

Minutes Council Meeting

23rd February 2017

Present

Jacqueline Burke (Chair)
Pat Plunkett
Shane Mooney
Shane Knox
Pat Hanafin
Pat Fleming
Martin Dunne
Hillery Collins

Fiona Mc Daid via teleconference
Mick Molloy, via teleconference

Apologies

Tess O'Donovan
Conor Deasy
Stephen Brady

In attendance

Peter Dennehy, Director
Marian Spence, Council Secretariat
Con Foley, Chair, Compliance & Audit Committee

1. Chair's Business

1.1. Closed session

Fiona Mc Daid left the meeting at this stage.

1.2. Open session

The Chair opened the meeting and acknowledged apologies. The following items were confirmed by the Chair as agreed decisions on matters discussed at the closed meeting:

- Council will continue to operate under existing standing orders, pending approval of new standing orders.
- Director as CEO, to attend Council meetings. Executive members will attend as requested by the Chair.
- Process for delegated decisions to be reviewed
- Clarifications on organisation structures including roles and responsibilities and accountability on reporting relationships outside of PHECC.
- Chair of the Compliance & Audit Committee to act as interim Corporate Secretary to council to assure compliance with current Code of Governance for State Agencies.
- Detailed implementation plan in relation to the strategic plan required.
- Committees: 1 x executive as support and any additional on invitation of the Chair; frequency of meetings to be reviewed.
- Chair of the Compliance & Audit Committee, Mr Con Foley be re-appointed.

The Chair confirmed that Hillery Collins was appointed as the Vice-Chair of Council.

The Director informed the meeting that PHECC do not develop policy in relation to staffing but in accordance with public service norms, the Council with the consent of the Minister for Health and the agreement of the Minister for Public Expenditure and Reform, set the number of Posts and respective Grades as the Council may, from time to time, to think proper and in appointing officers to such Posts the Council shall comply with any directions given by the Minister relating to the procedure to be followed. The Council shall, with the consent of the Minister, determine the remuneration and

conditions of service of its officers. The Director may, from time to time, assign such duties as he/she considers appropriate to each officer and each such officer shall carry out the duties so assigned.

In relation to the schedule of meetings for 2017, it was proposed that a meeting be arranged for March 24th. The Chair also confirmed that the October and December meeting date remains to be decided. It was confirmed that for 2018 meetings will be on the first Friday of the month.

The Programme Development Officers in attendance left the meeting at this point.

1.3. Council membership

The Chair reconfirmed that three more appointments to Council had been notified by the DOH yesterday; Mick Molly, Thomas Keane and Dr Jason van der Velde.

2. Minutes & Matters arising

2.1. Draft Minutes December 2016

The draft minutes were presented for consideration. There were no matters arising.

Resolution:

That Council approves the minutes for the meeting held in December 2016.

Proposed: Shane Mooney

Seconded: David Menzies

Carried without dissent

3. Director's Report

The Director verbally introduced items on the report.

3.1. Delegated decisions by Director

The reports for delegated decisions to Director was included for information. The Director outlined the detail on each and members noted this item.

3.2. Business Plan 2016 – Review of Implementation

The 2016 Business Plan, review of implementation was included in the papers for information.

4. Governance

4.1. POL033 Draft Council Code of Governance

A draft policy for the Council Code of Governance was included for consideration. This document outlines the key roles and responsibilities within the Council and the procedures and protocols that are core to good governance. This item was deferred to the next meeting.

4.2. Draft Council Standing Orders

A revised draft standing orders for the regulation of procedures and the business of Council and its meetings was included for consideration. This item was deferred to the next meeting.

4.3. POL013 Draft Charter – Compliance and Audit Committee

The Charter for the Compliance and Audit Committee was included in the papers. The Code includes an internal audit reporting structure and the terms of reference for the function of this Committee.

The Chair of the Compliance & Audit Committee confirmed that the Chair will be provided with a copy of the 2016 Annual Report of the Committee, thereafter a meeting of the Committee will consider before passing to Council at the April meeting.

It was confirmed in the Director's report that additional policies and procedures will be drafted in keeping with the DPER Code and submitted for Council consideration as the year progresses.

Resolution:

That Council approves the POL013 Charter- Compliance & Audit Committee

Proposed: Pat Hanafin

Seconded: Martin Dunne

Carried without dissent

4.4. POL032 Draft Conflict of Interest Policy

Conflict of Interest Policy and Procedure sets out principles for the management of real and potential conflicts of interest. This item was deferred to the next meeting.

4.5. POL014 Reserved Decisions for Council

A copy of the Reserved Decisions for Council outlines the matters specifically reserved for Council decision was included for information.

4.6. PUB044 Customer Charter

The Customer Charter - outlines principles that are actively promoted by the Council was included for information.

5. Finance

5.1. Letter of Determination 2017/Business Plan 2017

It was reported that the letter of determination for 2017 is imminent. Once confirmation of the budget is received the draft business plan will be submitted to Council for approval and onward submission to the Department of Health.

5.2. Project/Grant Funding sanction

Correspondence in relation to seeking derogation from DPER regarding the funding of long standing projects was included in the papers for information.

Council were requested to consider approving funding for three projects in particular;

1. the Advanced Paramedic (AP) Training Programme in UCD,
2. the Centre for Pre-hospital Research in UL and
3. the Irish Heart Foundation. Copies of the Service Level Agreements for 2016 were included for information.

The breakdown of the funding allocation for the AP programme was outlined by the Director. Council were requested to note that the €680,000 included UCD's student registration fee.

A discussion ensued on each of the funding applications as presented.

Irish Heart Foundation

Following the discussion it was agreed to liaise with the Irish Heart Foundation regarding working collaboratively on common areas.

Resolution:

- (a) That Council approves funding of €89,340 Irish Heart Foundation, Responder & BLS training**

Proposed: David Menzies
Carried without dissent

Seconded: Shane Knox

CPR – University of Limerick

It was reported in the Director's report that the CPR Research programme has a surplus in funding arising from a staff member illness. Council were requested to consider approving a grant of €57,880 to fund their activities during 2017. Following discussion on this item it was agreed to engage with the organisation with a view to agreement on collaborative approaches on PHECC's requirements and funding into the future. The total funding request for €133,744 was agreed to be allocated as required.

- (b) Council approves a maximum funding of €133,744 Centre for prehospital research - University of Limerick.**

Proposed: Shane Knox
Carried without dissent

Seconded: Pat Hanafin

OHCAR

- (c) Council approves funding of €25,000, Out of hospital Cardiac Arrest Register (OHCAR)**

Proposed: David Menzies
Carried without dissent

Seconded: Shane Mooney

UCD – AP Programme

It was agreed following this discussion that going forward a review of the associated PHECC Standards through the Education & Standards Committee was required.

- (d) Council approves €618,000 UCD, Advanced Paramedic Development Funding**

Proposed: Shane Mooney
Carried without dissent

Seconded: Pat Fleming

5.3. Support Application – EMSG 17

The application for funding of the EMS Gathering for May 2017 was included for consideration. It was agreed at this point that Council Members would attend this event. The Director was asked to combine the attendance with a Council meeting if possible.

Resolution:

That Council approves the sponsorship funding of €15K for the 2017 EMS Gathering Conference.

Proposed: Shane Mooney
Carried without dissent

Seconded: Shane Knox

5.4. Report on 2015 NQEMT Expenditure

The breakdown of the 2015 NQEMT expenditure for information was provided for information purposes.

