse themselves if they believe to be conflicted in a particular matter. Stephen Brady clarified that two members of the Executive had recused themselves and that the remaining members of the Executive had made no contribution to the preceding discussion. In light of this situation, it was requested that the current conflict of interest policy be revised, as part of the Governance review.

3.1.5 Grant Applications

Council were informed that two 2020 grant applications had been received, one of which has since been withdrawn. David Menzies recused himself from this discussion due to a conflict of interest in this matter. Discussion ensued and considering resource issues remain unchanged and as we await our 2020 letter of determination, Council decided that the resolution of July 2019 which states “That the Council, in light of current budgetary pressures, make no further discretionary grants until after all resource issues have been resolved” remains in place. In the event of grant specific funding becoming available, it was recommended that the grant application process be opened to all relevant interested parties. David Menzies re-joined the meeting at this point.

3.1.6 Media Coverage

An extract of a newspaper article, dated 01 December 2019, with Tony O’Brien and an interview given by SIPTUs Health Divisional Organiser, Paul Bell, on 03 December 2019 pertaining to regulation of the pre-hospital profession, as included in Council papers, was referenced. Due to a conflict of interest, Hillery Collins recused himself from the meeting at this point. Following Councils consideration of the recent media coverage, it was agreed that the Director should write to both parties and include a copy of PHECCs Strategic Plan, detailing PHECCs role as a regulator and outlining the need for strengthened legislation.

Hillery Collins re-joined the meeting.

Jimmy Jordan left the meeting at this point.

3.2 STN028 Paramedic NQEMT Exam Standard (Interim)*

Resulting from concerns raised at the December Council meeting regarding the removal of the critical fail element, an updated version of STN028 Paramedic NQEMT Exam Standard (Interim) was included in Council papers. Following consideration, Council passed the following resolution;

Resolution: That Council approve STN028 Paramedic NQEMT Exam Standard V4 (Interim) to include a critical fail element as included in Council papers.

Proposed: Shane Knox Seconded: Shane Mooney

Carried without dissent

3.3 Delegated Decisions of the Director

The report, as included in Council papers, was noted by Council. A review of the frequency and format of the current report ensued, resulting in agreed amendments which are to be implemented going forward.

4. Quality & Safety

4.1 LIS020 V2 Licensed CPG Provider Notifications*

Council considered the updated LIS020 Licensed CPG Provider Notifications document, as included in Council papers, and passed the following resolution;

Resolution: That Council approve LIS020 V2 Licensed CPG Provider Notification Process as included in Council papers.

Proposed: Hillery Collins Seconded: Pat Hanafin

Carried without dissent

4.2 Hand Hygiene Guidelines*

Council, upon consideration of the discussion document as included in Council papers, passed the following resolution, as recommended by the Quality & Safety Committee;

Resolution: That Council approve the implementation of the Guidelines for Hand Hygiene in Irish Healthcare Settings.

Proposed: Hillery Collins Seconded: Fiona McDaid

Carried without dissent

4.3 POL044 Council Policy on PHECC Patient Report Usage*

Context for the creation of POL044 was provided by Jacqueline Egan, as per the Quality & Safety Committees recommendation. Jacqueline Egan was commended for her work on developing the policy and the following resolution was passed;

Resolution: That Council approve the Draft POL044_Council Policy on PHECC Patient Report Usage as included in Council papers, subject to legal review.

Proposed: Hillery Collins Seconded: Pat Hanafin

Carried without dissent

Council adjourned for a short period.

Patrick Fleming left the meeting at this point.

5. Clinical Matters

5.1 Introduction of Treat & Referral*

Brian Power presented Council with a summary of his PhD thesis on the Introduction of Treat & Referral into Ireland. Mr. Power was commended for his excellent piece of work and following a recommendation by the Medical Advisory Committee, Council passed the following resolution;

Resolution: That Council support the development of an enhanced range of treat and referral CPGs, including but not limited to hypoglycaemia and seizure management.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

5.2 PHECC Nomenclature*

After a lengthy review process by the Medical Advisory Committee, the resulting proposal, as included in Council papers, was considered. The importance of PHECC adequately defining its language and standardising its terminology was highlighted. Additional work required by the Executive in ensuring consistent terminology across all PHECC documentation was recognised and the following resolution was passed;

Resolution: That Council approve the development of a standard pre-hospital emergency care nomenclature for Ireland as per the documents included in Council papers.

Proposed: Shane Knox

Seconded: Pat Hanafin

Carried Without Dissent

Stephen Brady & Thomas Keane left the meeting during the above discussion.

6. Governance & Finance

6.1 C&AC Annual Report 2019*

The Secretary reported on the following items;

- Compliance & Audit Committee Annual Report to Council
- Comptroller and Auditor General Audit Certificate for 2018 Results
- Emerging final numbers for year-end 2019
- Risk Register

The latter two items will be considered by the C&AC at their next meeting, prior to providing an update to Council at their March meeting.

Resolution: That Council approve the C&AC Annual Report 2019 as included in Council papers.

Proposed: Pat Hanafin

Seconded: David Menzies

Carried without dissent

Comments made by the Comptroller & Auditor General regarding the qualified certificate upon auditing the 2018 figures were noted. Further comments regarding “unsanctioned payments” led the

Secretary to recuse himself from the discussion and the Director provided background and an explanation of the matters commented on in the Comptrollers report.

In response to being asked what action was being proposed to address any risk to PHECC, the Director clarified that the matter is addressed in the Governance review recommendations.

A member of Council requested that immediate action be taken with regard to concerns raised.

It was noted that Ricky Ellis has replaced Jacqueline Egan on the C&AC and appreciation was expressed to Jacqueline for her efforts on the committee over recent years.

Fiona McDaid and Jason van der Velde left the meeting at this point.

7. Risk

7.1 Risk Register

As per item 6.1, the Risk Register will be reviewed by the C&AC at their next meeting and presented to Council at their March meeting.

8. Register

8.1 Patient Safety Bill 2019

The Patient Safety Bill 2019, as per item 8.1 of Council papers, was noted. The bill, published on 09 December 2019, defines the legal interpretation of a PHECC registrant and introduces a new requirement for mandatory open disclosure of specific serious patient safety incidents, thus applying to PHECC registered practitioners.

8.2 CPC E-Portfolio & Roadshows

As detailed in Council papers, following the release of an e-portfolio supporting EMT CPC, a national promotion and a number of consultation roadshows have been scheduled over the coming months. Omar and the team of assessors were commended on their achievements in developing and implementing same.

8.3 Register Report

The Register report, as included in Council papers, was noted. Following suggestions, it was agreed that the report will contain summarised data only going forward.

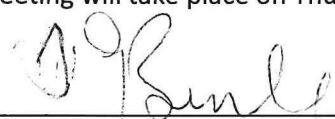
9. AOB

Council were informed that cease and desist correspondence has been issued to an organisation suspected of the unauthorised printing and selling of PHECC material, and it was noted that the issue of copyright is being followed up by our legal advisors.

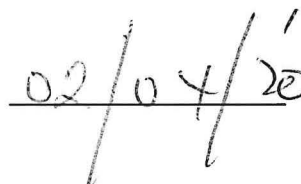
The meeting concluded at 3.30pm approximately.

The next Council meeting will take place on Thursday 12th March at 10.00am.

Signed:


Jacqueline Burke, Chairperson

Date:



PHECC Council Meeting Minutes
Thursday 12th March 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)
Stephen Brady
Patrick Fleming
Pat Hanafin
Jimmy Jordan
Patrick Plunkett
Fiona McDaid

Apologies:

Martin Dunne
Thomas Keane
Conor Deasy
David Menzies
Shane Knox
Tess O'Donovan

Teleconference:

Hillery Collins (Vice Chair)
Jason van der Velde
Shane Mooney
Mick Molloy
Con Foley, Council Secretary

In attendance:

Richard Lodge, PHECC Director
Barry O'Sullivan, Deputy Director
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Brendan Cawley, PHECC PDO
Karen O'Neill, Council Administrator

1. Chair's Business

The Chair welcomed everyone to the meeting and noted apologies received.

Due to technical difficulties with the teleconference facilities, David Menzies was unable to access the teleconference, and reluctantly offered his apologies. The Chair acknowledged the ongoing challenges posed by the current COVID-19 situation and thanked everyone for attending.

1.1 Governance Review

It was agreed to defer this item to the April 2020 meeting to allow members additional time to review the information previously circulated.

1.2 Correspondence

Correspondence from the Director of the National Ambulance Service, dated 25 February 2020, in connection with item 3.1.5 of the February Council meeting was noted. As suggested by Council Secretary it was agreed that this item be considered under item 3.1.4 of the Agenda.

2. Minutes & Matters Arising

2.1 Draft Minutes February 2020*

The draft minutes were presented for consideration and the following items were addressed;

- Item 3.1.4 It was agreed that the draft minutes accurately reflect the discussion on the day however following discussion it was decided to replace 'conflict of interest/loyalty' with 'conflict of interest'.

Item 6.6.1 It was agreed that the following text will be added “A member of Council requested that immediate action be taken with regard to concerns raised”.

Item 8.2 It was agreed that the draft minutes accurately reflect the discussion on the day.

The following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of February 2020 subject to the agreed amendments.

Proposed: Pat Hanafin

Seconded: Fiona McDaid

Carried without dissent

2.2 Matters Arising

There were no matters arising from the minutes.

3. Directors Report

3.1 Directors Report to Council

The Director provided an update on the following as per item 3.1 of Council Papers.

3.1.1 Ongoing Review Updates

Governance Review: It was agreed to postpone Dr Tom Ward’s attendance at today’s Council meeting, as referenced. The Director outlined the communication plan for staff, involving an initial meeting to provide staff with the recommendations of the report and a further staff meeting to review the complete report. The Director informed Council members that he is currently considering a prioritised action plan based on the recommendations of the report.

Current AP Programme: The final report as included in Council papers was noted. Council members were requested to submit queries in relation to same to Karen O’Neill which will be addressed by Professor Sir Andy Newton at the April Council meeting.

Education Standards Review: The Education Standards review remains on target and the final report is expected to be presented to the Education and Standards Committee for their April 2020 meeting, with work on the Competency Framework continuing.

3.1.2 Recruitment of Clinical Practice Programme Manager

As specifically detailed in the succession planning section of the HR Review, the recruitment process has begun to source a Clinical Practice Programme Manager, to replace the current Clinical Practice Programme Development Officer, who is retiring at the end of May 2020. The position is expected to be advertised within the next two weeks.

3.1.3 Launch of the PHECC Strategic Plan 2020-2023

Given the fluidity of the ongoing COVID-19 situation and the increasing cancellation of events it was accepted that an official launch of the Strategic Plan will not take place imminently.

In the interim, it was agreed that the plan will be circulated to all interested stakeholders, published on the PHECC website and a press release communicated. The Director continues to explore opportunities and future options for a collaborative launch of the Strategic Plan, hopefully to take place in Autumn 2020.

3.1.4 Funding and Commissioning Future AP Training Programmes

Correspondence received from the Director of the National Ambulance Service [NAS], as referred to in item 1.2, was communicated to Council members.

Following discussion it was agreed that, as the previous decision of Council would not be changed, no conflicts arose and therefore recusals were not necessary.

Following consideration, the draft letter, as presented, was approved and it was agreed that the Secretary to Council will reply to correspondence received on behalf of the Chair, given that she had recused herself for this item during the February Council meeting.

It was agreed that no additional resolution was required as previous Council resolutions indicated in the draft letter, addressed the issue raised in the letter from the Director of the NAS.

The Director confirmed that plans are progressing for a meeting of key stakeholders for the exploration of options for future funding and commissioning of AP Programmes. Further discussion with the DOH regarding engagement is required.

Concerns regarding the commencement of two AP Programmes in April (UCD and NASC) were raised and the Director was requested to examine any possible implications arising from same. The Director confirmed that he was not currently aware of attendance numbers on either programs, but would enquire. It was suggested that confirmation of same be requested from NAS.

3.1.5 Grant Applications

The Director informed Council that correspondence has been issued to all previous grant applicants informing them that the Council resolution of April 2019, which states “That the Council, in light of current budgetary pressures, make no further discretionary grants until after resource issues have been resolved”, remains in place. Again, given the current situation, many events planned may not go ahead this year.

3.1.6 Covid-19 Update

The Director tabled a proposal document in relation PHECC’s position on the matter highlighting the necessary and practical steps required to protect staff and the public. Council were provided with an update on recent correspondence with the DOH in relation to the current COVID-19 situation referring to PHECC’s capacity to deal with possible return to practice and overseas re-registrations, and options for revisions to ambulance crewing.

Referring to the May 2008 Council resolution which states “That Council approves HSE and DFB be written to utilising the suggested working definition of “Emergency Ambulance” as “An Ambulance assigned to respond to AS1 and AS2 calls” (specific definition pending) to advise on Council’s expectation in relation to crewing: An “Emergency Ambulance” is crewed by two PHECC Registered Practitioners one of whom is at the level of Paramedic (or higher) and within two years both of whom are at the level of Paramedic (or higher) “, and in light of the emerging situation in relation to COVID-19 the following resolution was passed;

Resolution: 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.

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

Carried without dissent

It was agreed that when the current COVID-19 situation is concluded, Council will revisit the guidance and standards in relation to minimum crewing requirements for a emergency ambulance.

Contingency plans for both PHECC's internal operations and upcoming examinations, as tabled by the Director, were considered by Council and the following resolution was passed;

Resolution: That Council recommend postponement of the March Paramedic examinations.
Proposed: Pat Hanafin **Seconded:** Jimmy Jordan
Carried without dissent

Post Meeting Note

On Friday 13th March 2020, the Chair implemented Standing Order 18.6 "The Chairperson or, in her/his absence, the Vice-Chairperson shall decide when an issue is of a sufficiently urgent nature to warrant the taking of a decision by the Council by written procedure in the interval between scheduled meetings of Council."

The Chair, having been made aware that, contrary to the understanding that the National Ambulance Service College [NASC] would be closed, that in the event that the NASC would not in fact be closed, that the examinations as planned, should, in fact, go ahead in the context of the COVID 19 issue, the Chair then consulted with the Chair of MAC and initiated a written process with all Council members to approve the holding of the Paramedic exams on 20th March 2020. This was upheld by majority in writing by Council members on Friday March 13th.

As part of the discussion on possible re-registrations resulting from the COVID-19 situation, documentation regarding proposed changes to the Register Code of Practice was tabled by the Deputy Director who further noted the requirement for a Return to Practice Standard. Following consideration of documentation proposed, it was agreed that further clarification is required to allow Council make a decision on the matter, and so will be considered at the April Council meeting.

Following an agreement to progress with the April Council meeting as planned, the Director was requested to implement appropriate audio-visual technology to allow the April Council meeting and upcoming Council meetings take place via videoconference.

NAS were commended on their involvement in COVID-19 swabbing highlighting the importance of Community Paramedicine in the future.

Council adjourned for a short period, during which time Hillery Collins, Patrick Plunkett, Mick Molloy and Jimmy Jordan left the meeting.

3.2 Delegated Decisions of the Director

It was noted that HEART ER have made an application to be licensed to implement the CPG at AP level. The newly formatted report, as included in Council papers, was noted by Council.

4. Education & Standards

4.1 CPC – Paramedics & Advanced Paramedics*

A summary of the paper, as included in Council papers, was provided to Council detailing a resolution passed by the Education & Standards Committee at their meeting of 04 March, accepting the alternative CPC Programme implementation and requesting that CPC for Paramedics and Advanced

Paramedics be implemented forthwith. Said Committee request Council to reconsider their October 2019 resolution which states that CPC for Paramedics & Advanced Paramedics is on hold as there are not adequate resources in place to support the project. It was noted that we await our 2020 Letter of Determination from the DOH and after consideration by Council the following resolution was passed;

Resolution: That Council recommend acceptance of the alternative implementation initiative for the CPC Programme, for Advanced Paramedics and Paramedics, pending receipt of our letter of determination.

Proposed: Pat Hanafin **Seconded:** Fiona McDaid

Carried without dissent

4.2 Resources to Manage FAR (ATIs)*

At their meeting of 04 March, the Education & Standards Committee passed a resolution recommending Council to consider adequate additional resources to deal specifically with the FAR function. Following consideration, Council agreed that until we are in receipt of our 2020 Letter of Determination no decision can be made on this matter.

4.3 St John Ambulance Course Application*

Upon recommendation by the Education & Standards Committee at their meeting of 04 March, Council passed the following resolution;

Resolution: That Council approve the St. John Ambulance Emergency First Response course application, as recommended by Education & Standards Committee.

Proposed: Pat Hanafin **Seconded:** Patrick Fleming

Carried without dissent

4.4 AV Trial – Paramedic OSCEs

At their meeting of 04 March 2020, the Education & Standards Committee passed a resolution advising Council that a trial of AV recording of Paramedic OSCEs will be commenced for the purpose of dealing with candidate viewings, rechecks and appeals. The Council Secretary referred to SI No. 109/2000 Section 22 which states that “any expenditure of monies by such committee shall be subject to the approval of Council” and a brief discussion ensued resulting in an agreement from Council that a detailed proposal is required so that Council can consider the matter appropriately.

The Chair referred to correspondence from the Chair of the Education & Standards Committee citing the lack of progress in simulation for EMT CPC as a major reputational risk and recommending that simulation for CPC, as recommended by the CPC sub-committee, approved by the Education & Standards Committee and approved by Council in January 2018, is initiated without delay and within one month.

Council were informed that this matter was discussed at length at a joint meeting of the Education & Standards Committee and the Quality & Safety Committee (CPC Sub-Committee) on 26 February 2020, at which it was noted that there was no context for what format simulation would take and whether

or not patient contacts could be used. Council members present at that meeting were of the view that additional information was awaited from the Education and Standards Committee.

It was accepted that a vast amount of work has been done to date, though Council request that the Education and Standards Committee provide Council with further information to allow them to make a better-informed decision.

5. Governance & Finance

5.1 Year End Financial Position (2019)

The Council Secretary informed Council that the Compliance & Audit Committee have requested Council members not to undertake any paid work until such time as said Committee revert to Council with a proposal on the matter.

A provisional 2019 Year End financial position, as presented to Council, was noted.

6. Risk

6.1 Risk Register

An updated version of the Risk Register, as per Council papers, was noted.

Referring to correspondence received from the Chair of the Education & Standards Committee, as referenced in item 4.4 above, it has been requested that the risk rating of item 22 of the Risk Register regarding EMT CPC be revisited. The Director stated that this item is being addressed and Council agreed that the rating remain unchanged.

An additional risk relating to superannuation, as highlighted by the Compliance & Audit Committee, was noted.

7. Register

7.1 Register Report

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

8. AOB

The Director informed Council that in an effort to improve communication, Council minutes, once approved, will be circulated to all Committee members.

The meeting concluded at 2.30pm approximately.

The next Council meeting will take place on Thursday 02 April at 10.00am.

Signed:


Jacqueline Burke, Chairperson

Date:

07/05/2020

PHECC Council Meeting Minutes
Thursday 2nd April 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Patrick Plunkett

Shane Mooney

Mick Molloy

Stephen Brady

Martin Dunne

Patrick Fleming

David Menzies

Jimmy Jordan

Apologies:

Thomas Keane

Conor Deasy

Shane Knox

Tess O'Donovan

Fiona McDaid

Pat Hanafin

In attendance:

Richard Lodge, PHECC Director

Barry O'Sullivan, Deputy Director

Brian Power, PHECC Programme Manager

Ricky Ellis, PHECC Programme Manager

Brendan Cawley, PHECC Programme Manager

Karen O'Neill, Council Administrator

Jacqueline Egan, PHECC PDO (VC)

Con Foley, Council Secretary (VC)

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and extended her appreciation to all those attending given these extraordinary times. Congratulations were extended to those working on the frontline for their efforts in providing care to those affected by COVID-19.

The Chair, on behalf of Council, expressed her condolences to the family and friends of those who have lost their lives to COVID-19.

The Chair acknowledged the level of work involved in producing this month's Council papers and commended the PHECC Executive for delivering same given the current challenges of the rapidly changing environment. It was noted that a number of issues, solutions and initiatives proposed less than a week ago and are already being presented to Council as proposal papers and draft policies.

1.1 Correspondence

No correspondence noted.

2. Minutes & Matters Arising

The Chair apologised for the delayed circulation of the March 2020 draft minutes and explained that this was due to the fluidity of the current crisis.

2.1 Draft Minutes March 2020*

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

Resolution: That the Council approve the minutes of the meeting of March 2020.
Proposed: Mick Molloy **Seconded:** Patrick Fleming
Carried without dissent

Martin Dunne joined the meeting at this point.

2.2 Matters Arising

There were no matters arising from the minutes.

3. Directors Report

3.1 Directors Report to Council

The Director noted that, due to the dominant nature of COVID-19 issues, this matter has been addressed under separate agenda item 4.0.

Council were informed of a recently received journalist's enquiry and the Director, referring to related correspondence in Council papers, confirmed that a response addressing all queries raised had been issued.

3.2 Delegated Decisions of the Director

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

4. COVID-19

4.1 COVID-19 PHECC Executive Arrangements

The Director provided Council with a summary of measures implemented due to the COVID-19 pandemic, as included in Council papers. These arrangements have been escalated appropriately as the overall situation has developed. Currently all staff are enabled to work from home while ensuring GDPR requirements are observed. The situation will continue to be monitored and responded to accordingly.

4.2 COVID-19 PHECC General Arrangements

A summary of ongoing projects which continue to be progressed was provided by the Director, as included in Council papers. Several non-urgent work streams and projects have been deferred for a time. The Director confirmed that new GVF and QRF applications and site visits have been put on hold, while time limited extensions are currently being granted by the Director for both GVF and QRF renewals. Course certification extensions have also been implemented and Educational Award assessments have commenced.

4.3 COVID-19 PHECC Council & Committee Arrangements*

Council considered continuity plans for both Council and Committees. To ensure governance and oversight it was decided that Council meetings will continue via video conference. It was further agreed that Committee meetings will take place at the discretion of the Chair of each Committee and can be facilitated by video conference, if staffing allows.

While Standing Order 18.6 can be utilised for items requiring decision between Council meetings, it was recognised that this process is slow and therefore poses problems for matters requiring rapid decision. Options for delegated decision making, as specified in Council papers, were discussed and, after considering all options, the following resolution was passed;

Resolution: That Council approve the creation of a special Emergency Decision Making Group, totalling eight members, comprised of the Chair of Council, (the Vice Chair in the Chair's absence), Chairs of Committees, and the Director. All Council members will be notified immediately of decisions made.

Proposed: Patrick Plunkett **Seconded:** Pat Fleming

Carried without dissent

It was further clarified that all decisions made by the Emergency Decision Making Group will be carried by a simple majority. All such decisions will be communicated to Council generally as soon as practicable and will be discussed at the next scheduled Council meeting for affirmation or otherwise.

4.4 COVID-19 Examinations Update*

Jacqueline Egan provided Council with an update of NQEMT examinations, as included in Council papers.

4.5 COVID-19 Education Update*

Brendan Cawley provided Council with an update on education matters, as included in Council papers, confirming that Educational Award applications already received, at Tutor and Assistant Tutor levels, will be assessed. PHECC will facilitate the utilisation of these applications, in the capacity which they applied for, on a COVID-19 Temporary Recognition basis until 30 June 2020. It is envisaged that all current applications will be fully reviewed during the period of temporary recognition.

4.6 COVID-19 Paramedic Student Deployment*

Correspondence received from NASC in relation to the deployment of Paramedic students at various stages of their programmes, as included in Council papers, was noted.

Following consideration, it was agreed that no action is required for either undergraduate or postgraduate interns, as both levels of practitioners are operational and are already on the PHECC register. However, those students who have completed 11 weeks of their Paramedic course, may be awarded the NQEMT at EMT level, on the basis of recognition of EMT required learning being exceeded, and would then be eligible to apply for temporary registration at that level, providing they have been examined by NASC. These students will revert to their "status quo ante" once the current pandemic has ended. Council passed the following resolution;

Resolution: That Council recognise the in house NASC & DFB assessments of Paramedic students conducted in March 2020 to be a PHECC examination for the purposes of the award of an N.Q.E.M.T. at EMT level, for the duration of the COVID-19 crisis only.

Proposed: Patrick Plunkett **Seconded:** David Menzies

Carried without dissent

Patrick Plunkett and Martin Dunne left the meeting.

4.7 COVID-19 Temporary Register*

Correspondence from the Minister, dated 28 March 2020, instructing PHECC to establish and maintain, in accordance with rules made by Council, a temporary division of the register of pre-hospital emergency care practitioners to be known as the Covid-19 special division, was noted.

The Deputy Director tabled documentation related to the implementation of the COVID-19 special division of the temporary register, in accordance with Ministerial directions. Following consideration by Council, the following resolution was passed;

Resolution: That Council adopt the COVID-19 special division Registration Rules , the COVID-19 Code of Professional Conduct and Ethics and the COVID-19 Declaration and commitment, as presented in Council papers, to enact a COVID-19 special division of the Register, in accordance with correspondence from the Minister.

Proposed: Jason van der Velde **Seconded:** Stephen Brady

Carried without dissent

The Director raised concerns that though a number of overseas applications have been received, the level of expected applications for re-registration have not materialised and confirmed that he will issue correspondence to the DOH in relation to same.

4.8 COVID-19 Crewing Model*

Correspondence from the Director of the NAS, dated 27 March 2020, in relation to ‘alternative crewing’, as included in Council papers, was noted. Referencing the March 2020 Council resolution in relation to same, it was agreed that any move from the current standard of 1 Paramedic, at minimum, will be done so on a phased basis, as detailed below, and only when the existing standard cannot be achieved.

It was noted that the following are “minimum” crewing levels for an emergency ambulance.

1. AP/P + AP/P (Current standard)
2. AP/P + EMT (Current standard)
3. AP/P + Driver
4. EMT + EMT
5. EMT + Driver

Hillery Collins joined the meeting at this point.

Further discussion ensued regarding the mechanism for implementing crewing levels lower than the current minimum standard. It was agreed that a communication will be issued to all licensed CPG service provider organisations notifying them of the above scale. They will also be informed of a new requirement to notify the Director, in writing, of a request to move from the current standard to a lower level of emergency ambulance crewing. While this would be based on advice from their Medical Director in the first instance, their rationale for making the request and the proposed duration thereof will also be necessary. A decision on same will be provided by the Director in consultation with the Chair of Council and the Chair of the Medical Advisory Committee.

Council took a short recess.

4.9 Temporary COVID-19 PHECC CPG Service Provider (POL045 & FOR068)*

The Executive proposed a streamlined pathway for COVID-19 CPG service provider temporary registration, as included in Council papers, however Council deemed such a process to be unnecessary at this time.

4.10 Pronouncement of Death by PHECC Practitioners*

Correspondence in relation to the pronouncement of death by PHECC practitioners in the context of COVID-19, as included in Council papers, was noted. Brian Power confirmed that the Coroner's Society of Ireland has agreed that PHECC registered Advanced Paramedics and Paramedics are authorised to pronounce death using the current process of verification of death. Council were provided with the particulars for same in line with PHECC policy 'POL026 Council Policy for Verification of Death by Paramedics and Advanced Paramedics' and the following resolution was passed;

Resolution: That Council approve the acceptance of the pronouncement of death wording as presented to Council.

Proposed: Patrick Plunkett

Seconded: Shane Mooney

Carried without dissent

Further engagement with the Coroner's Society of Ireland and An Garda Síochána to ensure alignment of the process continues. Notification of same will be issued to all PHECC licensed CPG service provider organisations once finalised.

4.11 COVID-19 CPGs*

Given the risk posed to PHECC responders and practitioners by the COVID-19 infection, several COVID-19 CPGs have been drafted, as included in Council papers. Due to the limited timescale the Medical Advisory Committee have not had the opportunity to review same and in deviation from normal process the following resolution was passed;

Resolution: That Council approve the delegation of approval of the Covid-19 CPGs to the Chair of the Medical Advisory Committee.

Proposed: Patrick Plunkett

Seconded: Hillery Collins

Carried without dissent

5. Register

5.1 Register Report

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

6. AOB

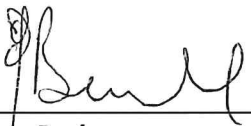
Correspondence from David Hall, Lifeline Ambulance Service, dated 01 April 2020, was noted. Following consideration, it was agreed that the Director will issue a reply to same.

It was recommended that the prominence of COVID-19 information on the PHECC website home page be increased.

The meeting concluded at 1.10pm approximately.

The next Council meeting will take place on Thursday 07 May at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:

07/05/2020

PHECC Council Meeting Minutes
Thursday 7th May 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Stephen Brady

Martin Dunne

Patrick Fleming

David Menzies

Conor Deasy

Jimmy Jordan

Tess O'Donovan

Fiona McDaid

Apologies:

Thomas Keane

Shane Knox

Pat Hanafin

Patrick Plunkett

In attendance:

Richard Lodge, PHECC Director

Barry O'Sullivan, Deputy Director

Brian Power, PHECC PDO

Ricky Ellis, PHECC PDO

Brendan Cawley, PHECC PDO

Jacqueline Egan, PHECC PDO

Karen O'Neill, Council Administrator

Con Foley, Council Secretary (VC)

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending. The Chair also acknowledged the contribution of our front-line colleagues in the battle against the Coronavirus and remembered those who had lost their lives to the virus.

1.1. Special Motion

The Chair, in accordance with S.14 and S.17 (3) of Council Standing Orders, proposed to adopt the amendment of the Council Standing Orders to include a provision for an Emergency Decision Making Group of Council, thus giving effect to the Council Resolution made at the April Council Meeting (Resolution at item 4.3. in Minutes of said meeting).

A number of issues were raised in regard to what "emergency decisions" constituted, whether all of the members of the Group were Council members and whether the continuity of Council (i.e. members whose terms of office terminate on June 30th next) will affect the membership.

While the amendment to Standing Orders contains a provision for review at June 30th next, it was proposed to amend this to 29th June next. In accordance with the provisions, variously, of Section 15 of same Council Standing Orders, it was agreed to make this minor amendment.

The proposal to make the amendment was adopted and the following resolution was passed;

Resolution: That Council formally adopt the addition of Clause 1.8 to Council Standing Orders under a Special Motion as defined in Sections 14 to 18 of said Standing Orders, and specifically, Section 17.1. (3).

Proposed: Pat Fleming

Seconded: Jimmy Jordan

Carried without dissent

1.2. Council Membership & Continuity

The Chair reported that the Department of Health had been in frequent contact with her in recent weeks regarding the matter of Council members retiring on June 30th next and filling these positions, thus avoiding a lacuna in Council business. The Public Appointment Service [PAS] has also been engaged in the process and applications have been received for the upcoming vacant position of a “registered medical practitioner with an interest and expertise in pre-hospital emergency care”. All PHECC registered R.I.s and the HSE are being invited to nominate candidates to the remaining positions to be filled, with a provisional closing date of 29th May next.

Due to the COVID pandemic, the matter of legislative change/amendment required in relation to Council membership was not under consideration at present but would be given priority thereafter.

It was agreed that a collective farewell to departing Council members might be considered toward year-end, if conditions allow.

1.3. Correspondence

The Chair informed Council that she had received a late email from the Director, enclosing two notices from the National Ambulance Service [NAS] in the matter of proposed Student Community Paramedics. It was explained that this had been developed on the back of a pilot programme (held in conjunction with the Northern Ireland Ambulance Service) in the Border area and it is understood that NAS wish to expand the service in selected urban and rural areas in the Republic.

The Director pointed out that it was for information purposes only and a number of issues arise, inter alia, such as the handling of medical prescriptions and a requirement for Community Paramedic-specific CPGs. The Chair of the Medical Advisory Committee [MAC] also raised concerns relating to prescribing and felt that the MAC-led review development of this activity needs to be accelerated so that all CPGs are properly aligned.

During discussion Council noted that the Medical Director of the relevant licensed CPG service provider retains accountability for delivery of clinical care related to community paramedicine in the absence of PHECC standards to govern this area.

The Chair queried whether another division of the Register might be required to accommodate this activity. Additionally, it was noted that in the event of a fitness to practise issue arising regarding Community Paramedicine, matters of jurisdiction could also arise. It was agreed that further clarification is required.

The Director of NAS confirmed that it would be the intention of NAS to move to a position where Community Paramedics would be a division of the PHECC practitioner register, be operating under PHECC standards, delivering PHECC CPGs and would undergo education on a PHECC recognised training course.