8. Clinical Matters

8.1. 2016 CPG Publications – update

Included in the papers was a report, which outlined the progress to date on the 2016 CPGs release. Three clinical items which required resolution following the review of the 2016 CPGs by former MAC members were addressed in the report. The Programme Development Officer gave a verbal update on this item. A discussion ensued and it was agreed that this edition of the CPG's would be named the 2017 edition CPGs.

Resolution:

That Council approves this edition of the Clinical Practice Guidelines (CPGs) (previously named 2016) will be released as the 2017 edition CPGs.

Proposed: Shane Knox

Seconded: Pat Plunkett

Carried without dissent

8.2. PHECC Key Performance Indicators (KPIs)

The PHECC Key Performance Indicators (KPIs) were included for consideration. The compatibility between PHECC's KPIs and the HSE NAS KPIs was raised. In response members were informed that a meeting was sought with the HSE KPI group to ensure complementary terminology, but this has to be confirmed. It was highlighted during the ensuing discussion that there may be a timing issue in relation to transfer to PCI centres for one of the draft KPIs and may need to be reviewed.

9. Education and Standards

The Programme Development officer responsible for this area reported that twelve Recognised Institution Quality Standard Reviews, On-Site Reports were published on the website in early February 2017 following Council approval at its December 2016 meeting.

Three draft on-site review reports with associated feedback were included for Council's consideration. These draft reports mark the end of year 1 of the 3-year quality improvement cycle and review process for all PHECC recognised institutions.

Following formal approval of the reports they will be returned to the relevant recognised institution(s) prior to publication in early April.

9.1. Reports QRF onsite review X 3

Three Recognised institution(s) on-site reports from the following organisations were included in the papers for consideration.

9.1.1 Defence Forces Medical School

9.1.2 Respond Training

9.1.3 City of Dublin Education & Training Board

Resolution(s):

(a) Council approves the onsite review report for the Defence Forces Medical School

(b) Council approves the onsite review report for Respond Training

(c) Council approves the onsite review report for City of Dublin Education & Training Board

Proposed: Shane Knox

Seconded: Shane Mooney

Carried without dissent

10. AOB

10.1 PHECC Office re-location

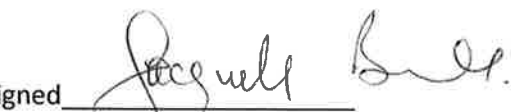
The Director reported that the Department of Health have officially approved the re-location of the PHECC offices to a location in Millennium Park in Naas.

10.3 Community Paramedics

A member informed the meeting that NAS are currently scoping the Community Paramedics programme and the Hear and Treat protocols.

There being no other business the meeting concluded. The next meeting is scheduled for Friday 24th March.

Signed



~~Dr~~ **Ms Jacqueline Burke**

Chair

Date: 5th April 2017.

**Minutes
PHECC Council Meeting
24th March 2017**



Present

Jacqueline Burke (Chair)
Pat Plunkett
Shane Mooney
Shane Knox
Pat Hanafin
Pat Fleming
Martin Dunne
Hillery Collins
Stephen Brady
Fiona Mc Daid
David Menzies
Mick Molloy
Thomas Keane
Conor Deasy
Tess O'Donovan
Jason van der Velde

In attendance

Peter Dennehy, Director
Marian Spence, Council Secretariat
Con Foley, Chair, Compliance Audit Committee

1. Chair's Business

1.1. Closed meeting

The Chair opened the meeting and welcomed Dr. Jason Van De Velde as a new member, and welcomed back Thomas Keane and Mick Molloy.

2. Minutes & Matters arising

2.1. Draft Minutes February 2017

The draft minutes were presented for consideration.

Resolution

Council approves the minutes of the February meeting subject to agreed amendments to attendance list and minor typos.

Proposed: Mick Molloy
Carried without dissent

Seconded: Pat Fleming

2.2. Matters Arising: appointment of Chair of Priority Dispatch Committee

The Chair confirmed that Stephen Brady has agreed to Chair the Priority Dispatch Committee.

Resolution

Council approves Stephen Brady as the Chair of the Priority Dispatch Committee

Proposed: Shane Knox
Carried without dissent

Seconded: Pat Hanafin

3. Director's Report

The Director provided a verbal update. He informed the meeting that the first governance meeting for 2017 with PHECC and the DOH had taken place.

He also reported on the following items:

- Revised conflict of interest policy (item 4.3)
- Programme Development Officer – Secondment

The Director explained the process for the 3-year fixed purpose contract for this position in line with Department of Health National HR requirements. He confirmed that this was an existing and substantive post and not an additional post. The Director outlined the recruitment process for the various types of posts and the arrangements for progressing this particular process through the Department of Health. The Chair in conclusion summarised the expressions of concern raised by members regarding the restricted recruitment processes and the proposal for filling positions from within the profession wherever possible.

Audit & Compliance Committee

It was reported that Mr. Pat Clifford has joined the Audit & Compliance Committee.

4. Governance

The following 3 items were deferred from the February meeting.

4.1. POL033 Draft Council Code of Governance

A draft Council Code of Governance policy was included for consideration. This document outlines the key roles and responsibilities within the Council and the procedures and protocols that are core to good governance. Following discussion on this item it was agreed to adopt with a request to ensure congruence with language and titles used.

Resolution:

Council approves the code of conduct policy subject to the assurance of congruency with language and titles used.

Proposed: Pat Plunkett

Seconded: Pat Hanafin

Carried without dissent

4.2. Draft Council Standing Orders

A revised draft Standing Orders for the regulation of procedures and the business of Council and its meetings was included for consideration. Following discussion it was agreed to retain the existing Standing Orders while complying with the requirements of the 2016 Code of Governance.

The Chair acknowledged the work of the executive on this comprehensive revised document.

4.3. POL032 Draft Conflict of Interest Policy

This item was discussed under Director's Report. A copy of a revised Conflict of Interest Policy and Procedure which sets out principles for the management of real and potential conflicts of interest was included for consideration. Members discussed the pros and cons and workability of this new policy. The Chair in summary stated that further consideration needed to be given to the specific

requirements of the PHECC Council. It was agreed both item 4.2 and 4.3 will be brought back to the June meeting.

Resolution

Council approves the 2016 Code of Governance for State Agencies and recognises this document as it applies to all Council Members and the practices and detail of it under Council business.

Proposed: David Menzies

Seconded: Pat Plunkett

Carried without dissent

5. Finance

The following two items were deferred to the April meeting.

5.1 Letter of Determination

5.2. Business Plan 2017

6. Committees – Terms of Reference

The following 4 items were deferred from the February meeting:

6.1. Education & Standards Committee

The draft terms of reference of the Education & Standards Committee was included for consideration. The Chair of this Committee outlined the detail of the document presented. A brief discussion ensued on the frequency of meetings; he expressed concern at limiting frequency. However the limited staff resources to maintain the resulting workload was highlighted by the Director.

Resolution

Council approves the terms of reference of the Education & Standards Committee subject to agreed changes discussed at the meeting.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

6.2. Quality & Safety Committee

The draft terms of reference of the Quality & Standards Committee was included for consideration. The Chair of this Committee outlined the detail of the document presented. Both Tess O' Donavan and Fiona Mc Daid agreed to be Council members of this committee. It was highlighted that any Council Member is welcome to attend any of the Committees meetings.