It was agreed that the Medical Advisory Committee are to engage with the Medical Director of NAS in the matters of patient safety, CPGs, prescribing, privileging, and accountability. The Chair of MAC, in conjunction with the Director, was asked by Council to undertake this and issue correspondence to same following receipt of legal advice on the matter. Feedback will be provided to Council at the June meeting.

2. Minutes & Matters Arising

2.1 Draft Minutes April 2020*

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

Resolution: That the Council approve the minutes of the meeting of 02 April 2020.

Proposed: Mick Molloy **Seconded:** Jimmy Jordan

Carried without dissent

2.2 Matters Arising

There were no matters arising from the minutes.

3. Directors Report

3.1 Directors Report to Council

3.1.1 Ongoing Review Updates

The Draft Education & Standards Review Report received, and included in Council papers, is currently under consideration by the Education & Standards Committee. A workshop meeting of the Committee will take place on or near 27th May to produce feedback for submission to Crowe, in advance of their presentation to the Committee at their next meeting on 17th June taking place via videoconference. Council were invited to submit feedback by 24th May for inclusion in same and were also invited to attend Crowe's presentation of the report on 17th June.

The Chair commended the work that had been completed in achieving the report, observing that it was an excellent piece of work and represented the most exciting and challenging phase of a necessary seismic shift in PHECC's approach to education. The Chair welcomed the next steps in this process.

Both the Draft Education & Standards Review Report and the PHECC Paramedic NQEMT Standard Report are currently under review by the Education & Standards Committee and have been circulated to Council for information.

The Governance Review will be included on the agenda for the June Council meeting.

3.1.2 COVID-19 General Arrangements

Arrangements for the Executive, Council, Committees, and general operations remain as detailed at the previous Council meeting and a phased return to the office is expected to commence from June – July, depending on revised guidelines.

A Standard Operating Procedure [SOP] for the Emergency Decision Making Group has been prepared, as included in Council papers, and will be addressed under item 6.1 of the agenda.

3.1.3 COVID-19 Temporary Register

In addition to the Temporary Register information provided in Council papers, the Director tabled a summary report of all regulator's re-registration information, as supplied by the Department of Health. It was highlighted that, though approximately 70,000 applications had been received following the 'Ireland on Call' initiative, surprisingly only 54 of those had been deployed, 1 of which was a Paramedic.

It was agreed that these PHECC related figures will be added to the PHECC website for information purposes. This item and the Table are included under item 7.2.

It was confirmed that all recent legislation specifically refers to 'COVID-19', rather than to 'Pandemic', thus restricting current policy and procedures to this specific pandemic.

3.1.4 COVID-19 Crewing Model

It was confirmed that no requests to deviate from the current standard have been received and reaffirmed that a process to deal with any requests for same is now currently in place.

3.1.5 Recruitment of Clinical Practice Programme Manager

A job description for the upcoming vacancy of 'Clinical Practice Programme Manager' is currently being developed and is expected to be advertised in the coming weeks. The current post holder, Brian Power, had delayed his pending retirement until the end of June due to the current ongoing pandemic.

3.1.6 Recognition of Qualifications Appeal A014

The Director provided Council with a status update on Appeal A014.

Council agree with the principles, approach and process currently being followed.

3.2 Delegated Decisions of the Director

The report, as included in Council papers, was noted which included a notification that HEART ER Ltd. have been successful in their application for recognition as an Advanced Paramedic CPG Provider has been approved by the Director.

4. Education & Standards

4.1 NQEMT Examination Schedule

Following the Education & Standards Committee meeting the previous day, Jacqueline Egan provided Council with a further update to the PHECC examination schedule detailed in Council papers. Given that candidates successful at Short Written Answer examinations will progress to postgrad internship stage of their training programme, where they can practice under indirect supervision, it was recommended by the Executive that these examinations take place. Assurances have been provided by NAS and UL that all social distancing guidelines will be adhered to at these examinations if they go ahead.

It was further recommended by the Executive that the EMT OSCE's scheduled to take place at the end of May be postponed until restrictions are lifted, due to the level of risk involved in conducting same.

Following Council support, it was agreed that the Director will inform the Department of Health of the above recommendations and request urgent confirmation of their agreement with same in order to provide candidates with sufficient notice.

4.2 Critical Review of PHECC Paramedic NQEMT Standard

The report, as included as Appendix 1 of Council papers for information purposes, was noted and as outlined earlier under item 3.1.1 is currently being reviewed by the Education & Standards Committee.

The Chair extended her congratulations in the production of an excellent piece of work.

4.3 Education Standards & Competency Framework

The report, included as Appendix 2 of Council papers for information purposes, was noted and as agreed earlier under item 3.1.1 will be discussed further on 17th June at the next Education & Standards Committee meeting.

4.4 Education Update

Brendan Cawley provided Council with an update on Education related matters including the following;

The Teaching Faculty Framework [TFF] continue to progress work to establish learning outcomes for Instructor, Assistant Tutor, Tutor and Facilitator standards and a meeting with QQI has taken place regarding alignment of these levels to the National Framework of Qualifications [NFQ].

Current Education Award applicants, in the capacity of Tutor and Assistant Tutor, are being facilitated on a Covid-19 temporary recognition basis until June 30th and a panel of Facilitators has been established, through an Expression of Interest, to assess same. It is envisaged that all the current applications would be fully reviewed during the period of temporary recognition. If successful, applicants will be converted to full recognition on an individual basis. A uniform portfolio template is also being developed to streamline the assessment process for future applications.

Given the current Covid-19 situation, there has been a notable increase in the number of full Recognition of Overseas Qualifications applications. An Expression of Interest was released to extend the panel of assessors and closed on Monday May 4th.

Council were further informed that the Education and Standards Committee, at their meeting the previous day, discussed Simulation and a Draft Simulation Scenario Guidance Document. As per Councils request at the March Council meeting, further work is being done to develop this document for proposed simulation.

The Committee further requested at their meeting that it be highlighted to Council, the urgent need to introduce CPC simulation given the lack of patient contact opportunities for the majority of volunteer EMTs and recommended that consideration will be given to recognising EMTs for COVID 19 related duties as part of CPC.

Following discussion, it was agreed that a meeting of the Quality & Safety Committee will convene in June and will review as a matter of urgency the proposed CPC simulation document.

5. Clinical Matters

5.1 Seventh & Tenth Schedule

Brian Power informed Council that correspondence has been received from the Medicines, Controlled Drugs and Pharmacy Legislation Unit of the Department of Health confirming that the draft Statutory Instrument for the Seventh Schedule amendments is awaiting approval by the Minister, however PHECC's proposals for amendments to the Tenth Schedule are currently being examined.

The Department acknowledged the fragmented manner in which requests from PHECC have been dealt with in the past and wish to establish a better process for consideration and assessment of such Schedule requests and are developing a system for same.

Brian was commended on his work in achieving this positive outcome.

5.2 Pronunciation of Death

Brian Power updated Council stating that the pronunciation of death wording, as agreed by Council at their March meeting, has been accepted by the Coroner's Society of Ireland and the Department of Justice for the duration of the Covid-19 pandemic.

He outlined that once again PHECC were not included in a national forum where issues pertinent to PHECC were being decided and but for an informal contact and proactive engagement with the Department of Justice group on the pronouncement of death this would not have occurred.

Again, congratulations were extended to Brian Power on achieving this positive result.

6. Governance & Finance

6.1 Emergency Decision Making Group SOP

The Emergency Decision Making Group Standard Operating Procedure, included in Council papers for information purposes, was noted.

6.2 Emergency Decision Making Group Communication

Referring to the Emergency Decision Making Group Communication document, as included in Council papers, the Council Secretary requested that all Committee Chair's complete same and submit to Karen O'Neill for the purposes of prompt decision making by the Group, when required.

7. Register Report

7.1 Register Report

The Register Report, as included in Council papers, was noted. Following a query in relation to minimal fluctuation in overall total EMT numbers on the Register, it was clarified that this may be due to a variety of reasons, mainly lapsed and retired registrations being balanced by new registrations. It was further noted that the PHECC Register does not include an 'inactive' category.

7.2 COVID-19 Register

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

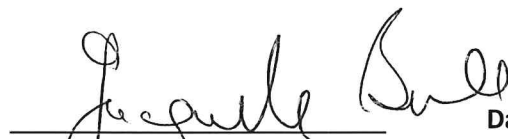
8. AOB

As there were no further items for discussion the Chair wished everyone well and urged all to stay safe.

The meeting concluded at 12.00pm approximately.


The next Council meeting will take place on Thursday 11 June at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:



11th June 2020

PHECC Council Meeting Minutes
Thursday 11th June 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Stephen Brady

Martin Dunne

Patrick Fleming

David Menzies

Conor Deasy

Jimmy Jordan

Tess O'Donovan

Fiona McDaid

Thomas Keane

Apologies:

Shane Knox

Pat Hanafin

Patrick Plunkett

In attendance:

Richard Lodge, PHECC Director

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

Brian Power, PHECC PDO

Ricky Ellis, PHECC PDO

Brendan Cawley, PHECC PDO

Jacqueline Egan, PHECC PDO

Karen O'Neill, Council Administrator

Con Foley, Council Secretary (VC)

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending.

1.1. Council Membership

The Chair recognised that, as their term on Council is due to conclude on 30 June 2020, it was Prof Patrick Plunkett, Dr Shane Knox, Martin Dunne and Stephen Brady's final Council meeting. The Chair acknowledged the level of expertise, skills and competencies such high calibre Council members have brought to Council over the years and expressed her gratitude, not only for their term served on Council, but for their service to PHECC throughout their career.

In addition, the Chair acknowledged that following 19 years of service it was PHECC Clinical Programme Manager, Brian Power's, final Council meeting also. This very significant departure from and loss to PHECC was again observed and echoed by Council members.

The unusual circumstances of their departure, due to COVID-19, was highlighted however it is hoped that an acknowledgement of their contribution to PHECC will take place later this year.

The Chair provided a progress update on the recruitment process for upcoming vacancies on Council, noting that the Department of Health are managing the process and expect most of the positions to be filled by the July Council meeting.

1.2. Correspondence

No correspondence noted.

2. Minutes & Matters Arising

2.1 Draft Minutes May 2020*

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

Resolution: That the Council approve the minutes of the meeting of 07 May 2020.

Proposed: Hillery Collins **Seconded:** Patrick Fleming

Carried without dissent

2.2 Matters Arising

There were no matters arising from the minutes.

3. Directors Report

3.1 Directors Report to Council

Referencing that this was the fourth Council meeting via video conferencing, the Director recognised the level of adjustment involved and acknowledged the efforts made by both Council members and staff in making it a success. The Director also noted that most Committees have now successfully held more than one of their meetings via video conferencing and again thanked those who have enabled this.

The Director provided an update on the following as per Council papers;

3.1.1 Ongoing Review Updates

An update of the Education Standards & Competency Framework will be addressed under agenda item 4.5.

The Recommendations of the IPA Governance Review will be addressed under agenda item 3.2.

The Paramedic NQEMT Examination Standard report is currently under review by the Education & Standards Committee.

A situation update was provided on the AP Programme Review, whereby a presentation was made to Council at their December 2019 meeting and the full report included as an appendix to March 2020 Council papers.

Prof Patrick Plunkett joined the meeting at this point.

Shane Mooney conveyed his opinion that it is difficult for any report to adequately capture the training experience of those who have completed the course. Council members were reminded to submit any feedback or questions to the Directors PA which can then be addressed by Sir Andy Newton in his presentation at the next Council meeting if required.

Council confirmed permission for the Director to release a draft copy of the UCD AP Programme Review to the Department of Health, as per their request.

3.1.2 COVID-19 General Arrangements

Currently all PHECC staff remain working, with the majority working from home and some in the office on a rotational basis. In adherence with Government guidance, a COVID-19 Response Plan and

Management Plan are currently being prepared for a phased return to work in the office. Examples of mechanisms being considered were provided by the Director.

3.1.3 COVID-19 Temporary Register

The current Temporary Register status report, as included in Council papers, was referenced and continues to be submitted to the Department of Health on a weekly basis. No significant further increase in figures is expected.

3.1.4 COVID-19 Crewing Model

It was confirmed that to date no requests have been received from Licensed CPG Providers to move from the current minimum crewing level standard.

3.1.5 Recruitment of Clinical Practice Programme Manager

The recruitment process to source a Clinical Practice Programme Manager is underway, and it is hoped that the position will be advertised imminently.

3.1.6 Quarterly Review Meeting with the Department of Health

A synopsis of the following items, addressed at the quarterly review meeting with the Department of Health on 04 June 2020, was provided by the Director.

- 2020 Letter of Determination
- Council Appointments – covered under agenda item 1.1
- COVID-19 Register – covered under agenda item 3.1.3
- AP Programme – covered under agenda item 7.1
- PHECC Governance Review – covered under agenda item 3.2
- PHECC Legislation Update
- Cross Boarder Working (NAS/NIAS)
- Changes to Seventh Schedule medicines – covered under agenda item 6.3

3.1.7 Launch of PHECC Strategic Plan 2020-2023

Following consideration of options for launching the 2020-2023 PHECC Strategic Plan, Council agreed that a webinar followed by a press release would be the most appropriate mechanism for same.

3.1.8 Teaching Faculty Framework*

The Director provided a situation update of the Teaching Faculty Framework [TFF], as included in Council papers, which detailed that the Education Award [EA] process was closed by the Education & Standards Committee in May 2019 to allow for revision of the process as it was considered not fit for purpose. The Education & Standards Committee have since requested the Executive to announce that the process be reopened for all categories i.e. Assistant Tutor, Tutor and Facilitator level. Though the process has been reopened at Assistant Tutor and Tutor level, the Director highlighted his concerns on reopening the process at Facilitator level until a more robust and transparent system is in place and referred that matter to Council for decision.

The Chair, referring to SI No. 109 of 2000 stated below, reaffirmed that decisions are made by Council following consideration of recommendations by Committees.

22. (1) The Council may establish committees to assist and advise the Council relation to the performance of its functions

The potential delay which can arise when a recommendation is made by a Committee to Council, then decided upon at the subsequent Council meeting, and relayed back to a Committee at their next meeting was highlighted. However, it was clarified that a mechanism for urgent items requiring decision is in place.

During discussion it was confirmed that there were no applications pending when the decision was made to close the process, however, although nominations had not been invited by PHECC, a number of applications were subsequently submitted. The majority of these have now been assessed and three Facilitator applications await assessment. It was agreed by Council to process the three remaining Facilitator applications by full assessment of their portfolios, and to complete a review of the nomination process as soon as is reasonably practicable.

Following consideration by Council, the following resolution was passed.

Resolution: That Council approve that new nominations for the Education Award at Facilitator level will not be accepted until such time as the role and process has been reviewed and agreed by Council.
Proposed: Fiona McDaid **Seconded:** Tess O'Donovan
Carried without dissent

3.2 Governance Review Recommendations*

The recommendations of the IPA Governance Review, as included in Council papers, were referred to Council and following a discussion regarding the implementation of same the following resolution was passed.

Resolution: That Council accept, in principle, the schedule of recommendations of the IPA in relation to the governance arrangements of PHECC subject to an implementation plan being agreed by Council.
Proposed: Pat Fleming **Seconded:** Patrick Plunkett
Carried without dissent

It was also clarified during the discussion that Council is constant, and although members will change on rotation over time, the concept of a 'new' or 'old' Council is therefore outdated.

3.3 Delegated Decisions of the Director

The report, as included in Council papers, was noted which included a notification that REVA Global Medical Solutions Ltd have been awarded Conditional approval as a Licensed CPG Provider.

4. Education & Standards

4.1 NQEMT Examination Schedule

Jacqueline Egan provided Council with a summary of the updated 'PHECC Examination Schedule July – August 2020' as circulated that morning, noting that EMT OSCE's will go ahead at the end of July subject to hotel confirmation.

Council were also informed that the proposal submitted to the Department of Health following the May Council meeting had been approved.

4.2 Education Update

Jacqueline Egan informed Council that due to COVID-19 the OHCAR/HRB research project 'Out-of-Hospital Cardiac Arrest and Community First Response in Ireland: Building Evidence for Policy and Practice' which commenced in December 2018 has been postponed. The project, due for completion in January 2021, has been granted a 9-month 'no cost extension' until October 2021 to ensure that the original team is maintained. Data collection continues throughout the ongoing pandemic.