Resolution

Council approves the terms of reference of the Quality & Standards Committee.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

6.3. Medical Advisory Committee

The draft terms of reference of the Medical Advisory Committee was included for consideration.

The Chair of this Committee outlined the detail of the document presented. The Membership composition was discussed. The frequency of meetings and need of alignment with Council meeting dates was discussed. Hillery Collins and Mick Molloy agreed to be Council members of the MAC.

Resolution

Council approves the terms of reference of the Medical Advisory Committee subject to agreed changes discussed at the meeting.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

6.4. Priority Dispatch Committee

This item was deferred to the April meeting following discussion with Stephen Brady as the newly appointed Chair.

7. Clinical Matters

7.1. PHECC Key Performance Indicators (KPIs)

This item was deferred to a later meeting.

8. AOB

8.1 Coroner's Inquest – Death at Boxing Event

Two Council Members; Pat Plunkett and Shane Mooney left the meeting at this point due to a potential conflict of interest on this topic. The matter of the Coroner's Report highlighting gaps in safety practices and medical oversight at the event was highlighted by a Member. The Director confirmed that PHECC was monitoring the matter. It was suggested that a forum on events regulatory practices needs to occur and this will be referred to MAC.

8.2 Condolences – Coastguard Tragedy


The Chair and Members offered condolences to family and friends on the loss of life to coastguard personnel at the recent tragedy in Mayo.

8.3 Farm Safety

The increase in Farm accidents was raised in particular slurry gases and the potential for loss of life. It was suggested that an education platform on safety in farm settings needs to occur to raise awareness. PHECC's involvement on this initiative was mooted.

There being no other business the meeting concluded. The next meeting is due to take place on Wednesday 5th April. It was agreed that the Council meeting proposed for Kinsale on the 4th of May will be limited to the presentations by EMS experts; Brent Myers USA and Mike Nolan, Canada also attending the 'Gathering'. It was agreed that invitations would be extended to key stakeholders for the Kinsale meeting. The Council meeting scheduled for the 11th May will be normal Council business.

Signed: _____


Jacqueline Burke
Chair

Date: 6/4/17

Minutes

PHECC Council Meeting 5th April 2017

Present

Jacqueline Burke (Chair)
Pat Plunkett
Shane Mooney
Shane Knox
Pat Hanafin
Pat Fleming
Jason van der Velde
Hillery Collins
Stephen Brady
David Menzies
Mick Molloy
Conor Deasy
Tess O'Donovan

Apologies

Fiona Mc Daid

In attendance

Peter Dennehy, Director
Marian Spence, Council Secretariat
Con Foley, Chair, Compliance Audit Committee

1. Chair's Business

1.1 Closed meeting

2. Minutes & Matters arising

2.1 Draft Minutes for the March 2017 Council Meeting

The draft minutes of the March 2017 meeting were presented for consideration. Some minor amendments were agreed.

Resolution

Council approves the minutes of the March 2017 meeting subject to minor amendments.

Proposed: Pat Hanafin

Seconded: Pat Fleming

Carried without dissent

2.2 Matters arising

2.2.1. Medical Advisory Committee (MAC); terms of reference

A revised MAC terms of reference document was tabled at the meeting. The Chair of the Committee outlined the detail on the membership composition. Following discussion it was agreed to substitute Advanced Paramedic to a PHECC registered Practitioner under points 8.5, 8.6, 8.7 and 8.12. Jason Van der Velde agreed to be Council member on the MAC.

Resolution

Council approves the revised terms of reference for the Medical Advisory Committee with substitution of Advanced Paramedic to a PHECC registered Practitioner or Medical Practitioner in points 8.5, 8.6, 8.7 and 8.12.

Proposed: David Menzies

Seconded: Shane Mooney

Carried without dissent

2.2.2 Priority Dispatch Committee; terms of reference

A revised terms of reference for the Priority Dispatch Committee was tabled at the meeting. The Chair of the Committee outlined the membership as presented in the document. A discussion ensued on the membership composition with amendments to points 5.8, 5.9, 5.10 and 5.11.

Resolutions

Council approves the terms of reference of the Priority Dispatch Committee subject to agreed amendments to membership composition and clarification on point 5.9.

Proposed: Pat Fleming

Seconded: Pat Hanafin

Carried without dissent

2.23 Education & Standards Committee; terms of reference

The Director sought clarification from the Chair of the Education & Standards Committee on the updated membership composition and frequency of meetings for the Committee in correspondence exchanged with the Chair and executive since the last Council meeting.

Finally, under this item, a general discussion took place on the election of nominees for Committees, thereupon it was agreed the mechanism for election of nominees for Committees through Expression of Interest (EOI) with the Chair, the executive and a Council Member subsequently reviewing EOIs of each Committee.

Resolution

Council approves the mechanism for election of nominees for Committees through Expression of Interest (EOI) and the Chair, the executive and a Council Member will review EOIs of each Committee.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

In conclusion, the Chair suggested the matter of gender balance and diversity be noted for consideration as part of PHECC's obligations and also be highlighted as a principle in expressions of interest document for Committee membership. It was suggested this requirement be addressed in Strategic Plan also going forward.

3. Director's Report

3.1 Report delegated decisions to Director

Additional information was sought from reports on organisations with conditional approval. The Director provided this detail from the individual reports. There was a request to include expiry date of the conditional approval date on the report and also include the level being applied for under the recognition of qualifications from overseas applicants. Following discussion it was agreed the Quality & Safety Committee would discuss exemptions of medications at future meeting and subsequently brought back to Council for consideration. Members noted this item.

Finance

4.1. Letter of Determination

The Letter of Determination for 2017 was included in the papers, it confirms no change in the Department of Health funding for this year. Members noted this item.

4.2. Business Plan 2017

The business plan for 2017 was included for consideration. It was highlighted the document is in the format required by the Department of Health. Clarification was sought on the breakdown of percentages. It was agreed this clarification would be brought back to the May meeting. The Chair of the Compliance & Audit Committee agreed to raise this at the next meeting of this committee.

The matter of PHECC's involvement as a regulatory body in e-learning was discussed. The Chair concurred with opinion that PHECC's primary role is as regulator and agreed it could go back to the Education & Standards Committee for further exploration.

Resolution

Council approves the 2017 Business Plan subject to on-going review and clarification on percentages breakdown. Committee Chairs to identify areas of responsibility for each Committee.

Proposed: Pat Hanafin

Seconded: Tess O' Donavan

Carried without dissent

4.3. Schedule of Fees

A revised schedule of fees policy was presented. Members discussed the current fees in general and whether it was now timely to consider a review of fees. An additional fee of €100 related to the add-on module EFR-Medical gas 50% Nitrous Oxide and 50% Oxygen course fee was included which had been omitted in the draft presented.

Resolution

Council approves the revised schedule of fees policy as presented and also include the fee of €100 for add-on module EFR Medical gas 50% Nitrous Oxide and 50% Oxygen course.

Proposed: Pat Hanafin

Seconded: Pat Fleming

Carried without dissent

4.4. Compliance and Audit Committee – Annual Report 2016

The 2016 Compliance and Audit Committee annual report was included for consideration.

Resolution

Council approves the Compliance and Audit Committee – Annual Report 2016.

Proposed: Pat Hanafin

Seconded: Hillery Collins

Carried without dissent

4.5. Compliance and Audit Committee – Draft Minutes 24 Mar 2017

The draft report from the last meeting of the Compliance and Audit Committee was included for information. Members noted this item.

4. Register

The current status of the PHECC Register including breakdown of numbers registered, membership list and a record of NQEMT Certificates issued were included in the papers for noting by the members

5. Committees – Terms of Reference

6.1 Priority Dispatch Committee

This item was addressed under matters arising.

6. Education & Standards

7.1 Management of OSCE component of the NQEMT Paramedic Examination

A document outlining the management of the OSCE component of the NQEMT Paramedic Examination was included for consideration. There was a brief discussion on the merits and costs of the present arrangement. The Director reported a tender document was being progressed on this item in line with procurement criteria.

Resolution

Council approves the Management of OSCE component of the NQEMT Paramedic Examination

Proposed: Pat Plunkett

Seconded: Pat Hanafin

Carried without dissent

7. AOB

7.1 Voluntaries – Licensed CPG Providers

The matter of access for voluntary agencies *e.g. RNLI* to become Licensed CPG Providers was raised. A discussion ensued on the voluntary nature of becoming PHECC licensed to implement CPGs. It was suggested the Medical Advisory Committee could explore CPGs with tactical component at a future date, and Council could explore cooperative strategies to facilitate organisations to adopt the standard.

It was noted that, in the context of Brexit, PHECC should consider enhancing their links with European counterparts.

The issue of emergency medical cover at events is to be considered at MAC.

7.2 Presentation to Council 4th May

Total attendees confirmed – 9.

There being no other business the meeting concluded the next meeting will be held on the 11th May in the PHECC office in Naas.

Signed _____

Dr Jacqueline Burke
Chair

Date: 14th June 2017

Minutes
PHECC Council Meeting
11th May 2017

Present

Jacqueline Burke (Chair)
Jason van der Velde
Martin Dunne
Mick Molly
Shane Knox
Stephen Brady
Tess O'Donovan
Thomas Keane
Pat Hanafin
Shane Mooney
Fiona McDaid
David Menzies
Patrick Fleming
Hillary Collins

Apologies

Patrick Plunkett
Conor Deasy

In attendance:

Barry O'Sullivan (Deputy Director)
Anne Keogh (Acting Secretariat)
Con Foley (Chair of Compliance and Audit Committee)

1. Chair's Business

- 1.1 Closed meeting
- 1.2 The chair welcomed Barry O'Sullivan and others to the meeting. The chair wished to thank Conor Deasy and EMS Gathering Team on another very successful conference.

2. Minutes & Matters arising

2.1 Draft Minutes for the April 2017

The draft minutes for the April 2017 meeting were presented for consideration.

Resolution

Council approves the minutes of the April 2017 meeting.

Proposed: Mick Molloy

Seconded: Hillary Collins

Carried without dissent

2.2 Matters arising

2.2.1 Priority Dispatch Committee, clarification on terms of reference.

The Council agreed that the executive would not have a voting member on the Priority Dispatch Committee in alignment with the other Committees of Council.

2.2.2 Business Plan 2017, clarification on figures –

Council directed that the executive advises the DOH of an error/typo relating to percentages in an appendix to their letter of determination.

2.2.3 Education and Standards Committee, terms of reference clarification on membership.

There were no Medical Practitioners available from Council to sit on this committee. Expressions of interest will be requested. There was agreement that once a standard for CPC has been established then implementation will pass to the Quality and Safety Committee.

- 2.2.4 Quality and Safety Committee, terms of reference clarification on membership changes were agreed.
- 2.2.5 A request from the Council that Brian Power of PHECC make links with other European Bodies re: Brexit. A suggestion that link be made with European Forum for Health Care be made also.

Resolution

Council approves the changes to the Terms of Reference for the Priority Dispatch Committee, Education and Standards Committee and the Quality and Safety Committee.

Proposed: Fiona McDaid

Seconded: Tess O'Donovan

Carried without dissent

3. Governance

- 3.1 Chairmanship skill of Chairs – Irish Times Training
Chairs to meet after this meeting and contact BOS re: suitable dates either July or September 2017.
- 3.2 Conflict of interest Policy and Practice
To be brought forward to June meeting.
- 3.3 Council Standing Orders Review
To be brought forward to June meeting.

4. Directors report

- 4.1 Report delegated decisions to Director, for noting
The Council noted and approved the delegated decisions to the Director.

5. Register

- 5.1 Register update
It was noted that the membership on the Register had plateaued at approximately 5,000.
A chart plotting membership over the last 5 years is to be included in the June meeting papers.
- 5.2 EMT CPC update
Report was included in meeting papers and the Deputy Director informed the Council that EMT CPC was being received positively by practitioners. A revised EMT CPC booklet was distributed. The Council wish to acknowledge the work completed to date on CPC for practitioners.

The subject of HSELand and its promotion to registered practitioners to gain access was raised. The EMT CPC Co-ordinator will be invited to present to the Education and Standards Committee.
- 5.3 FTP update
The Chair of the FTP Committee Patrick Plunkett sent apologies for this meeting. Dates to be confirmed for hearings.

Following the recent conviction of a registered paramedic for sexual assault of a nine-year-old girl in the Circuit Criminal Court, Council directed that legal advice be requested with respect to protection of the public, including child safety issues, in relation to the;

- Obligations of CPG approved organisations to notify PHECC of criminal charges?
- Obligations for practitioners to notify of concerns PHECC as per their Code of Professional Conduct and Ethics.
- The rights and responsibilities of Council to protect the public.

Resolution

Council approves the executive to seek legal advice in relation to the rights and responsibilities of the Council, the executive, CPG Approved Organisations and registered practitioners, in relation to alleged and proven criminal acts by registered practitioners (including alleged child abuse) as a matter of urgency.

Proposed: David Menzies

Seconded: Jason van der Velde

Carried without dissent

6. Quality and Safety

6.1 Development and deployment of the Responder Alert App (Rapp) – Summary Report

The Council commended the work done by Gearoid Oman and PHECC team on this project, letter to be written to Gearoid Oman thanking him for the work completed. However, PHECC are to cease funding this project until there is some traction from NAS. The Quality and Safety committee to write to NAS stating the willingness to share Intellectual Property on this application.

7. Education and Standards

Medical Practitioner requested from the Council, no Medical Practitioner on the council could currently commit to membership of this committee. Expression of Interest to be sent requesting nominees. Once a quorum has been reached go ahead for the first meeting.

7.1 Quality Review Framework Onsite Review Reports

The QRF reports were welcomed and their extensive and detailed contents were noted. Considering the volume and extent of the workload involved in the preparation of these reports Council encouraged the executive to consider outsourcing the conduct and preparation of the QRF reports with oversight to be provided by the executive.

NQEMT Examinations Results 2016

Discussion took place on the report and request came for historical data to be presented at the next meeting.

7.2 Schools Project

A submission for Council to support a school's project by assisting in the production of quality publications was considered. There was general support for the initiative and DFB offered collaboration with this project. Council decided that the Education and Standards committee take on this project.

8. Clinical Matters

The draft PHECC Key Performance Indicators (KPIs) Standards were considered as well as their compatibility with the HSE and the Acute Coronary Syndrome (ACS). Discussion took place.

Resolution

Council approves PHECC Key Performance Indicators (KPIs) Standards and authorises their publication.