4.3 Blended Learning Update

Brendan Cawley informed Council that a number of queries and clarification requests on the application process and delivery of blended/online learning of PHECC programmes had been received. Following consideration of same by the Education & Standards Committee, at their meeting of 06 May 2020, it was agreed by Council to progress blended online learning applications from RIs/ATIs a potential approach to deliver PHECC recognised courses.

4.4 RI/ATI Renewal & QRF Update*

Following a recommendation by the Education & Standard Committee that the Order of Malta RI renewal application be approved Council passed the following resolution.

Resolution: That Council approve the Order of Malta RI renewal application.

Proposed: Hillery Collins **Seconded:** Stephen Brady

Carried without dissent

Quality Review Framework [QRF] Composite Reports approved by the Education & Standards Committee and included as an appendix to June Council papers were discussed. Approval of the reports was requested from Council so that they can be published on the PHECC website.

Referencing the reports, it was clarified that in some cases, due to COVID-19, deadlines have been extended. It was suggested that in instances where organisations have been unable to progress their QIP due to COVID-19 are identified as such when publicising.

Concerns regarding the timeframe from conducting the QRF assessment to approval of the reports and the workload involved in ensuring that all Quality Improvement Plan [QIP] actions are completed was highlighted. In order to streamline the process, it was recommended that an electronic task manager tool be acquired and utilised going forward.

In the interest of efficiency and effectiveness, it was proposed that approval of RI/ATI applications and renewals return to being a Delegated Decision of the Director and thus the following resolution was passed.

Resolution: That Council approved that applications and renewal applications of RI/ATIs are a Delegated Decision of the Director, with a provision that all are submitted to Council for information purposes.

Proposed: Mick Molloy **Seconded:** David Menzies

Carried without dissent

Council were informed that due to the COVID-19 situation, the QRF process is currently on hold until 30 June 2020. All onsite meetings and assessments with organisations related to the QRF are suspended until after 30 June 2020. PHECC are currently exploring at ways to potentially return to progressing the QRF process.

Council were also notified that several individuals and organisations which are not an RI/ATI have been contacted regarding the false advertising and/or delivery of unauthorised FAR courses. It was clarified that responsibility for delivering PHECC courses is delegated to RI's and ATI's. An online pre-submission meeting is scheduled for July 2020 to provide guidance and support to potential new ATI applicants. It is now hoped to progress ATI renewal applications, deferred until after 30 June as a result of COVID-19.

4.5 Crowe Review Update

Council were notified that a presentation of the 'Education Standards & Competency Framework Development Review' report, scheduled for 17 June 2020, is now postponed to allow further consideration of the report by the Education & Standards working group. A revised meeting date is expected in early July and will be communicated to Council once finalised.

5. Quality & Safety

5.1 GVF Recommencement*

Ricky Ellis, referencing his discussion document included in Council papers, requested Council's direction on the recommencement of the Governance Validation Framework [GVF] process.

Considering the three options provided, in line with the recommendation of the Quality & Safety Committee and the Executive, and in the interest of public safety, Council directed the Executive to monitor the risks involved and commence the GVF assessment process in a phased manner over the coming months, whilst maintaining flexibility during this process to achieve the same assessment standard. The following resolution was passed.

Resolution: That Council approve the recommendation of the Quality & Safety Committee to recommence the GVF process as detailed in Option 1 of the relevant section of Council papers.
Proposed: Hillery Collins **Seconded:** Pat Fleming
Carried without dissent

6. Clinical Matters

6.1 STN001 EMS Priority Dispatch Standard*

Following extensive research and deliberation over the previous two years, the Priority Dispatch Committee recommend the updated STN001 EMS Priority Dispatch Standard to Council for approval. Discussion surrounding a clinical support desk, clarification on who makes clinical decisions at control level and HIQA response time standards ensued. After consideration by Council, the following resolution was passed.

Resolution: That Council approve STN001 EMS Priority Dispatch Standard as included in Council papers.
Proposed: Mick Molloy **Seconded:** Patrick Fleming
Carried without dissent

Brian Power and Committee members involved in the significant task of developing the standard were commended on producing same.

The need for integration with National Emergency Operations Centre [NEOC], to provide added value, was noted.

It was highlighted that further education for Model 3 hospitals and engagement with NAS regarding Protocol 37 is required. Brian Power clarified that Protocol 37 was developed by PHECC and when fully implemented was formally handed over to NAS for ongoing management. A requirement to communicate, in relation to Protocol 37, to all in-patient hospital teams was accepted.

6.2 Emergency Obstetrics CPGs*

Following extensive review by a sub-committee of the Medical Advisory Committee [MAC], and subsequent approval by MAC, the Emergency Obstetrics CPGs were presented to Council for approval and the following resolution passed.

Resolution: That Council approved the updated version of Emergency Obstetrics CPGs as included in Council papers.

Proposed: Hillery Collins **Seconded:** Mick Molloy

Carried without dissent

6.3 Pain Management CPGs

Brian Power provided an update on recent events regarding amendments to the Seventh Schedule, as detailed in Council papers. The situation has been resolved as a result of the signing into law of SI No. 204 of 2020 on 04 June which places Methoxyflurane back onto the Seventh Schedule.

In the light of the patient safety issues caused by these recent events, it was suggested that the Executive correspond with the Department of Health regarding same and request that PHECC are consulted when changes are contemplated that might affect the practice of paramedicine. David Menzies, as the Chair of the Medical Advisory Committee, offered to co-sign such correspondence.

7. Governance & Finance

The Chair of the Compliance & Audit Committee [C&AC] gave a brief summary of matters discussed at the C&AC meeting of the 3rd inst., highlighting a review of the 2019 Financial Report, Audit Matters, Risk Register and Health & Safety.

7.1 Communication from C&AC to the Department of Health

Correspondence dated 04 June issued by the C&AC to the Department of Health in relation to the current AP Programme, as included in Council papers, was noted. Clarification of the role of the C&AC in identifying risks was provided and the reason the letter was issued by the C&AC directly. We await a response from the Department to allow further discussion on the matter.

Martin Dunne conveyed his disappointment that no PHECC funding has been made available to NAS for their new AP Programme. The Director clarified that this would only be possible as the result of a formal competitive tender process given that the total cost of the service being procured is estimated to be between €4m and €5m over a five-year period. He further clarified that PHECC had previously passed a resolution not to hold a future tender and to disengage from funding future AP Programmes, as this not the role of a Regulator.

Professor Patrick Plunkett stated that as a member of Council, the Director of NAS was fully aware that PHECC had a binding contract/SLA in place with UCD to deliver the AP Programme until August 2020. He added that he would also have been fully aware of the impact of diverting NAS students from the contracted UCD course to the new NASC/UCC course. Martin Dunne indicated that he was not aware of any binding contract with UCD but was aware of an SLA that had not gone through PHECC Council for approval and hence was not privy to that SLA.

Council agreed to defer further discussion to the July Council meeting when the response from the Department of Health will inform further discussion.

8. Register Report

8.1 Register Report

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

An update on Fitness to Practise [FTP] matters was provided by the Deputy Director/Registrar and after discussion the following resolution was passed.

Resolution: That Council approve that the Director issue correspondence to the Department of Health citing weakness in PHECC legislation.

Proposed: Mick Molloy **Seconded:** Patrick Plunkett

Carried without dissent

8.2 COVID-19 Register

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

9. Risk Register

The Risk Register, as included in Council papers, was noted. Following consideration of same, it was agreed to review the risk ratings for Risk numbers 1, 5, 20 and 22.

It was agreed that the Risk Register be provided to the Department of Health on a quarterly basis, for information purposes only.

10. AOB

The Chair noted that the matter of vacant Committee Chair positions, arising from the earlier mentioned Council members term on Council ending, will be addressed at the July Council meeting.

The Director made Council aware that engagement with the IPA on the process of recruiting a Council Secretary has begun.

It was agreed that details of various webinars taking place will be shared with Council as they arise.

The Chair thanked Prof Patrick Plunkett, Martin Dunne, Dr Shane Knox and Stephen Brady for their contribution to PHECC and for their support to her in her role as Chair of Council. Further gratitude was extended to Brian Power for his dedication to PHECC over the years and congratulations was offered on his successful completion of his PhD.

The Chair noted that a closed session will take place at the July Council meeting, scheduled to take place on Thursday 09 July at 10.00am.


The Chair wished everyone well and urged all to stay safe.

The meeting concluded at 1.00pm approximately.

Signed:


Jacqueline Burke
Chairperson

Date:



PHECC Council Meeting Minutes
Thursday 9th July 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Thomas Keane

Niamh Collins

Patrick Fleming

David Menzies

Conor Deasy

Jimmy Jordan

Tess O'Donovan

Fiona McDaid

Apologies:

Pat Hanafin

William Merriman

Con Foley, Council Secretary

In attendance:

Richard Lodge, PHECC Director

Barry O'Sullivan (VC)

Ricky Ellis, PHECC PDO

Brendan Cawley, PHECC PDO

Jacqueline Egan, PHECC PDO

Karen O'Neill, Council Administrator

1. Closed Session

During the closed session, Council discussed the Directors Performance Review. Other issues raised were brought to the open meeting under Chairs business and the Directors Report.

2. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending the earlier closed session.

A special welcome was extended to Niamh Collins and William Merriman who have been appointed by the Minister as Council members effective from 30 June 2020. Due to pre-arranged annual leave, apologies have been received from William Merriman for today's Council meeting.

Correspondence, including POL033_Code of Governance and Business Conduct has been issued to both new Council members.

2.1 Correspondence

Correspondence received from Martin Dunne dated 24 June 2020, regarding the draft June 2020 Council minutes, will be addressed under item 3.1 of the agenda.

2.2 Council Appointments

The Chair informed Council that she has also written to the four outgoing Council members thanking them for their service on Council.

The Chair expressed her delight in the reappointment of Conor Deasy and Tess O'Donovan on their second term on Council and, as mentioned earlier, noted that Niamh Collins and William Merriman have been newly appointed to Council.

The Chair informed Council that she had taken part in a shortlisting exercise with the Department of Health for the two remaining vacant positions on Council, the results of which have been provided to the Minister who will decide on same. It is expected that these appointments will be in place for the September Council meeting.

2.3 Interim Committee Arrangements

The Chair informed Council that, as two further Council members are due to reach the end of their second term on Council in February 2021, it is her preference that no restructuring of committees take place until the appointment of these new Council members. The Chair confirmed that she will write to all committee members notifying them of same.

The Chair further informed everyone that a number of Council members have kindly agreed to take up positions on committees as follows;

Education & Standards Committee:	Tess O'Donovan (Interim Chair)
Compliance & Audit Committee:	Patrick Fleming & Hillery Collins
Priority Dispatch Committee:	Patrick Fleming (Interim Chair) & Jimmy Jordan

The above referenced were congratulated on their new roles and thanked for taking on additional work. Council passed the following resolutions in support;

Resolution: That Council approve the appointment of Tess O'Donovan as Chair of the Education & Standards Committee.	
Proposed: Hillery Collins	Seconded: Patrick Fleming
Carried without dissent	

Resolution: That Council approve the appointment of Patrick Fleming as Chair of the Priority Dispatch Committee.	
Proposed: Hillery Collins	Seconded: Jimmy Jordan
Carried without dissent	

3. Minutes & Matters Arising

3.1 Draft Minutes 11 June 2020*

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

Resolution: That the Council approve the minutes of the meeting of 11 June 2020 subject to the agreed amendments.	
Proposed: Mick Molloy	Seconded: Fiona McDaid
Carried without dissent	

3.2 Matters Arising

3.2.1 The Chair referenced amendments to the June 2020 Council minutes requested by Martin Dunne in his letter of 24 June 2020.

The minutes of 11th June 2020 were amended appropriately in relation to the first two queries.

Following discussion by Council in relation to Councils awareness of the SLA between PHECC and UCD, it was confirmed that Martin Dunne should have been aware of the existence of the SLA prior to February 2020 as Council had been presented with a copy of the SLA in the April 2019 Council papers, it was discussed at the April 2019 Council meeting and was approved in the minutes of that meeting at the May 2019 Council meeting. At their April 2019 meeting, Council were advised by the Director that, as per legal advice obtained, the SLA formed a legally binding contract.

The Chair of Council clarified that it is a function of the Executive to ensure that SLAs are in place for such programmes.

3.2.2 It was confirmed that correspondence to the Department of Health requesting that PHECC are consulted when changes are contemplated that might affect the practice of paramedicine, and correspondence to the Department of Health citing weakness in PHECC legislation, have yet to be sent.

3.2.3 A query was raised in relation to who will communicate to in-patient hospital teams in relation to Protocol 37.

3.2.4 The Director confirmed that the appointment of a Secretary to Council will be progressed through open competition, with assistance from the IPA.

4. Presentation of UCD AP Programme Review

This matter was deferred until later in the meeting and addressed during agenda item 8.3 due to limited availability of Professor Sir Andy Newton.

Council were presented with the findings of the UCD AP Programme Review, following which a number of queries received from Council members, in advance of and following the presentation, were addressed. A patient safety concern related to the internship year was noted and it was agreed to add same to the Risk Register. Subsequent to this the following resolution was passed;

Resolution: That Council adopt the report of the UCD AP Programme Review.

Proposed: Patrick Fleming

Seconded: Jimmy Jordan

Carried without dissent

Professor Sir Andy Newton was thanked for taking the time to present to Council.

5. Director's Report

5.1 Director's Report to Council

The Director provided an update on the following items as included in Council papers.

5.1.1 Ongoing Review Updates

An update of the Crowe Education & Standards Review was provided under agenda item 6.1.

A presentation of the findings and questions arising from the UCD AP Programme Review was provided by Professor Sir Andy Newton under agenda item 4.0.

The PHECC Examination Standard is currently under review by the Education & Standards Committee.

Niamh Collins joined the meeting at this point and was welcomed by the Chair.

5.1.2 COVID-19 General Arrangements

The Executive continue to prepare for return to work in the office in compliance with Government guidance.

5.1.3 COVID-19 Crewing Model

To date, no requests have been received from licensed CPG Providers to move from the current minimum crewing level standard, though a number of enquiries have been received requesting confirmation of the current crewing model.

5.1.4 Launch of PHECC Strategic Plan 2020-2023

The Director continues to explore launching the PHECC Strategic Plan 2020-2023 via a webinar event.

5.1.5 Recruitment of Clinical Practice Programme Manager

The recruitment process is underway to source a Clinical Practice Programme Manager. In the interim Programme Manager, Ricky Ellis, will manage all clinical matters and support the Medical Advisory Committee.

5.1.6 External Accreditation of PHECC's Accreditation/Validation/Assessment Programmes

The Director is currently exploring options for the accreditation of the PHECC Governance Validation Framework [GVF] and Quality Review Framework [QRF] through a suitable external accreditation body. The benefits in achieving accreditation were highlighted. Council supported the Executive to progress this initiative with the most suitable agency.

5.1.7 PHECC Executive Revised Staffing Structure*

The proposed PHECC staffing structure, including the rationale behind the restructuring and the creation of new posts, as included in Council papers, was presented by the Director.

The Director outlined that, for the first time in many years PHECC now have the opportunity to address current staffing deficiencies and build a firm structural foundation for the future development of the organisation.

He added that the structure being presented to Council is based on the outcomes of both the HR Review and the Governance Review and also addresses issues raised in a number of external audits. The Director clarified that the organisation structure has been developed by the PHECC Senior Leadership Team and the proposed structure, and accompanying rationale behind it, has also been presented to staff and queries invited have been addressed.

He further confirmed that though we are requesting a number of additional posts, we are not requesting additional funds and observed that there may be a degree of flexibility with posts, once approved. PHECC can finance the posts from existing funding for the remainder of 2020, however in 2021 some assistance will be required from income additional income generated by the increase in FAR fees.

All posts will be recruited via open competition starting with the most senior positions. It is anticipated that current staff will apply for vacant positions.

It was noted by Council that the new structure represents a clear opportunity for PHECC to move forward and needs to be progressed in a timely manner to provide stability for staff and secure the future of PHECC. The following resolution was agreed.

Resolution: That Council approve the proposed staffing structure and its inclusion in the 2020 Service Business plan, as included in Council papers.

Proposed: David Menzies **Seconded:** Shane Mooney

Carried without dissent

5.2 Delegated Decision of the Director

The report as included in Council papers was noted.