Proposed: Shane Knox

Seconded: Jason van der Velde

Carried without dissent

9. AOB


9.1 CHC letter - Discussion took place and letter of reply to be sent to CHC outlining no change to current status.

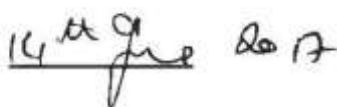
9.2 The Council acknowledged letter from Kieran Henry of the EMS Gathering committee.

9.3 Representation at the PACE conference in Canada was proposed and discussed. The Chair questioned the merit of sending four persons as proposed. However, on the basis of a potential sharing of resources and that representation at PACE would inform the ongoing work in developments in scoping the role of Community-based Paramedics and the consequent development of CPGs, Council decided to send Jason van der Velde, Shane Knox and Tess O'Donovan subject to availability and the development of a business case by the Executive including costs and potential benefits. Council recommend that Director ensure that the clinical representative from the executive be experienced in CPG development.

9.4 Discussion took place on the Garda and Garda training college.

There being no other business the meeting concluded the next meeting will be held 14th of June in the PHECC office Naas.

Signed 
Dr Jacqueline Burke
Chair

Date: 

Minutes
PHECC Council Meeting
14th June 2017

Present

Jacqueline Burke (Chair)
Jason van der Velde
Martin Dunne
Patrick Plunkett
Shane Knox
Stephen Brady
Tess O'Donovan
Thomas Keane
Pat Hanafin
Shane Mooney
Conor Deasy
David Menzies
Hillary Collins

Apologies

Fiona McDaid
Mick Molloy
Patrick Fleming

In attendance:

Peter Dennehy (Director)
Anne Keogh (Acting Secretariat)
Con Foley (Chair of Compliance and Audit Committee)

1. Chair's Business

- 1.1 Closed meeting
- 1.2 The chair welcomed attendees to the meeting. The Chair noted apologies received.

2. Minutes & Matters arising

2.1 Draft Minutes for the May 2017

The draft minutes for the May 2017 meeting were presented for consideration. Discussion took place and amendments to Resolution on legal advice and 9.3 were agreed.

Resolution

Council approves the minutes of the May 2017 meeting.

Proposed: David Menzies
Carried without dissent

Seconded: Shane Mooney

2.2 Matters arising

2.2.1 PACE

Discussion took place on trip and Shane Knox, Tess O'Donovan and Jason van der Velde to collaborate on expanding the draft business case for this trip.

2.2.2 Legal Advice

Discussion took place on ongoing training available to Council.

3. Governance

3.1 Irish Times Chairs Training

Discussion took place on training carried out on 13th June 2017 for Chairs of Committees. PD advised the council of membership to the IPA and access to training provided by IPA.

3.2 Conflict of interest Policy and Practice

Discussion took place and it was agreed that a conflict of interest document be signed by each council member every year. At the beginning of each Council meeting the Chair will ask the group if there are any issues with conflict of interest on any agenda items and the council member can excuse themselves for that item.

3.3 Council Standing Orders Review

To be brought to next council meeting following audit committee revision and updating with new Corporate Governance guidelines.

3.4 DoH Governance Report

The report was circulated to the Council, this document was submitted to DOH but is a working document and will be updated.

3.5 EOI Process for Committee Membership

Discussion took place on this matter.

Resolution

Council agrees that Council members sign a conflict of interest document once yearly and excuse themselves from items on the meeting agenda where there could be a conflict of interest.

Proposed: Pat Hanafin

Seconded: Pat Plunkett

Carried without dissent

4. Directors report

The Director presented his report included in meeting papers.

4.1 Report included in papers of delegated decision to Director, for noting. The Council noted and approved the delegated decisions to the Director.

4.2 New Office – Progress Report

The Director gave the Council an update for completing the move.

4.3 Business Case for the 2018 Estimates Process

Report included in meeting papers. PD discussed report and highlighted additional funding requested for proposed staffing requirements €268,249. The Council agreed with the request for funding and suggested a risk matrix be included with the next submission.

5. Register

5.1 Register update

Tabled document registration numbers 2013 – 2017 was circulated, as requested at May meeting.

6. Education and Standards

6.1 OFA to FAR

The Director updated the Council on background and advised the Council of upcoming changes and impact on PHECC workload.

7. Clinical Matters

7.1 Protocol 37 contract

Discussion took place on the implementation of Protocol 37. The Project Officer, Eileen O'Toole was highly commended by Council for her work to date in the implementation process. An extension of her contract to finalise the implementation phase of Protocol 37 was agreed. Further discussion took place on the merits of the implementation of Protocol 35 to facilitate improved communication with healthcare practitioners when ringing ambulance control for pre-hospital emergencies in a similar manner to the way Protocol 37 was managed. It was agreed that the Project Officer would be in an ideal position to carry out a scoping exercise for Protocol 35 and if required to be involved in the implementation phase of any new process.

Resolution Council approves the extension of the Project Officers contract to finalise the implementation of Protocol 37 and a scoping exercise and roll out, if required of a new Protocol 35.

**Proposed: Stephen Brady
Carried without dissent**

Seconded: Martin Dunne

7.2 CPG – update – Seizure/Convulsion – Paediatric

Short discussion took place and Council agreed the CPG.

Resolution

Council approves CPG 5/6.7.33 Seizure/Convulsion – Paediatric as presented in Council papers.

**Proposed: Shane Mooney
Carried without dissent**

Seconded: Conor Deasy

7.3 Policy on pre-hospital defibrillation

Discussion took place on the matter.

Resolution

Council approves the policy on pre-hospital defibrillation as presented in Council papers.

Proposed: Jason van der Velde

Seconded: Conor Deasy

7.4 PHECC procedural manual

This proposal was brought from Matthew Bermingham practitioner to the MAC and to the council for approval.

Resolution

Council approves the executive proposal to develop a procedural manual for practitioners.

**Proposed: Jason van der Velde
Carried without dissent**

Seconded: Conor Deasy

7.5 Coroners Bill Proposal

Resolution

Council approved the executive to engage with the Department of Justice in relation to the inclusion of pronouncement of death by paramedics in the Coroners Bill.

Proposed: Hillery Collins

Seconded: Pat Hanafin

Carried without dissent

8. AOB

8.1 Discussion took place on Council members attending Committee meetings. It was agreed the any Council member can attend any committee meeting as a non-voting participant.

8.2 There being no other business the next meeting date of Thursday 13th June 2017 was agreed.

Signed



Dr Jacqueline Burke
Chair

Date:

13/10/2017

Minutes
PHECC Council Meeting
13th July 2017

Present:

Jacqueline Burke (Chair)
Hillery Collins
Martin Dunne
Patrick Plunkett
Shane Knox
Fiona McDaid
Tess O'Donovan
Thomas Keane
Pat Hanafin
Shane Mooney
Conor Deasy
David Menzies
Patrick Fleming
Mick Molloy – via teleconference
Jason van der Velde – via teleconference

Apologies:

Stephen Brady
Jimmy Jordan

In attendance:

Peter Dennehy (Director)
Anne Keogh (Acting Secretariat)
Con Foley (Chair of Compliance and Audit Committee)

1. Chair's Business

1.1 Closed meeting

1.2 The Chair welcomed attendees to the meeting and noted apologies received. Items of note from closed meeting:

1. Request for meeting papers to be presented on a more user-friendly manner.
2. The Council is satisfied with the report from the Sub-Committee in response to the DOH letter dated 5th April 2017 and will await communication from the DOH.
3. The Chair thanked Dublin Fire Brigade for the picture presented to Council which will be displayed in the Boardroom of the new premises

2. Minutes & Matters arising

2.1 Draft Minutes from the June 2017 meeting

The draft minutes from the June 2017 meeting were presented for consideration. Discussion took place and amendments were noted on 2.2.1, 7.1 and 7.4 and agreed.

Resolution: Council approves the minutes of the June 2017 meeting subject to noted amendments.

Proposed: Pat Plunkett

Seconded: Pat Hanafin

Carried without dissent

2.2 Matters arising

2.2.1 IPA

The Director stated on renewal of IPA membership, email with passwords and calendar access for IPA events will be circulated to Council members.

2.2.2 New PHECC Office

The Director gave an update on the new building and advised that the September meeting will take place there. The Director informed the Council that meeting rooms will be available for use by Council and sub-committees.

2.2.3 Item 7 from May 2017 meeting

Discussion took place and it was agreed the Protocol 37 contract be renewed for 1 year and subject to review of file, a once off payment of fees be made. Peter Dennehy to liaise with Tess O'Donovan on the matter.

Resolution: Council approves the once off payment of fees for year one of course being undertaken by the Protocol 37 Project Officer (subject to review of file).

Proposed: Shane Knox

Seconded: Hillery Collins

Carried without dissent

3. Governance

3.1 Draft Council Standing Orders Review

The draft standing orders were reviewed, amendments were made and are to be presented at the next Council meeting.

Resolution: Council agrees the Executive present Draft Standing Orders with agreed amendments and Conflict of Interest Policy for approval at the next Council meeting.

Proposed: Hillery Collins

Seconded: Pat Flemming

Carried without dissent

3.2 Risk Register

The Risk Register was presented in Council papers and discussed. Claire Finn to update and circulate at next meeting. David Menzies questioned the listing of e-learning on the risk register and requested an update on e-learning, the executive to present at next meeting.

3.3 PHECC representation of external committees

A list of PHECC representation on external committees was included in meeting papers. The Council requests feedback in a bi-annual report on any relevant information pertaining to Council business from external committees.

4. Directors report

The Director updated the Council on progress since last meeting.

- 4.1 Report on delegated decisions to the Director, was presented for noting, this was noted and approved by Council.**

5. Register

5.1 Register update

Register updates were included in meeting papers.

6. Committees

6.1 Education and Standards Committee

A request was made for a volunteer representative from Council to become a member of this committee. Pat Hanafin offered to be a member of the team that were asked to adjudicate on expressions of interest.

Quality Review Framework – Onsite Review Reports to be brought forward to next meeting.

6.2 Quality and Safety Committee

Governance Validation Framework

Presentation was made by the Programme Development Officer and Anne Brennan. A question and answer session took place. Council discussed the subject and agreed the work undertaken to date was worthwhile and legal advice to be sought to address any weakness in the enforcement area of findings following assessment.

Resolution: Subject to legal advice to address any weaknesses in the enforcement area, the Council approves the progression of the Governance Validation Framework project.

Proposed: David Menzies

Seconded: Conor Deasy

Carried without dissent

6.3 Appeals Panel - POL019 for review

Agenda item to be brought forward to next meeting.

7. Clinical Matters

7.1 IV Paracetamol and paediatric patients

Discussion took place and Council requests this issue be referred back to the Medical Advisory Committee for full review.

7.2 CPGs for approval

A short discussion took place and Council agreed CPGs 1.3.6, 5/6.6.5, 4/5/6.4.19, 4/5/6.7.32 and 1.7.32. CPG 4/5/6.4.30 Behavioural Emergency to be referred back to the Medical Advisory Committee for further discussion.

Resolution: Council approves the CPGs 1.3.6 Listed Organisations and Naloxone (adult), 5/6.6.5 Head Injury, 4/5/6.4.19 Glycaemic Emergency – Adult, 4/5/6.7.32 Glycaemic Emergency – Paediatric (≤ 15 years), 1.7.32 Listed Organisations and Glucagon (paediatric), as presented in Council papers.

Proposed: Shane Mooney

Seconded: Hillery Collins

Carried without dissent

7.3 Voluntary groups and fees for licensed CPG providers

Discussion took place and agreement was reached on the three issues presented in the Council papers:

1. To require applicants to pay full fees initially and if criteria for voluntary groups apply a subsequent refund shall be made.
2. Criteria for consideration as a voluntary group.
3. An updated schedule of fees.

Resolution: Council approves 1. fee payment process, 2. criteria and 3. the updates to schedule of fees, in relation to Voluntary groups who apply for approval to implement CPGs as presented in Council papers.

**Proposed: Pat Plunkett
Carried without dissent**

Seconded: Shane Knox

7.4 Critical Care Paramedic

Resolution: Council approves the Education and Standards Committee and the Medical Advisory Committee to conduct scoping exercise on Critical Care Paramedic and present back to Council.

**Proposed: Conor Deasy
Carried without dissent**


Seconded: Shane Knox

8. AOB

8.1 The Director brought to the attention of the Council correspondence received from the HSA and the CIF in relation to the economic impact of the OFA to FAR transition. The Director will keep Council updated.

8.2 The Director informed the Council that no reply had been received from the DOH in response to the business plan submitted.

8.3 The Chair requested and consensus was agreed on the re-naming of the document The Future of Paramedicine to The Changing Paramedicine Landscape and its implications for PHECC.

Signed 
Dr Jacqueline Burke
Chair

Date: 13/10/2017

Minutes
PHECC Council Meeting
21st September 2017

Present:

Jacqueline Burke Chair
Hillery Collins Vice Chair
Mick Molloy
Shane Mooney
Shane Knox
Jason van der Velde
Fiona McDaid
Tess O'Donovan
David Menzies
Stephen Brady
Pat Hanafin
Patrick Plunkett
Martin Dunne

Apologies:

Jimmy Jordan
Thomas Keane
Conor Deasy
Patrick Fleming

In attendance:

Peter Dennehy (Director)
Margaret Bracken (Council Secretariat)
Con Foley (Chair of Compliance and Audit Committee)

1. Chair's Business

1.1 Closed meeting

The Chair welcomed attendees to the meeting and noted apologies received. Items of note from closed meeting.

1. Council are delighted to agree to the naming of the Boardroom as "Dr Geoff King Room".
2. Request for more information on the structure and functions of the organisation to provide clarity on relevance to Council business.
3. Suggest a meeting for Chairs of Committees and Programme Development Officers, and that a doodle poll be circulated to all Chairs and PDOs for suitable dates.
4. Clarity required on Council's responsibilities regarding fitness to practice issues. Council were notified that there will be a presentation by PHECC's legal advisors on fitness to practice at the next Council meeting on Friday 13th October.

2. Minutes and Matters arising

2.1 Draft Minutes July 2017

The draft minutes from the July 2017 meeting were presented for consideration. Discussion took place and amendments were noted on 7.2 and agreed.

Resolution: Council approves the minutes of the July 2017 meeting subject to noted amendments.

Proposed: Hillery Collins
Carried without dissent

Seconded: Pat Hanafin

2.2 Matters arising

2.2.1 Item 7 from July 2017 meeting

It was agreed that CPG 4/5/6.4.30 Behavioural Emergency be referred back to the Medical Advisory Committee for full review.