6. Education & Standards

6.1 Crowe Review Update

Brendan Cawley provided Council with a progress update on the draft Crowe Education & Training Standards and Competency Framework reports. A further review and guidance meeting is expected to take place in the coming weeks. The Chair confirmed that concerns raised by the Education & Standards Committee regarding postponement of the meeting of 22 June will be relayed to the incoming Committee Chair.

6.2 Education Award Update

Brendan Cawley provided Council with a progress update on the Education Award application process, as included in Council papers. Updated figures were noted whereby a further 7 applications have now been assessed including 3 at Facilitator level, 3 at Assistant Tutor level and 1 at Tutor level. It was confirmed that there are now new applications at Tutor and Assistant Tutor level waiting to be processed.

6.3 Recognition of Qualification Update

An update on recent Recognition of Qualifications [RoQ] developments was provided by Brendan Cawley, which included notification that Kathleen Walsh has been appointed as an RoQ Assessor and will act as an external liaison person with the Assessor Panel and PHECC officers to ensure the process continues to be efficient and uniform.

Following a query from Hillery Collins, Brendan provided an explanation of the RoQ assessment process referring to how applicants are benchmarked against current standards.

6.4 NQEMT Examination Schedule

Referring to the schedule included in Council papers, Jacqueline Egan provided a summary of upcoming examinations noting that plans are being put in place to ensure that all guidelines are maintained. The matter of EMT clinical placements will be brought to Council at their September meeting.

6.5 The Chair informed Council that two members of the Education & Standards Committee have submitted their resignation from the Committee, which will be relayed to the incoming Committee Chair.

7. Clinical Matters

7.1 Updated Clinical Practice Guidelines*

The following draft Clinical Practice Guidelines [CPGs], reviewed and updated by the Medical Advisory Committee [MAC], as included in Council papers were noted.

- CPG 4/5/6.11.1 Septic Shock – Adult
- CPG 5/6.13.20 Septic Shock – Paediatric
- CPG 5/6.8.10 Traumatic Cardiac Arrest – Adult
- CPG 4/5/6.13.9 Stridor – Paediatric
- CPG 4/5.10.2 Poisons – Adult
- CPG 6.10.2 Poisons – Adult

Following a number of minor amendments being made, the following resolution was passed;

Resolution: That Council approve the updated CPG's recommended by the Medical Advisory Committee, as included in Council papers.

Proposed: Hillery Collins **Seconded:** Jimmy Jordan

Carried without dissent

7.2 New Clinical Practice Guidelines*

Following significant work by the Medical Advisory Committee, the following new sedation CPG's have been created;

- CPG 6.6.5 Procedural Sedation/Analgesia - Adult
- CPG 6.13.27 Procedural Sedation/Analgesia – Paediatric

It was agreed that it is the responsibility of the CPG provider to ensure training on these specific CPGs is delivered prior to their utilisation. Subject to a few minor amendments, the following resolution was passed;

Resolution: That Council approve the new sedation CPG's recommended by the Medical Advisory Committee, as included in Council papers.

Proposed: Shane Mooney **Seconded:** Hillery Collins

Carried without dissent

7.3 POL036 Pre-Hospital Defibrillation Position Paper*

Updates to 'POL_036 Pre-hospital Defibrillation Position Paper' as recommended by the Medical Advisory Committee were considered and the following resolution was passed;

Resolution: That Council approve POL036 Pre-Hospital Defibrillation Position Paper recommended by the Medical Advisory Committee, as included in Council papers.

Proposed: Fiona McDaid

Seconded: Mick Molloy

Carried without dissent

7.4 Treat & Referral Recommendations*

Recommendations of the paper on Treat & Referral, endorsed by the Medical Advisory Committee as a framework for the development of Treat & Referral CPGs going forward, were considered by Council and the following resolution was passed;

Resolution: That Council approve the Treat & Referral Recommendations, as included in Council papers.

Proposed: Shane Mooney

Seconded: Hillery Collins

Carried without dissent

8. Finance & Governance

8.1 Draft PHECC Service Business Plan 2020*

Council were informed that the late receipt of our 2020 letter of determination delayed production of the draft 2020 Service Business Plan. Approval of the draft document, aligned to the PHECC Strategic Plan 2020-2023, as included in Council papers was considered and the following resolution was passed;

Resolution: That Council approve the 2020 Draft Service Business Plan, as included in Council papers.

Proposed: Patrick Fleming

Seconded: Mick Molloy

Carried without dissent

8.2 Draft Financial Statements 2019

The Deputy Director provided Council with a brief explanation of the contents of the draft 2019 Financial Statements, as included in Council papers, highlighting that certain items have been reclassified on the direction of the Office of the Comptroller & Auditor General [OCAG]. An error in the attendance records of the Quality & Safety Committee was accepted and will be amended.

Council were requested to submit any queries on same to the Director or Deputy Director. These will be addressed, and the final document will then be brought to Council for approval at a future Council meeting.

8.3 AP Programme*

A summary of recent correspondence in relation to the UCD AP Programme, to and from the Department of Health, as circulated in advance of the meeting, was provided to Council.

The Chair offered to recuse herself from the discussion if the matter of awarding a contract or future funding was raised.

The Chair re-stated that Council had resolved in July 2019 ‘to cease funding the AP Programme at the end of the current SLA and enter discussions with the Department of Health as to the appropriate mechanisms to support the continued need for such education’, as it is not appropriate that a regulator funds formal education programmes regulated by that regulator. It remains Council’s position that, although it is not appropriate for PHECC to fund any AP Programme going forward, provision should be made for a comprehensive review to address the future of AP training funding before PHECC disengage from commissioning and funding the current or any future AP Programmes.

The discussion adjourned for a short period to allow a presentation to Council by Professor Sir Andy Newton on the findings of the UCD AP Programme Review, as detailed under item 4.0.

Niamh Collins left the meeting during the above presentation.

The discussion on the AP Programme resumed and it was agreed that the Chair will issue correspondence to the Department of Health supporting the Director’s and Council Secretary’s position that Council are very concerned that they have not been given assurances of appropriate mechanisms for ensuring the agreed review of AP training funding going forward and as a result may need to reconsider rolling over the current contract with UCD in the absence of receiving such assurances.

It was agreed by Council, that in the absence of receiving such assurances from the Department of Health, a meeting of Council will need to be called to resolve to rollover the existing contract with UCD, as allowed for under the SLA.

Jimmy Jordan left the meeting at this point.

9. Register

9.1 Register Report

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

9.2 COVID-19 Temporary Register

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

9.3 EMT CPC & COVID-19*

The Deputy Director provided context for the proposal of temporary modifications to the EMT CPC standard, as outlined in Council papers. It was highlighted that the relaxation of CPC requirements does not create a precedence for the future but instead is proposed as a mechanism to accommodate problems associated with the achievement of patient contacts due to COVID-19. Following agreement by Council the following resolution was passed;

Resolution: That Council approve the proposed amendments to EMT CPC as outlined in Council papers.

Proposed: Mick Molloy

Seconded: Patrick Fleming

Carried without dissent

David Menzies left the meeting at this point.

10. AOB

10.1 The Director informed Council that all PHECC COVID-19 Special Division licences will expire on 31 July 2020. He reminded Council that PHECC's direction in relation to the PHECC COVID-19 Special Division came by way of a written direction from the Minister, subject to the rules made by Council. Legislation has since been passed to continue the COVID-19 divisions of other regulators registers until the end of 2020. Council therefore agreed to extend the current PHECC COVID-19 Special Division of the register until the end of 2020, in accordance with direction from the Department of Health.

10.2 Council were notified that it has become evident during the GVF process that a licensed CPG Provider does not possess a HPRA licence for controlled medications. Until now the organisation in question has been managing this using the CPG exemption process. It was clarified that, although PHECC's GVF process does assess and seek evidence of this licence from a governance perspective, PHECC are not the regulator in this area and this is a matter for the HPRA.

Council acknowledged that efforts are being made to obtain this licence and Ricky Ellis confirmed that he will pass on Council's direction to the organisation to keep PHECC informed of progress and to continue using PHECC CPG's without the specific controlled medications being available, until such time as the appropriate HPRA licence is obtained.

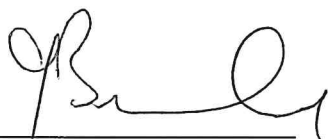
10.3 The need for further engagement with the RNLI in relation to their recognition by PHECC as a CPG provider was noted.

As there were no further items for discussion the Chair wished everyone well and urged all to stay safe.

The meeting concluded at 4.00pm approximately.

All were reminded that there will be no Council meeting in August and thus the next Council meeting will take place on Thursday 10 September at 10.00am, unless the matters discussed under item 8.3 above require a further Council meeting.

Signed:



Jacqueline Burke
Chairperson

Date:

17th/08/2020

PHECC Council Meeting Minutes

17 August 2020

PHECC Office, Naas

Present:

Jacqueline Burke (Chair)

Apologies:

Pat Hanafin

Tess O'Donovan

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Thomas Keane

Niamh Collins

Patrick Fleming

Fiona McDaid

Conor Deasy

Jimmy Jordan

William Merriman

David Menzies (item 1 & 2 only)

In attendance:

Richard Lodge, PHECC Director

Barry O'Sullivan (VC)

Ricky Ellis, PHECC PDO

Brendan Cawley, PHECC PDO

Jacqueline Egan, PHECC PDO

Karen O'Neill, Council Administrator

Con Foley, Council Secretary

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending. A special welcome was extended to Mr William Merriman who was attending for the first time.

The Chair reported that two further appointments to Council were imminent.

2. Minutes & Matters Arising

2.1 Draft Minutes 09 July 2020*

The draft minutes were presented for consideration and subject to an agreed amendment to item 4.0, regarding the addition of a patient safety concern related to the internship year of the AP Programme to the Risk Register, the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of 09 July 2020 subject to the agreed amendment.

Proposed: Mick Molloy

Seconded: Jason van der Velde

Carried without dissent

2.2 Matters Arising

There were no matters arising from the minutes.

3. UCD AP Programme Review

3.1. Decision on whether to rollover the existing contract with UCD*

The executive was complimented on the extensive supporting documentation provided.

The Chair confirmed that she would be recusing herself from any decision on the matter due to a perception of potential conflict of interest. Recusals would also be invited from all remaining Council members.

Following a query as to why the extracts from Council minutes did not commence prior to October 2017, it was agreed to begin the timeline from January 2016. It was confirmed that payments to UCD for the provision of an AP course were approved by Council annually since its inception, however no formal SLA existed until 2014, when new DPER guidelines were introduced. Council first became aware of the current SLA in April 2019 when a copy of same, signed in August 2017 and due to expire in August 2020, was provided in Council papers by the Director.

David Menzies had provided his apologies and left the meeting at this point.

The Chair reminded all of the necessity of this meeting, as in the absence of assurances from the Department of Health of a stakeholder review taking place, as resolved by Council in July 2019, a decision on rolling over the existing contract for the provision of an AP Programme with UCD, due to expire on 31 August 2020, is required.

An extensive discussion ensued during which the following were discussed and noted;

- Consideration of the resolution already passed by Council on 11 July 2019 “That Council decide to cease funding the AP Programme at the end of the current SLA and enter discussions with the Department of Health as to the appropriate mechanisms to support the continued need for such education.”
- The importance of ensuring engagement with all stakeholders in order to safeguard the provision of AP education for all providers going forward.
- PHECC’s responsibility as an independent statutory body to ensure patient safety as per its mission statement.
- The possible detrimental implications on PHECCs financial determination from the Department of Health going forward, resulting from PHECCs decision to fund a particular AP programme or not.
- A reluctance to lose ring fenced funding for AP education.
- PHECC’s financial responsibility and the necessity of achieving value for money.
- The option of funding the current programme on a pro-rata/per-capita basis.
- The potential impact of having a single monopoly provider of AP education, AP registration and AP career progression.
- The option of possibly opening the course to non-state funded organisations to facilitate achieving the minimum number of students required to make the course viable.
- Where the responsibility to ensure minimum course numbers lies.

- Possible UCD legal response if the contract expires and is not rolled over.
- The existence of an 'arbitration' clause in the existing SLA and the impact this could have on any final outcome.
- Rolling over the contract for a 12-month period would provide an opportunity to review the current SLA, address examinations and clinical internships, review costs and the minimum number of students required on the course.
- Clarification that no tender is required if the contract is rolled over for a defined period. The SLA and modifications to same can be done by agreement of all parties, as provided in the SLA.
- The fact that NASC have an AP Programme licenced by PHECC, for which NAS are currently seeking PHECC funding, which could provide continuation of AP education.

Conor Deasy left the meeting during the above discussion.

Contributions from Pat Hanafin and David Menzies who had provided their apologies for today's meeting were read into the record. Both favoured renewing the current SLA for a period of 12 months with certain conditions, including a requirement for a minimum number of students on the course, in order to create space to conduct a comprehensive review of AP training, in the absence of the Department of Health doing so.

In order to facilitate a vote, the Chair declared her potential conflict of interest given her connection with UCD and offered to recuse herself from the meeting. A recommendation was made by the Chair that any NAS employees attending the meeting should also recuse themselves, given that organisation's involvement in another AP programme, which is also seeking PHECC funding.

Those referenced declined to recuse themselves from the meeting.

The Vice-Chair, Hillery Collins stated that would not recuse himself as he was independent and appointed by the Minister and was therefore representing the Minister for Health and not NAS. The Chair reminded Mr Collins that all of Council, including herself as Chair, were appointed by the Minister and she was recusing herself on the basis that there could be a perceived conflict of interest and advised Mr Collins to do the same.

The Chair left the meeting at this point and Patrick Fleming took the Chair in her absence.

Mr Fleming stated that any potential or perceived conflict of interest is currently a matter for each individual as to whether they should recuse themselves and queried if any members wished to reconsider.

Con Foley, as Secretary to Council, asked the three remaining NAS employees to reconsider their attendance in the light of potential perceived conflicts of interest.

The three Council members, Vice-Chair Hillery Collins, Shane Mooney and William Merriman confirmed that they would not be recusing themselves and wished the matter to be recorded in the minutes.

Shane Mooney strenuously disagreed with the Chairs recommendation that they recuse themselves; William Merriman expressed concerns about value for money of the UCD contract and did not see any relevance of the NAS AP Programme.

A synopsis of earlier discussion was provided by the acting Chair and number of resolution options were proposed however only one was seconded as follows;

Proposal: *That Council approve 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 and a minimum of 16 students.*

Proposed: Shane Mooney **Seconded:** Patrick Fleming

Council continued to vote on the above resolution, resulting in the proposal being carried by a majority vote of seven in favour, three against.

Hillery Collins (Vice-Chair), Jimmy Jordan and Jason van der Velde opposed the resolution. Jimmy Jordan voted against the motion as he was of the opinion the SLA should be rolled over with no amendments.

In further discussion, it was agreed that the record should show that PHECC again asserts that a comprehensive review of AP education be conducted and led, by the PHECC executive.

Niamh Collins & Fiona McDaid left the meeting at this point.

The Chair re-joined the meeting and resumed her position as Chair, thanking Mr Fleming for acting in her absence.


Based on the above resolution correspondence will now be drafted informing the UCD of the outcome of today's Council meeting.

It was suggested that the PHECC executive engage with the Department of Health and UCD to clarify future funding, and further actions.

The Chair also referenced the forthcoming retirement of Ms Jacqueline Egan at the end of October next, wished her well and looked forward to her contribution to the Council meetings in September and October.

The September meeting will continue to be a virtual meeting, taking place on September 10th next at 10.00hrs.

Signed:



Jacqueline Burke
Chairperson

Date:

10/09/2020

PHECC Council Meeting Minutes
10 September 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)
Pat Hanafin

Apologies:

Conor Deasy

Video Conference:

Hillery Collins (Vice Chair)
Jason van der Velde
Shane Mooney
Mick Molloy
Thomas Keane
Niamh Collins
Patrick Fleming
Fiona McDaid
Jimmy Jordan
William Merriman
David Menzies
Tess O'Donovan
Aidan O'Brien
Dennis Keeley

In attendance:

Richard Lodge, PHECC Director
Barry O'Sullivan, Deputy Director & Registrar
Brendan Cawley, PHECC PDO
Jacqueline Egan, PHECC PDO
Con Foley, Council Secretary (VC)
Karen O'Neill, Council Administrator

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending.