3. Governance

3.1 Draft Standing Orders

Amended draft standing orders were reviewed, further amendments were made and will be presented at the next Council meeting.

Resolution: Council agrees the Executive present Draft Standing Orders with agreed amendments for approval at the next Council meeting.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Hillery Collins

3.2 Declaration of Interests

The draft Declaration of Interests was reviewed and amendments were made. Draft document with amendments to be distributed by email to Council members for review and final agreement at the next Council meeting in October.

Resolution: Council agrees the draft Declaration of Interests with amendments to be distributed by email to Council members for review and final agreement at the next Council meeting.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Jason van der Velde

3.3 Finance

3.3.1 A report on funding allocation for the AP training programme in UCD was included for review. Council are requested to consider reducing or abolishing the student registration fee commitment. A long discussion ensued and there was a proposal and counter proposal made.

Proposal: that the funding of student registration fees cease with the next intake for the UCD AP training programme in April 2018.

Counter proposal: defer decision to a future Council meeting when more information becomes available.

Following a tied vote the Chair decided to retain the status quo until further deliberation by Council.

3.3.2 A claim for dilapidations from the landlord at Abbey Moat House was included for noting.

3.4 Draft C&AC Minutes 14th June 2017

The draft minutes from the June meeting were included for information.

3.5 Draft Annual Report 2016

The Draft Annual Report 2016 was included in the meeting papers. There was ample discussion with clarifications sought and amendments agreed. A combined foreword by the Chair and Director to be drafted.

4. Director's Report

The Director updated the Council.

Education and Standards

A Draft Interim NQEMT Paramedic Examination Standard was included in the papers. Following consideration of item 6.1 below, the agreed Interim Standard as submitted by the Education and Standards Committee was accepted by Council, for implementation during the period of research which is taking place in advance of the PHECC Paramedic Examination Standard being implemented in 2018.

4.1 Report delegated decisions to Director; for noting

Report on delegated decisions to the Director was presented for noting.

5. Register

5.1 Register update

Register updates were included in the meeting papers. Council acknowledged the milestone of exceeding 5,000 registrants.

6. Examinations

The PHECC Programme Development Officer for Examinations provided an overview.

6.1 NQEMT Paramedic Examination Standard *

The Chair of the Education and Standards Committee made a proposal to Council for the approval of an Interim Standard. Recommendations from the Education and Standards Committee from their meeting of 5th September were also included. The Chair of Council requested from the Chair of the Education and Standards Committee further information and the rationale on the Megacode exam vis a vis the OSCE exam.

6.2 NQEMT Paramedic Examinations Standard Implementation Timeline

Timeline for development of NQEMT Paramedic Examination Standard was included for noting.

7. Quality and Safety

7.1 NAS proposed crewing models paper to Quality and Safety Committee

The Chair of the Quality and Safety Committee provided a summary. A NAS proposed model of emergency ambulance crewing was included in the meeting papers for discussion. It was agreed that this will be an agenda item on the next Quality and Safety Committee meeting for further deliberation and the Chair to report back to Council.

7.2 OHCAR/HRB applied partnership funding request *

A letter from PHECC Programme Development Officer to the Health Research Board regarding a co-funding commitment from PHECC for a Health Research Board Applied Partnership Award 2017 was included and approved by Council.

Resolution: Council approves the OHCAR/HRB applied partnership funding contribution of €25,000.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Shane Mooney

7.3 GVF poster for National Patient Safety Office conference

A poster submitted by PHECC outlining the Governance Validation Framework for display at the National Patient Safety Office Conference 2017 was included for noting.

8. Clinical matters

8.1 PHECC team visit to PACE conference Canada

An overview provided on the information attained by the Programme Development Officer and Council members attending the PACE 2017 conference in Canada was included for information. Dr Shane Knox expressed appreciation to Council on behalf of himself and others for being granted the opportunity to attend such an exceptional conference.

9. Education and Standards

9.1 QRF Onsite review reports for April and May 2017 (total of 6 RI reports)

9.2 Committee updates/resolutions for Council approval

9.2.1 Test Item Writing Panel Terms of Reference TOR011 *

9.3 Recognised Institutions - affiliation with organisations and faculty

Agenda item to be brought forward to the next meeting.

10. Council Policy and Procedures for Appeals POL019 *

Agenda item to be brought forward to the next meeting.


11. AOB

11.1 It was brought to the attention of Council that currently the Education and Standards and Quality and Safety Committees do not have a vice chair. It was agreed that nominations will be sought for a vice chair at the next meetings of the Committees.

11.2 The Education and Standards Committee are planning a sub-committee to examine the research function of PHECC going forward.

11.3 Chair of Compliance and Audit Committee to brief Council on the Guidelines for Grant payments, published by DPER in December 2014, at the next Council meeting on Friday 13th October.

Signed: _____



Dr Jacqueline Burke
Chair

Date: _____

13/10/2017

PHECC Council Meeting Minutes

13th October 2017

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Martin Dunne
Mick Molloy
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
David Menzies
Fiona McDaid
Jimmy Jordan
Thomas Keane
Tess O'Donovan via teleconference

Apologies:

Conor Deasy
Patrick Plunkett
Patrick Fleming

In attendance:

Peter Dennehy, Director
Margaret Bracken, Council Secretariat
Con Foley, Chair, Compliance and Audit Committee

1. Chair's Business

1.1 Closed meeting

The Chair opened the meeting and apologies were noted. The Chair welcomed Jimmy Jordan to his first meeting as a new member. Items of note from closed meeting.

- 1) Agenda Item 9 concerning a request from the PHECC Impact representative regarding job evaluations was discussed. The Executive will seek clarification of employer and the responsibilities of Council in relation to HR and IR matters from the DoH.

2. Minutes & Matters arising

2.1 Draft Minutes from the September 2017 meeting

The draft minutes from the Sept 2017 meeting were presented for consideration.

Resolution: Council approves the minutes of the September 2017 meeting.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Martin Dunne

2.2 Matters arising

There were no matters arising.

3. Director's Report

The Director verbally introduced items on the report.

3.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted.

4. Education and Standards

4.1 Committee updates/resolutions for Council approval

The Programme Development Officer for Education and Standards addressed the meeting and provided an update on the Education and Standards Committee recommendations for approval of Council as per their meeting of 5th September.

4.1.1 Test Item Writing Panel Terms of Reference TOR011

TOR011 was included for review by Council. Additions and amendments to the policy were highlighted by the Programme Development Officer. Following discussion some further amendments were noted.

Resolution: Council approves Test Item Writing Panel Terms of Reference TOR011 subject to noted amendments.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

4.2 Recognised Institutions – affiliation with organisations and faculty

A report on RIs and affiliation with organisations and faculty in the context of OFA/HSA transition to FAR/PHECC and PHECC governance for RIs was included in the papers. Council acknowledge and appreciate the substantial work involved in this project.

Resolution: Council fully support the current PHECC requirements and guidance relating to faculty and affiliations and the strategy of this project going forward. Council acknowledge and commend the efforts of all involved.

Proposed: Jason van der Velde

Seconded: Hillery Collins

Carried without dissent

5. POL019 Council Policy and procedures for appeals

POL019 was included for consideration of Council. The Programme Development Officer highlighted the additions and amendments to the policy. The Chair of the Education and Standards Committee requested that Appendix 1 NQEMT Examination be referred back to the Education and Standards Committee for further review. The new membership of the appeal panel will be discussed at the next Council meeting in November.