1.1 Correspondence

Correspondence included in Council papers was referred to under item 1.3.

1.2 Council Appointments

A special welcome was extended to the two newly appointed Council members, Mr Aidan O'Brien and Mr Dennis Keeley, both appointed from recognised institutions on the nomination of the heads of those institutions.

Mr Aidan O'Brien was a joint nomination by St. John Ambulance, the Order of Malta and the Irish Red Cross and Mr Dennis Keeley was nominated by Dublin Fire Brigade [DFB] - Royal College of Surgeons Ireland [RCSI].

All vacant positions on Council have now been filled.

1.3 Conflicts of Interest

The Director referenced his correspondence to the Chair of the Compliance & Audit Committee [C&AC] of 20 August 2020, wherein he has requested the C&AC to review the situation of unresolved difference of opinion over perceived conflicts of interests at Council and the potential risk it poses to PHECC.

Con Foley joined the meeting during the above.

Following consideration, Council passed the following resolution;

Resolution: That Council approve engaging an independent body/external governance expert to provide external assistance to a subgroup of the C&AC in order to review and redraft the current PHECC Conflict of Interest policy, using any learning points from the current situation in the implementation, training and monitoring related to that policy.

Proposed: Pat Fleming **Seconded:** Pat Hanafin

Carried without dissent

The Chair of C&AC notified Council that he would not be taking an active part in the above process.

1.4 The Chair noted that she had replied to the Vice-Chairs e-mail of 28 August 2020 and was awaiting a response. The Vice-Chair replied that he had acknowledged the response and was currently seeking advice before reverting.

2. Minutes & Matters Arising

2.1 Draft Minutes 17 August 2020*

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

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

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

Carried without dissent

2.2 Matters Arising

The Director informed Council that correspondence has been issued to both the Department of Health and UCD informing them of Council's resolution of 17 August 2020, "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 and a minimum of 16 students". Clarity has also been provided that no agreement is in place between PHECC and UCD until such time as the terms of a revised SLA have been agreed between the parties. We await a formal response.

The Director confirmed that, at the request of the Department of Health, he is also addressing PHECC related aspects of correspondence from UCD to the Minister of Health of 27 July 2020.

Confirmation has been received from The National Ambulance Service College [NASC] that their MSc Specialist Paramedic (Advanced Paramedic) will commence on 14 September 2020.

It was confirmed that Crowe have conducted a review of the Education Standards and Competency Framework and the Education & Standards Committee have the matter in hand.

Mick Molloy joined the meeting from this point.

3. Directors Report

3.1. Directors Report to Council*

3.1.1. Ongoing Review Updates

An update on the Crowe Education Standards review will be provided under item 4.2 of the agenda. The PHECC Examination Standard, currently under review, is expected to be considered at the next Education & Standards Committee meeting.

3.1.2. COVID-19 General Arrangements

PHECC continue to maintain reduced footfall levels in the office. Feedback from staff on the wearing facemasks in the office is currently being obtained.

3.1.3. COVID-19 Crewing Model

The situation remains whereby no requests have been received from Licensed CPG Providers to move from the current minimum crewing level standard, though several enquiries have been received.

3.1.4. Launch of the PHECC Strategic Plan 2020-2023

Discussions on plans for the launch of the PHECC Strategic Plan in October/November 2020 via a webinar event continue.

3.1.5. Public Sector Magazine, Excellence in Business Award

PHECC are being awarded the Public Sector Magazine 'Award for Excellence in Ensuring the Quality and Safety of Pre-Hospital Emergency Care'. The resultant advertorial opportunity will incorporate the launch of the PHECC Strategic Plan, which is hoped will be endorsed by the DOH.

3.1.6. CPG Pre-Publication Review – Expression of Interest [EOI]

A requirement for a comprehensive version control mechanism to track CPG changes agreed by the Medical Advisory Committee was acknowledged.

Following an Expression of Interest [EOI] for the non-clinical pre-publication review of the new suite of PHECC CPGs, interviews have taken place resulting in nine successful applicants being selected. These include two at Responder, EMT, Paramedic and Advanced Paramedic level and a Quality Assessment Reviewer.

3.1.7. Staff Recruitment Update

An Expression of Interest is currently being prepared for a HR Consultancy company to manage recruitment, in relation to new staffing structure, and to provide ongoing HR support until the end of 2020, pending a permanent HR function solution.

3.1.8. Department of Health Quarterly Review Meeting

The previously scheduled Governance meeting with DOH, cancelled at short notice, has since been rescheduled for Wednesday 16 September. The main emphasis of the meeting is expected to be budgetary related, focusing on both our projected 2020 outturn position and 2021 budget.

It was confirmed that all Government Departments are under financial pressure due to Covid-19 expenses.

The involvement of PHECC in future national manpower planning discussions was welcomed.

3.2 Delegated Decisions by the Director

An explanation of aspects of the Recognition of Qualification [ROQ] and Licensed CPG Provider reports was provided by the Director. It was noted that there is no Advanced Paramedic level on the UK HCPC Register, only Paramedic level, however UK-trained Paramedics applying to join the Register in Ireland may be admitted at Paramedic or Advanced Paramedic level, subject to having achieved the required clinical internship experience. Where no clinical internship has been completed, they may be offered EMT status on the PHECC Register.

4. Education & Standards

4.1. NQEMT Examination Schedule

An overview of the examination schedule, as included in Council papers, was provided to Council. Appreciation was extended to all parties involved in successfully conducting examinations, while adhering to Government guidelines, over recent months.

4.2. Crowe Review

An update on the progress of the Education Standards & Competency Framework Review, as included in Council papers, was provided to Council. Revisions to the DRAFT Education Standards & Competency Framework document are currently being carried out and the next iteration of the document will be presented by Crowe as required, and next steps agreed. The next meeting of the Education & Standards Committee is tentatively scheduled for 16 September 2020.

Referencing the fact that a quorum was not achieved at the recent Education & Standards Committee meeting, the Chair of said committee highlighted her concerns regarding committee member attendance and the resulting risk when items are unable to be progressed to Council.

The option of a sub-group engaging external individuals/organisations, with related expertise, to progress certain items was proposed.

4.3. Update to QRF Process

Council were informed of the main adaptations to the process for conducting QRF's, as included in Council papers, to allow recommence of same in the coming months. It was agreed that, where necessary and following a risk assessment, site visits will take place, otherwise online mechanisms and a more extensive desktop review will be utilised.

4.4. Education & Standards Committee Membership

Following a request by the Chair of the Education & Standards Committee, to fill vacant positions on that committee, details of which were provided in Council papers, Council passed the following resolution, acknowledging that all Committee Terms of Reference are expected to be redrafted in early 2021.

Resolution: That Council approve the filling of vacant positions on the Education & Standards Committee, through an Expression of Interest, keeping in mind that the Terms of Reference will be redrafted for 2021.

Proposed: Pat Hanafin

Seconded: Tess O'Donovan

Carried without dissent

4.5. Education Awards*

Upon consideration of the Chair of the Education & Standards Committee's request to process an outstanding RI Facilitator application, completed during the time the process was initially closed but not submitted with other applications, Council passed the following resolution;

Resolution: That Council approve the processing of an outstanding RI Facilitator application.

Proposed: Hillery Collins

Seconded: Jimmy Jordan

Carried without dissent

Council supported the view of the Executive that an urgent review of the role and application process of Facilitator is required and subsequently passed the following resolution.

Resolution: That Council approve an urgent review of the role and application process for Facilitator via an Expression of Interest.

Proposed: Hillery Collins

Seconded: Pat Hanafin

Carried without dissent

Council took a short recess.

5. Clinical Matters

5.1. PHECC Standard for Critical Care Paramedic*

The Chair of the Medical Advisory Committee provided an introduction of the two appendices accompanying Council papers. Acknowledging the level of work involved, appreciation was extended to all those involved in the production of same.

Greater flexibility provided by the proposed levels, where skills can be selected depending on location/environment, was recognised. The need for future proofing legislation to allow development of these levels on the Register was noted.

Council passed the following resolution;

Resolution: That Council approve the 'Standard for Critical Care Paramedic', included in Council papers, as the updated PHECC Standard and the progression of discussions with stakeholders and the Education and Standards Committee.

Proposed: Pat Hanafin

Seconded: Niamh Collins

Carried without dissent

5.2. Introduction of Community Paramedicine into Ireland Report*

Following a brief discussion surrounding the establishment of a sub-group under MAC to set clinical standards for the Community Paramedicine Programme, as detailed in recommendation 7 of the report, it was agreed to amend the list of representatives involved in such a group "to include representatives of acute, primary and community care".

Resolution: That Council adopt the recommendations of the 'The introduction of Community Paramedicine into Ireland' report included in Council papers as recommended by the Medical Advisory Committee.

Proposed: Shane Mooney

Seconded: Jason van der Velde

Carried without dissent

6. Register

6.1. Register Matters*

An update report on current Fitness to Practise cases was provided by the Registrar. To ensure compliance with Council Standing Orders, the Chair decided to adjourn further discussion on the matter pending consideration of suspending Council Standing Orders to allow the use of videoconferencing in relation to Fitness to Practise inquiries.

The Register report, including COVID-19 Temporary Register figures, was noted.

Jimmy Jordan departed the meeting at this point.

6.2. CPC Roadshows

A summary of EMT CPC Roadshows currently taking place was provided to Council. Though attendance is restricted due to COVID-19 arrangements, these events are progressing well.

7. Risk

7.1. Risk Register

The Director apologised for the delay in circulating the revised Risk Register and provided Council with a synopsis of revisions to same

The need for clarification of who will provide the internship element of both the UCD and NASC AP Programmes, was noted.

8. AOB


The Chair thanked all Council members, in particular those newest to Council, for their forbearance during the pandemic and related impositions, such as virtual meetings.

Also referenced and thanked was Eoin Dunleavy in the Department of Health for expediting the new Council appointments and avoiding lacunae in Council activity such as have occurred in the past.

The October meeting will continue to be a virtual meeting, taking place on October 8th next at 10.00hrs.

The meeting concluded at 12.45pm.

Signed:



Jacqueline Burke
Chairperson

Date:

8th October 2020

PHECC Council Meeting Minutes
08 October 2020
PHECC Office, Naas

Present:

Jacqueline Burke (Chair)
Pat Hanafin

Apologies:

Conor Deasy
Jimmy Jordan

Video Conference:

Hillery Collins (Vice Chair)
Jason van der Velde
Shane Mooney
Mick Molloy
Thomas Keane
Niamh Collins
Patrick Fleming
Fiona McDaid
William Merriman
David Menzies
Tess O'Donovan
Aidan O'Brien
Dennis Keeley

In attendance:

Richard Lodge, PHECC Director
Barry O'Sullivan, Deputy Director & Registrar
Brendan Cawley, PHECC PDO
Jacqueline Egan, PHECC PDO
Ricky Ellis, PHECC PDO
Con Foley, Council Secretary (VC)
Karen O'Neill, Council Administrator

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending.

1.1 Correspondence

Correspondence from the Department of Health dated 05 October advising that, in line with S.I. No. 109 of 2000 (as amended), and the Guidelines on Appointments to State Boards, Council members that have at any time served two terms of service are not eligible to be considered for re-appointment to the Council, was noted.

Subsequently the September 2020 'Code of Practice for the Governance of State Bodies: Annex on Gender Balance, Diversity and Inclusion' has been received by the Chair. It was noted that, as several new Council members have only recently been appointed, PHECC will endeavour to apply these guidelines to Council Committees in the short term.

It was further added that any change to lay majority representation on Council would require changes to PHECC's SI and confirmed that the accepted definition of 'lay' is an individual not of a profession regulated by PHECC.

Mick Molloy joined the meeting.

1.2 Suspension of Council Standing Orders*

Following receipt of legal opinion dated 01 October 2020, the Chair proposed to suspend item 8.3 of Council Standing Orders [CSO] for the period that Council meetings take place via

videoconference, to permit the use of electronic means when reports of the Fitness to Practise Committee of Inquiry are being considered by Council.

Following a vote, the required majority of two thirds in favour was achieved by a vote of 13 out of 15 and thus the following resolution was passed;

Resolution: That Council approve to suspend Council Standing Order 8.3 for the period that Council meetings are held via videoconference.
Proposed: Pat Hanafin Seconded: Shane Mooney
Carried by majority

2. Minutes & Matters Arising

2.1 Draft Minutes 10 September 2020*

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

Resolution: That the Council approve the minutes of the meeting of 10 September 2020.
Proposed: Pat Hanafin Seconded: Jason van der Velde
Carried without dissent

2.2 Matters Arising

2.2.1 Correspondence from Vice-Chair

The Chair confirmed that no further correspondence has been received from the Vice-Chair in response to her letter of 27 August 2020.

2.2.2 AP Programme Update

The Director informed Council that following his letter to the Programme Director of the UCD AP Programme of 09 September 2020, a reply has been received and a meeting is currently being arranged to discuss Council's related resolution of 17 August 2020 and associated revisions to the draft SLA.

Tess O'Donovan departed the meeting for a period and returned during item 3.1.11

3. Directors Report

3.1. Directors Report to Council*

3.1.1. Ongoing Review Updates

Both the Crowe Education Standards Review and the PHECC Examination Standard Review are expected to be considered at the next Education & Standards Committee meeting.

3.1.2. COVID-19 General Arrangements

The Executive continue to adhere to Government guidelines, with provisions remaining in place for a 50% reduction in footfall. The wearing of facemasks in the office is currently being appraised.

Any implications on QRF/GVF inspections and/or examinations, arising from recent Government restrictions, will be assessed as they occur.

3.1.3. COVID-19 Crewing Model

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

3.1.4. Launch of the PHECC Strategic Plan 2020-2023

The Director continues to pursue discussions in relation to launching the PHECC Strategic Plan 2020-2023 via a webinar event, at a November date yet to be confirmed. It is hoped that the use of recorded presentations will provide scope for ministerial input at the event.

3.1.5. Staff Recruitment Update

Following receipt of 3 tender applications for the management of recruitment and provision of ongoing HR support in the coming months, pending a permanent HR function solution, the successful applicant is expected to be appointed next week.

3.1.6. Department of Health Quarterly Review Meeting

A quarterly review meeting with the Department of Health took place on 16 September, the main focus of which was the projected outturn for 2020 and budgetary requirements for 2021.

3.1.7. Freedom of Information Request

Council were notified of a recently received Freedom of Information request related to Fitness to Practise and informed that all endeavours are being made to fulfil the request where possible.

3.1.8. Journalist Request

Following the provision of a reply to a journalist request surrounding matters referred to in minutes of the Medical Advisory Committee [MAC], no further correspondence has been received.

3.1.9 PHECC Committee Meeting Minutes Publication

Following a request by the Director, Council considered the appropriateness of publishing PHECC committee meeting minutes on the PHECC website. It was noted that as Council are the governing body, this could cause confusion. During discussion it was agreed that there is a need to record committee decisions for future reference and, although there is a need for accurate historical records, discussions need not be recorded in detail. It was decided that a new template to record each discussion topic and related decision or other outcome be implemented. As Council aim to limit their meeting minutes to 6 pages, it was suggested that it be appropriate for committees to limit their meeting minutes to 4 pages. In conclusion, it was agreed to develop a new template for Council and committee minutes.

3.1.10 Fitness to Practise [FTP] Procedures

It was recommended by the Director that a review and potential update of current Fitness to Practise procedures be conducted, given that current policies/procedures are now 12 years old. It was recommended that a review group be formed to conduct same, the composition of which has yet to be finalised but will include independent legal expertise with experience in FTP matters, the Director and the Registrar, two members of other healthcare regulatory bodies experienced

in FTP, representatives from our legal advisors & other experienced persons as required. Shane Mooney and Mick Molloy volunteered to be part of the review team.

In support of the above Council passed the following resolution;

Resolution: That Council approve the Director to progress a review of the current Fitness to Practise policy and procedures and update where required.

Proposed: Shane Mooney **Seconded:** Mick Molloy

Carried without dissent

3.1.11 Procedure for Delisting CPG Providers

Referencing Council papers, wherein Council were notified of a CPG provider who has not engaged with PHECC regarding the expiry of their licence, the absence of a formal policy for delisting such organisations was highlighted. Following a brief discussion, the Director agreed to write to the organisation in question and to simultaneously progress the development of such a policy. Once implemented, decisions related to the delisting of organisations will be included as a delegated decision of the Director.

Tess O'Donovan re-joined the meeting during the above discussion.

3.2 Delegated Decisions by the Director

The report as included in Council papers was noted.

4. Education & Standards

4.1. NQEMT Examination Schedule to Year End

An overview of scheduled examinations to year end was provided, as per the information included in Council papers.

The importance of continued efforts to ensure a constant supply of qualified practitioners was highlighted, and noting the risk involved, reassurance was provided that a risk assessment of conducting OSCE (practical) examinations during the current pandemic has taken place. It was agreed that this would be added to the Risk Register, including the fact that risk assessments have been conducted for GVF/QRF onsite assessments.

With it being her final Council meeting, Jacqueline Egan expressed her gratitude to Exam Quality members, Examiners and staff for their continued efforts to successfully conduct examinations during the current pandemic.

4.2. EMT Course & Internship Placements*

In the absence of an Education & Standards meeting taking place, Council were requested to consider approval of alternative internship placement sites, other than ambulance, for EMT students of PHECC Recognised Institutions [RI's], as difficulties in securing same due to the ongoing pandemic have become apparent.

Following Council consideration, it was agreed that flexibility will be maintained in relation to EMT clinical placements, in so far as where ambulance only placement cannot be provided, a combination of a two-site placement - ambulance and healthcare facility - will satisfy the required competencies, as specified in the current ST014 Education & Training Standard, which

consequently can be measured and achieved. The need for a balanced approach and constant monitoring was recognised.

In response to a query, it was confirmed that overseas applicants for registration (ROQ) are required to complete internships to the same standard as those with Irish qualifications.

4.3. Quality Review Framework [QRF] Update

A progress update, as included in Council papers, detailing the scheduled dates for 7 Approved Training Institute [ATI] online review meetings was provided to Council.

Council took a short recess.

5. Quality & Safety

5.1. Clinical Information Standards - Reports and Guides Revisions*

Legal opinion sought on the ownership of patient data in line with GDPR requirements has identified that PHECC is not responsible for the content of PHECC patient reports or the processing of information in the reports, and a statement to this effect will be included on all patient reports in the future. The resulting revisions to PCR, ACR and CFR Clinical Information Standards and associated patient reports and guidebooks, some of which were included in Council papers, were explained to Council and the following resolution was passed;

Resolution: That Council, as recommended by the Quality and Safety Committee, approve the proposed revisions to the PCR, ACR and CFR Clinical Information Standards, and associated patient reports and guidebooks.

Proposed: Shane Mooney

Seconded: Tess O'Donovan

Carried without dissent

5.2. Governance Validation Framework [GVF] Update*

An update on progress related to GVF assessments of Licensed CPG Providers post pandemic related disruption, as included in Council papers, was noted.

6. Clinical Matters

6.1. Non-Conveyance & DNAR CPGs*

Following approval by the Medical Advisory Committee, Council were requested to approve a new suite of 9 'Non-Conveyance CPG's and 1 'End of Life – DNAR CPG' as included in Council papers. Following consideration, Council passed the following resolution;

Resolution: That Council, as recommended by the Medical Advisory Committee, approve the suite of Non-Conveyance CPGs and the End of Life - DNAR CPG, as presented in Council papers.

Proposed: Hillery Collins

Seconded: Pat Hanafin

Carried without dissent

The Chair of MAC thanked all those involved in progressing said CPGs to this stage, adding that stakeholder engagement regarding same is now required.

6.2. CPG Publication Update

An update on progress related to preparations for the publication of the next edition of CPGs, as included in Council papers, was noted.

7. Governance & Finance

7.1. Financial Outcome to end of August 2020

An overview of the financial outcome to 31 August 2020 was presented to Council and any variances explained. It was clarified for Council that PHECC is a body incorporate with its own governance structure. It reports to the Minister of State (Health), and while funding is allocated via the Department of Health, PHECC is not an agency of said department, but an Independent Statutory Body.

7.2 Conflict of Interest Policy Review Update

As a member of the C&AC sub-group tasked with reviewing the current Conflict of Interest Policy, Patrick Fleming provided Council with a progress update outlining that a draft policy has been produced as requested by the Director, and engagement with the IPA to strengthen same has been advised. A further update is expected for the November Council meeting.

8. Register

8.1 Register Report

The register report as included in Council papers was noted. It was observed that the COVID-19 Temporary Register is likely to be further extended.

8.2 Fitness to Practise

Reference was made to earlier discussion under item 3.1.10.

Reports on two Fitness to Practise inquiries conducted into allegations of professional misconduct, as included in Council papers, were noted.

9. AOB

9.1 Condolences were expressed to PHECC staff member, Margaret Feeney, on the passing of her mother Mary Feeney. Ar dheis Dé go raibh a h-anam.

9.2 The Director apologised for the late circulation of a briefing paper related to FAR certification extensions. Following a brief discussion, it was agreed that no further extension will be provided from 31 October 2020 and the Director will liaise with the HSA to produce a joint statement on the matter.

9.3 In conclusion, best wishes were expressed to Jacqueline Egan on her retirement and gratitude expressed for her tremendous contribution to PHECC over the past 15 years.

The November meeting will continue to be a virtual meeting, taking place on November 12th next at 10.00hrs.

The meeting concluded at 12.45pm.

A closed session, to provide clarification of the PHECC FTP process, took place at 1.00pm for those who wished to take part.

Signed:


Jacqueline Burke, Chairperson

Date:



PHECC Council Meeting Minutes
12 November 2020
PHECC Office, Naas



Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Thomas Keane

Niamh Collins

Patrick Fleming

William Merriman

David Menzies

Tess O'Donovan

Aidan O'Brien

Dennis Keeley

Jimmy Jordan

Apologies:

Conor Deasy

Pat Hanafin

Fiona McDaid

In attendance:

Richard Lodge, PHECC Director

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

Brendan Cawley, PHECC PDO

Ricky Ellis, PHECC PDO

Con Foley, Council Secretary (VC)

Karen O'Neill, Council Administrator

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending.

1.1 Correspondence

No correspondence noted.

1.2 Council Appointments

The Chair updated Council on progress regarding Council appointments for those whose terms of service expire before the Council meeting on December 10th next. The Department of Health has assured the Chair that letters of appointment will be received at an early date. Nominations for other Council memberships will also be sought and are hoped to also be in place for the December Council meeting.

1.3 Committee Terms of Reference [TOR] Update

Draft Terms of Reference [TORs] have been prepared for all proposed Committees of Council for review by existing Committee Chairs and the Vice-Chair of Council. The Chair will engage with Committee Chairs & the Vice-Chair, prior to sending the Draft TORs back to the IPA for a further review. Following that, the revised TORs will be brought to Council for approval either at the December meeting or early in 2021.

2. Minutes & Matters Arising

2.1 Draft Minutes 08 October 2020*

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

Resolution: That the Council approve the minutes of the meeting of 08 October 2020.
Proposed: Mick Molloy **Seconded:** Patrick Fleming
Carried without dissent

2.2 Matters Arising

2.2.1 Pronouncement of Death by Practitioners

The matter of non-acceptance of deceased, conveyed by ambulance, at some hospital mortuaries was raised. Referring to modifications to requirements for pronouncement of death earlier this year, and in light of the letter from the Coroner's office, it was agreed that the situation is clear and therefore not a matter for PHECC. It was decided that a letter from NAS/DFB to hospital mortuaries would help alleviate the situation.

2.2.1 Correspondence from Vice-Chair

The Vice-Chair has confirmed to the Chair he is satisfied that the matters raised in his letter of 25 August 2020 have been resolved. The C&AC sub-group is currently reviewing the conflicts of interest policy and will report to Council at an early date.

2.2.2 AP Programme Update

The Director provided Council with an update on future funding of the UCD AP Programme. Clarification of the conditions of a revised SLA were provided together with UCDs belief that they would be unable to run any future AP Programmes due to the PHECC requirement for a minimum of 16 students, while NAS students attend the NASC AP Programme. It was confirmed that there are now two PHECC accredited AP training programmes in existence and it was reiterated that it is not the role of the Regulator to fund either course. The Department of Health has confirmed that, as a result, the PHECC 2021 determination will be adjusted accordingly.

3. Directors Report

3.1. Directors Report to Council*

3.1.1. Ongoing Review Updates

Both the Crowe Education Standards Review and the PHECC Examination Standard Review are expected to be considered at the next Education & Standards Committee meeting.

3.1.2. COVID-19 General Arrangements

The Executive have modified the return to work in the office protocols considering the most recent restrictions.

3.1.3. COVID-19 Crewing Model

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

3.1.4. Launch of the PHECC Strategic Plan 2020-2023

Council were informed that due to current work commitments, a launch of the PHECC Strategic Plan via a webinar event is proving problematic. Further discussion ensued and it was agreed that the Director will continue to pursue options for hosting the event, with engagement of a

PR/Technology company expected. To monitor its progress, it was agreed that the Strategic Plan be included as an agenda item bimonthly going forward.

3.1.5. Staff Recruitment Update

Notification was provided that a contract for the provision of HR Management Services has been awarded to Tennant Consulting. Positions expected to be advertised in the coming days are those of the three permanent Grade VIII Programme Managers. Additionally, Ms. Pauline Dempsey will be returning to PHECC from secondment in the Department of Health on Jan 1st, 2021.

3.1.6. Department of Health [DoH] Quarterly Review Meeting

Council were provided with an update of the Department of Health [DoH] Quarterly Review meeting of 11th November 2020, at which assurances were provided by DoH officials that PHECC funding for 2021 will not be affected by an anticipated surplus in 2020, occasioned by the pandemic and related matters. Following discussion, the Director was requested by Council to explore options for a secure portal for meetings of professionals in the pre-hospital field, in an effort to support smaller RI/ATI's in the area of education and training.

The impact on workforce planning was also mentioned at the DoH meeting, in context of both pandemic and longer term. The Director was reminded of the related need for engagement with national trauma and travel bypass committees, due to its implications on practitioners.

3.1.7 Fitness to Practise [FTP] Procedures

The Director confirmed that the appointment of a Chair for the FTP review group is imminent.

3.1.8 Cross Border Movement

Referencing the related content of Council papers wherein, following a query from the NMBI, a summary of the ongoing matter of cross-border movement was provided for Council's consideration. Following discussion, it was agreed that, as the issue is outside PHECC's remit and is essentially a governmental issue, the Director will write to the DoH requesting clarity on the matter.

Shane Mooney & David Menzies joined the meeting at this point.

3.2 Emergency Ambulance Crewing Model Standard

A summary of related contents of previous discussions at Council was provided by the Director. It was accepted that the current PHECC minimum crewing model for an emergency ambulance needs to be clearly defined. The role of PHECC in setting operational standards was discussed. It was postulated that this would be an operational matter for NAS and DFB, however legal opinion and the view of the DoH is that this falls within the remit of PHECC's statutory entitlement to put standards of operation in place to support best practice by PHECC Practitioners.

Following discussion, it was agreed that the matter will be included on the December Council meeting agenda for consideration and resolution. Considering the valuable input those Council members who have recently and are due to conclude their term on Council on 05 December could provide, they will be invited to attend the December Council meeting to contribute to the discussion. It was clarified however, that only active Council members will be permitted to vote on any resolution proposed on the day. The Chair will request written submissions from all interested parties in advance of the meeting.

3.3 Delegated Decisions by the Director

The report as included in Council papers was noted.

Council took a short recess.

4. Education & Standards

4.1. Blended Online Learning Update

The application process for approving institutions to deliver Responder level courses through Blended Online Learning has resulted in four applications being approved to deliver courses in this manner. Further applications are progressing and await assessment.

4.2. FAR Recertification Update

Referencing Council agreement at their October 2020 meeting, that no further extension to FAR certification will be provided from 31 October 2020, further discussion ensued. Council recognised that due to COVID restrictions, completion of the 2-day refresher course may not currently be possible. Consequently, it was agreed that where Responders certification has expired between 01 March 2020 and 31 March 2021, a Responder may complete the 2-day FAR refresher course to maintain FAR certification. It is hoped that from March 2021, training courses will be permitted to recommence under public health regulations and therefore the norm of 28 days post certificate expiry rule will apply in relation to the requirement to sit a full 3-day course.

4.3. Draft POL046 Delist RI/ATI Policy*

Following a directive from Council at their October 2020 meeting, for the Executive to create a process to enable PHECC to withdraw its recognition to implement Clinical Practice Guidelines, a draft policy has been developed (see item 5.1). Similarly, a policy for delisting RI/ATI's, as included in Council papers, has been developed. The suggested addition of a statement on the use the PHECC logo once formal delisting has taken place was accepted and the following resolution was passed;

Resolution: That Council approve POL046 Delist Recognised Institution/Approved Training Institute, as included in Council papers.

Proposed: Mick Molloy **Seconded:** Shane Mooney

Carried without dissent

A separate resolution pertaining to item 5.1 was also passed at this point. (see item 5.1)

The ongoing challenge of non-PHECC approved institutions/individuals advertising non-approved courses was noted. However, it was recognised that following previous correspondence from PHECC, approximately 25 institutions/individuals have since begun the process of accreditation and attended pre-submission meetings with PHECC.

4.4. E&S Committee Update

Resulting from the recent EOI for vacant positions on the Education & Standards Committee, several applications have been received and interviews have been scheduled for next week. Council were notified that unfortunately there have been no applications to date for the position of a *'representative from the Higher Education Institutions who is a nurse involved in the education and training of nurses (expression of interest) or a registered nurse from Council'*.

5. Quality & Safety

5.1. Draft POL045 Delist Licensed CPG Provider Policy*

As per item 4.3, both were effectively considered together and Council passed the following resolution;

Resolution: That Council approve POL045 Delist Licensed CPG Provider Policy, as included in Council papers.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

5.2. Governance Validation Framework [GVF] Completed Site Assessment Reports*

An explanation of the five GVF site assessment reports, as included in Appendix 1 of Council papers, was provided to Council and their formal approval requested. Following consideration, Council passed the following resolution;

Resolution: That Council approve the completed GVF Site Assessment Reports, as included in Council papers.

Proposed: Mick Molloy

Seconded: Niamh Collins

Carried without dissent

6. Clinical Matters

6.1. Clinical Practice Guidelines [CPG] Publication Update

An update on progress related to preparations for the publication of the next edition of CPGs, as included in Council papers, was noted. Comments received from members of the Medical Advisory Committee [MAC] are being correlated presently and it is anticipated that a meeting will be convened in due course. It was agreed that only substantial changes to CPG's will require further Council approval. Additionally, a pharmacist has been recruited to maintain and review the associated Medication Formulary.

Appreciation was extended to Ricky Ellis, for filling the role of Clinical Programme Manager since the departure of Brian Power earlier this year.

7. Governance & Finance

7.1. Governance – ISO 9001:2015 Certification

The Secretary prefaced remarks on above, referring to the Comptroller and Auditor General's [OCAG] audit of PHECC's 2019 financial results. A memorandum had been received from OCAG, outlining the extent of their audit work and this will be sent to all Council members following the meeting. The audit has commenced and is being conducted remotely, which has caused additional stresses in the PHECC organisation.

The ISO certification was a parallel audit of processes in PHECC, up to and including Council business and although this has a customer and people-oriented focus, it is no less important than the fiscal audit. The final report, as included in Council papers, was noted and all PHECC executives involved were complimented in achieving ISO 9001:2015 accreditation once again.

7.2. Financial Outcome to end of September 2020

Outcomes to end September were reviewed and cross-referenced to the Director's earlier comments in point 3.1.6. above.

7.3. Conflict of Interest Policy Review Update

Patrick Fleming informed Council that progress continues on the C&AC sub-group tasked with reviewing the current Conflict of Interest Policy, and a more detailed report is expected at the December Council meeting.

7.4. Draft POL024 Risk Policy & Management Procedures*

Council were informed that the draft POL024 Risk Policy & Management Procedures, as included in Council papers, has been reviewed and approved by the C&AC in autumn 2019. It was explained that due to pressure of other issues, said policy had not been laid before Council. A new format had resulted and has been used since July 2019 and this was reflected in the policy document, which was approved. Subsequently Council passed the following resolution;

Resolution: That Council approve POL024 Risk Policy & Management Procedures V2, as included in Council papers.
Proposed: Pat Fleming **Seconded:** Tess O'Donovan
Carried without dissent

8. Register

8.1. Register Report

The register report as included in Council papers was noted. It was noted that having already been extended once, the Temporary (COVID) Register was due to expire on 31 December 2020.

9. AOB

9.1. OHCAR Annual Report 2019

The OHCAR 2019 Annual Report, as included in Council papers, was noted.

9.2. Being his final Council meeting, Shane Mooney expressed his gratitude to Council members, the Executive and all PHECC staff for their assistance with the various Council's and Committee's he's been involved with over the previous 8 years.

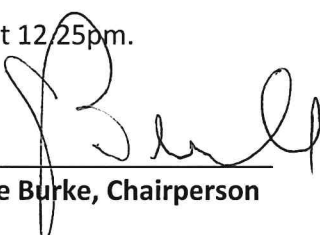
The Chair thanked all members for their committed service to PHECC and particularly mentioned Shane Mooney and Pat Hanafin whose final term on Council concludes on 05 December 2020. The Chair further lamented the fact that it will not be possible to celebrate this, as with Shane Knox, Patrick Plunket, Martin Dunne and Stephen Brady whose final term ended in June of this year. Also referenced were the retirements of executives Brian Power and Jacqueline Egan, both of whose contributions to PHECC had taken place over a significantly longer period. These sentiments were echoed by Council members.

Lastly, as her first term as Chair concludes, the Chair personally thanked all for their assistance in all Council related matters.

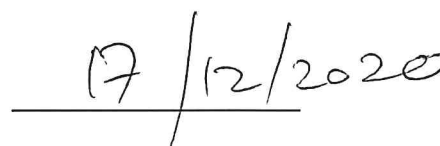
The December meeting will continue to be a virtual meeting, taking place on December 10th next at 10.00hrs.

The meeting concluded at 12/25pm.

Signed:


Jacqueline Burke, Chairperson

Date:



PHECC Council Meeting Minutes
17 December 2020
Via Videoconference

Present:

Jacqueline Burke (Chair)

Videoconference:

Hillery Collins

Jason van der Velde

Aidan O'Brien

Mick Molloy

Thomas Keane

Niamh Collins

Patrick Fleming

Dennis Keeley

David Menzies

Jimmy Jordan

Apologies:

Fiona McDaid

Tess O'Donovan

William Merriman

Conor Deasy

In attendance:

Richard Lodge, PHECC Director

Con Foley, Council Secretary (VC)

Brendan Cawley, PHECC PDO

Ricky Ellis, PHECC PDO

Karen O'Neill, Council Administrator

1. Chair's Business

1.1 Correspondence

No correspondence noted.

1.2 Council Appointments

The Chair confirmed her re-appointment as "Chair-Designate" subject to review by an appropriate Oireachtas Committee. The Chair further explained that the delay in sending re-appointment letters from the Department of Health was an administrative one and the title of Chair-Designate was now a matter of standard practice in appointing public-body Chairs consistent with the application of the 2016 DPER Guidelines and other norms adopted since then.

The Chair particularly thanked Mick Molloy for his offer to chair the meeting pending a gap in the appointment of the Chair.

Hillery Collins joined the meeting.

The Chair noted apologies received and acknowledged the governance risk posed by the fact that there were no standing Committees nor Committee Chairs in existence during the interregnum. The implications of changes to Committee membership at this time, specifically the Medical Advisory Committee who are currently preparing a new suite of CPG's, were noted. Outstanding matters for resolution at the Compliance & Audit Committee were also referenced.

The re-appointments of Fiona McDaid, Hillery Collins, Patrick Fleming and David Menzies for a second term on Council, were noted. Council were informed that Don Brennan has been appointed to Council "on the nomination of a trade union which, in the opinion of the Minister, is representative of the majority of emergency medical technicians". Unfortunately, due to the late on notification of his appointment, it was not possible to invite him to this Council meeting. One final appointment to Council is still awaited.

It was noted that the position of Chair of the Quality & Safety Committee, which also conducts preliminary proceedings in relation to Fitness to Practise enquiries, is currently vacant.

The Chair recommended that all Committees continue in their present form and composure for a further three months, which will allow for outstanding work to be completed on Committee Terms of Reference, mandated by the IPA Governance Review. Council passed the following resolution;

Resolution: That Council approve Committee's and Committee Chair's continue in their present form for a further three months.
Proposed: Niamh Collins **Seconded:** Hillery Collins
Carried without dissent

An induction programme for Council members will be scheduled in Q1 2021, either at the February Council meeting or as a dedicated separate event.

2. Minutes & Matters Arising

2.1 Draft Minutes 12 November 2020*

There being no changes proposed to the minutes of the meeting of 12 November 2020, Council passed the following resolution;

Resolution: That Council approve the minutes of the meeting of 12 November 2020.
Proposed: Mick Molloy **Seconded:** Patrick Fleming
Carried without dissent

2.2 Matters Arising

2.2.1 No further developments in relation to the AP Programme were reported.

2.2.2 The use of the terminology "under medical direction", in the context of cross-border tasking and working during the pandemic, and additionally in the context of Brexit, requires clarification. It was highlighted that any requirement for a medical practitioner to be physically present to constitute "direction" could have considerable implications on the concept of telemedicine.

It was also noted that the term "under medical direction" had featured in a number of Fitness to Practise cases.

An issue also arises in the context of the Covid-19 vaccine, as there is currently no provision for the administration of prescription medication which is not on the Seventh Schedule. A requirement for its addition to either or both the Seventh and Tenth Schedule, as a possible solution, was mentioned. The Director informed the meeting that the Department of Health had been advised.

3. Directors Report

3.1 Directors Report to Council

3.1.1. Covid-19 General Arrangements

The Executive have modified the return to work in the office protocols and the deployment of staff considering the most recent restrictions.

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. Launch of Strategic Plan 2020-2023

No options for the online launch of the PHECC Strategic Plan 2020-2023 are available presently. Separately, the Executive have consulted with their IT personnel in the development, engagement and progression of an online platform to facilitate training, which would be made available to PHECC registrants and a possibly a wider related audience. The matter requires further exploration and consideration in relation to PHECC's workplan for 2021.

3.1.4. Excellence in Business Award

The feature in the upcoming Public Sector Magazine, highlighting PHECC as the winner of the 'Excellence in Ensuring the Safe Provision of Quality Pre-Hospital Emergency Care 2020' Award was circulated and noted by Council.

3.1.5. Staff Recruitment

A progress report on the recruitment of three Grade VIII Programme Managers was provided to Council. The positive response received and the high calibre of applicants was noted. Following a very competitive interview process, all three processes are now at their closing stage and appointments are expected by the end of the year. Mick Molloy, Patrick Plunkett and Jacqueline Egan were thanked for their participation on interview panels throughout the process.

3.1.6. Quarterly Governance Meeting DOH

The next meeting with the Department of Health has been rescheduled for 18 December.

3.1.7. Fitness to Practise Update

A Chair for the review of PHECC FTP policies and procedures has been confirmed. TOR and membership of same are to be reviewed in January 2021. It was acknowledged that Mick Molloy and Shane Mooney have volunteered to be on the review group going forward.

3.1.8. PHECC Website Update

The tender to refresh the PHECC website has been awarded. Council members were requested to submit a photo and a short bio about themselves to the Director's PA, for inclusion on the refreshed website.

3.1.9. Covid-19 Temporary Register

The PHECC Temporary COVID Register will expire on 31 December 2020. All those registered, including all CPG providers, have been notified of same.

3.1.10. Cross-Border Working

An MOU recently signed between the Chief Medical Officers of The Republic of Ireland and Northern Ireland which addresses co-operation and mutual support in critical care delivery between both jurisdictions in the context of COVID-19, as included in Council papers, was noted.

This MOU, in force for the duration of the pandemic only, provides for the possibility for staff to be required to move in either direction across the Irish border. The necessary protocols on its efficient implementation are currently being finalised.

The complexity of the situation has been acknowledged by the Professional Regulation Unit of the Department of Health. It was noted that the matter is being progressed by the DOH.

3.2 Governance Implementation Plan*

The Director provided a status update on the implementation of the recommendations of the Governance review, as included in Council papers. Included in Council papers was an explanation of the Implementation Plan based on the 26 recommendations contained in the IPA Report to PHECC on Governance.

The following matters were specifically addressed.

Referencing R1 of the plan, the change in conditions since the original survey was completed was noted and it was suggested that either the survey be re-conducted or that Council re-consider the matter separately at a future meeting.

Referencing R9 & R10, it was agreed that the current situation will remain whereby staff members are not required to attend Council meetings and members of the Executive are invited to attend Council but other than being present for their relevant section, are not obliged to stay for the entire meeting.

Referencing R13, this recommendation was accepted, but as it was agreed that PHECC rely on numerous experts from the pre-hospital community to provide expertise on Committees, Committee members will be allowed to remain on assessor panels, but may not to be awarded any additional work that comes under the remit of the particular Committee of which they are a member.

Resolution: That Council approve to continue with the Governance Review Implementation Plan, as presented by the Director in the Council papers.

Proposed: Mick Molloy **Seconded:** Patrick Fleming

Carried without dissent

3.3 Delegated Decisions of the Director

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

4. Education

An update of the following items, as detailed in Council papers, was provided to Council.

4.1.1 Education & Standards Committee Membership

4.1.2 QRF Online Reviews

4.1.3 Crowe Education Standards and Competency Framework Reports

4.1.4 Requests for Tender Awarded

A discussion took place surrounding item 4.1.3 above where in the importance of compatibility between the new suite of CPGs, Education Standards and examinations was raised. It was clarified that there is a controlled 18-month transition period from when new CPG's are implemented to when changes are reflected in Education Standards and result in changes to courses and examinations.

The Education Programme Manager was requested by Council to confirm a realistic proposal of timelines for changes to Education Standards and Examinations at the February Council meeting.

5.0 Clinical Matters

5.1 Critical Care Paramedic Update

An update on recent stakeholder engagement was provided to Council, and positive feedback noted.

Discussion ensued surrounding the integration of the position of Community Paramedic with the Primary Care Network and PHECC's role in protecting not only the public, but it's registered practitioners also.

The Chair of MAC has agreed to provide the DoH with a presentation on the development of both the Critical Care Paramedic and Community Paramedic.

6. Governance & Finance

6.1 OCAG Audit Process

Council were informed that the audit of the 2019 financial accounts has been completed on December 16th and the draft Annual Report for 2019 will be included in Council Papers for the next meeting. No significant issues having arisen.

The Draft Annual Report for 2019 will be included in the February 2021 Council meeting papers.

6.2 Financial Outcome to End November 2020

Outcomes to end November were presented. It was confirmed that the PHECC drawdown from the DoH for December will be reduced by some €180,000 to reflect underspending during 2020, however, the DoH have assured PHECC that there will be no resulting penalisation in our 2021 determination.

6.3 Conflict of Interest Policy Update

A response from the IPA, on the draft policy document is expected shortly and will thus enable the C&AC to consider the matter and revert to Council at an early date.

6.4 Internal Audit Report

The Internal Audit Report has been received and is presently being considered prior to presentation to the C&AC, following which it will be presented to Council in early 2021.

6.5 Draft Financial Statements 2019*

The Financial Accounts for 2019 were considered by Council and variances between 2018 and 2019 were highlighted. It was emphasised that the OCAG role has been extended to consider matters of governance and fiduciary practice.

It was noted that the Annual Report should reflect the date of the 17th December, and not the original date of 10th December, as the approval date. Council passed the following resolution;

Resolution: *The Council approve the Draft 2019 Financial Statements, as presented in Council papers.*

Proposed: Aidan O'Brien **Seconded:** Jimmy Jordan

Carried without dissent

7.0 Risk

7.1 Risk Register

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

8.0 Register

8.1 Register Report

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

9.0 AOB

9.1 Council Meeting Dates 2021

Dates for 2021 Council meetings, as included in Council papers, were agreed. Dates have been arranged to facilitate Council members who wish to attend the IPA Governance Forum events taking place in 2021. Members were encouraged to attend these worthwhile events.

Interviewers who generously devoted their time recently were also thanked by Council, as were all those who applied for positions in PHECC.

The Chair thanked all of the PHECC staff for their assistance during 2020 and in wishing all a Happy Christmas, hoped that 2021 might be a better year for all.

The meeting concluded at 12.25pm.

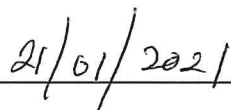
The next meeting will take place on Thursday 21st January 2021.

Signed:



Jacqueline Burke, Chairperson

Date:



21/01/2021

PHECC Emergency Council Meeting Minutes

24 December 2020

Virtual Meeting

Video Conference:

Jacqueline Burke (Chair)
Hillery Collins
Jason van der Velde
Mick Molloy
Patrick Fleming
David Menzies
Aidan O'Brien
Dennis Keeley
Jimmy Jordan
Conor Deasy

Apologies:

Fiona McDaid
Thomas Keane
William Merriman
Tess O'Donovan
Don Brennan
Niamh Collins

In attendance:

Richard Lodge, Director
Con Foley, Council Secretary
Karen O'Neill, Council Administrator

1. COVID-19 Vaccine CPG

The Chair addressed the meeting, setting out the background to the meeting called at very short notice. With there being a quorum reached, the Chair decided to conduct the meeting as an emergency meeting of Council under normal Standing Orders.

The Chair thanked all those attending, particularly due to the very short notice and explained that there would only be a single item on the Agenda: the matter of the approval of the Clinical Practice Guideline [CPG] for the administration of the COVID-19 Comirnaty vaccine.

Following receipt of the draft Statutory Instrument [SI] from the DoH on December 22nd, it was deemed necessary that a COVID-19 vaccine CPG be developed. Programme Manager, Ricky Ellis, was thanked for drafting the CPG at such short notice and a meeting of the Medical Advisory Committee [MAC] was then called for 23rd December, at which the draft CPG was approved for recommendation to Council. It was accepted that the process had been rushed, though all were reassured that the process had been given due diligence. A copy of same had been included in Council papers.

Issues with the draft SI, in particular that the permissions for use of the COVID-19 vaccine were contained to the 8th and 10th Schedules were raised, as normally such permissions for paramedics are included on the 7th Schedule. This has been pointed-out to the Department of Health and efforts will continue for its inclusion on the 7th Schedule. Other concerns regarding the responsibility for education and training, not being specified in the SI, were also raised. Further items considered during the discussion included;

- The difference between administering the vaccine and monitoring the patient for adverse reaction
- No decision has been made as to whether PHECC registrants will play a role in vaccine administration
- The fact that a CPG can stand alone as a matter of practice
- The importance of the CPG covering all PHECC practitioners
- As the vaccine is not on the 7th schedule, the status of "under medical supervision" was discussed
- Possible confusion arising due to assigning vaccine to the 8th & 10th Schedules
- It will be the responsibility of the Licensed CPG Provider to provide upskilling on the CPG

- Currently only the Pfizer vaccine has been authorised, further CPG's can be developed once further vaccines are approved
- Publication of the approved CPG should be delayed until the final SI is published
- The draft CPG was written in line with PHECC's triple lock process
- Inclusion in the Supply of Medicinal Products legislation is compatible with the PHECC framework, though not ideal that it's not included on the 7th Schedule
- The HSE will determine rollout of the vaccine, which will be tightly regulated, therefore there should be no risk of pop-up vaccination hubs
- Changes to PHECC safety practice posed by the use of a multi-dose vial

Conor Deasy joined the meeting during the above discussion.

It was agreed that there was a high level of urgency, given that the Minister for Health wished to sign the SI into law imminently, and it was considered prudent to have a CPG ready, if not published, when the SI was actually passed into law.

Resolution: That Council approve the COVID-19 Vaccine Comirnaty CPG (4/5/6. 11.2) in principle, subject to confirmation of the final related SI, to allow for any necessary modifications to be made by the MAC Emergency Decision Group prior to its publication.

Proposed: David Menzies

Seconded: Dennis Keeley

Abstain: Mick Molloy

Carried unanimously

The Chair thanked all for their efforts over recent days to facilitate today's meeting. All those attending were wished a Happy Christmas.

Condolences were extended to PHECC staff member, Bláthnaid O'Donnell, on the recent bereavement of her sister. Ar dheis Dé go raibh a hanam.

The meeting concluded at 12.25pm.

Post Meeting Note: The SI was signed into law late on the night of 24th December (source: RTE News, 25th December)

Signed:


Jacqueline Burke, Chairperson

Date:

21/01/2021