Resolution: Council approves POL019 Council Policy and procedures for appeals subject to the referral of Appendix 1 NQEMT Examination to the Education & Standards Committee.

Proposed: Martin Dunne

Seconded: Shane Knox

Carried without dissent

6. Clinical matters

The Medical Advisory Committee revised the Spinal Injury Management CPGs which improves the flow through the CPGs. These changes have implications for the Spinal Injury Management position paper (STN024). The CPGs and STN024 were presented in the Council papers for approval. The Programme Development Officer for Clinical Practice Guidelines briefed the members.

6.1 Spinal Injury Management CPGs

Resolution: Council approves the Spinal Injury Management CPGs 5/6.6.9, 4.6.9 and 2/3.6.9, as presented in Council papers.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Mick Molloy

6.2 STN024 Pre-hospital spinal injury management – PHECC position paper

Resolution: Council approves STN024 Pre-hospital spinal injury management – PHECC position paper, as presented in Council papers.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Pat Hanafin

7. Governance and Finance

7.1 Revised Declaration of Interests

The revised Declaration of Interests form was included in the Council Papers for consideration, implementation and completion by Council.

7.2 Published Standing Orders

The amended standing orders were included in the papers for information and signature by the Chair.

7.3 Risk Register

The updated Risk Register for the end of September was presented for consideration by Council. Following deliberation, it was agreed that the risk register will be presented for further discussion at the next Council meeting in November.

7.4 Draft C and AC Minutes September 2017

The draft minutes of the last meeting of the Compliance and Audit Committee from September were included for information.

7.5 Draft Financial Statements 2016

The draft 2016 Financial Statements were included for consideration.

7.6 DPER Regulations Presentation

A presentation from the Chair of the Compliance and Audit Committee to Council on the implications of the DPER Circular 13/14 was deferred to the next Council meeting in November.

8. Register

8.1 Register update

Register updates were included in the meeting papers for noting by Council. The Chair acknowledged the milestone of exceeding 5,000 registrants.

8.2 Revised – Registration Rules, Code of Professional Conduct and Ethics and Registration Declaration
Following a review by PHECC's legal advisors, the registration rules, code of professional conduct and ethics and registration declaration were revised and included in the papers for consideration of Council.

Resolution: Council approves the revised Registration Rules, Code of Professional Conduct and Ethics and Registration Declaration, as presented in Council papers.

Proposed: Hillery Collins
Carried without dissent

Seconded: Shane Knox

8.3 FTP Presentation

JP McDowell the managing partner of McDowell Purcell Solicitors presented to Council and PHECC staff on Fitness to Practice (FTP).

9. Request from PHECC Industrial Relations Representative

A request from the PHECC Impact representative regarding job evaluations was included in the papers for discussion. Following discussion, the general consensus from Council is that HR/IR issues don't come under the remit of Council, however Council are supporting the need for increased staff and fully support the business plan which has been submitted to the DoH, of which a response is awaited. Council have already sought clarification on the organisational structure, staff roles and responsibilities, in relation to some of the issues raised at the September Council meeting, and this clarification will address staff concerns regarding inappropriate staffing levels and staff welfare. The Executive will seek clarification of employer and the responsibilities of Council in relation to HR and IR matters from the DoH.

10. AOB

10.1 A document was tabled as 'any other business' regarding a report on the development of a voluntary ambulance service in Connemara linked to the HSE National Ambulance Service, and the requirements of such a service. This had arisen from a direct request from the Minister's office, to the Executive, and was responded to as is customary, at very short notice by the Executive. The document was discussed at the Council meeting and several views were expressed. Particularly, concerns were voiced that the document could be viewed as Council policy. Shane Mooney requested information on acceptable response times for such requests. Stephen Brady requested the date of receipt of the request from the Minister and the date of response by the Executive. Council requested that the Chair write to the Minister.

* It is noted that David Menzies and Martin Dunne left the meeting at 1pm and were absent for this discussion.

10.2 A report which was requested by Council at the September meeting of AP programme funding payments from course commencement to date was tabled for information. Shane Mooney informed the meeting of a letter sent by UCD to the current students on the AP programme regarding issues relating to their internship options which gives him serious cause for concern, and he was advised that the Executive have written to both NASC and UCD for a meeting regarding same. The continued payment of registration fees for all AP candidates will be discussed at the next Council meeting in November.

10.3 Induction date for new Council members to be organised and dates to be circulated.

10.4 A meeting of the Chairs of all PHECC Committees and the PHECC Programme Development Officers will be scheduled as soon as practicable.

10.5 Future Council meeting dates were agreed:

2017

Wednesday 8th November – this meeting will be held at an alternative venue yet to be decided.

Thursday 7th December – PHECC offices unless otherwise advised.

2018

Thursday 18th January – PHECC offices unless otherwise advised.

Further dates for 2018 yet to be decided.

The Chair thanked everybody and the meeting concluded.

Signed: _____

Dr Jacqueline Burke
Chair

Date: _____

7th Dec 2017

PHECC Council Meeting Minutes

8th November 2017

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Martin Dunne
Mick Molloy by telephone
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
David Menzies
Thomas Keane
Tess O'Donovan
Conor Deasy by telephone

Apologies:

Jimmy Jordan
Patrick Plunkett
Patrick Fleming
Fiona McDaid

In attendance:

Peter Dennehy, Director
Margaret Bracken, Council Secretariat
Con Foley, Chair, Compliance and Audit Committee

1. Chair's Business

The Chair welcomed everyone to the meeting. Apologies were noted.

The Chair stated the following:

1. Council have requested details of external committees to which the Executive are members.
2. Council would like to be kept informed in advance of persons travelling in and out of the country on PHECC business, and request a brief report on return from trips abroad and conferences.
3. From December, Council will be working on the new PHECC strategy for period 2018 -2021.

2. Minutes & Matters arising.

2.1 Draft Minutes October 2017

The draft minutes from the October 2017 meeting were presented for consideration. Discussion took place and the following amendments were noted on item 10.1 and agreed.

- Stephen Brady requested the date of receipt of the request from the Minister and the date of response by the Executive.
- Council requested that the Chair write to the Minister.
- David Menzies and Martin Dunne left the meeting at 1pm and were absent for this discussion.

Resolution: Council approves the minutes of the October 2017 meeting subject to noted amendments.

Proposed: Hillery Collins
Carried without dissent

Seconded: Martin Dunne

2.2 Matters arising

Item 9 Request from PHECC Industrial Relations Representative:

Following a discussion at the October meeting concerning a request from the PHECC Impact representative regarding job evaluations, Council requested that the Executive seek clarification of employer and the responsibilities of Council in relation to HR and IR matters from the DoH. The response from the DoH was read out to the members by the Director. It was clarified that Council must adhere to public sector policy on all aspects of HR and IR matters, and the Minister's consent is required in order to effect change in officer's remuneration and/or conditions. The Chair informed the members that PHECC staff were notified of this with assurances that Council support the need for increased staff and fully support the business case which has been submitted to the Department of Health. It was agreed by the members that an interim plan will be put in place pending formal approval of the business case from the DoH.

Item 10 AOB:

10.1 The Chair requested clarification regarding the requested correspondence to the Minister of Health. It was agreed that the Chairs of the PHECC Committees will meet and draft an advisory note to the report, for submission to the Minister, after approval of Council.

The Director informed the members that he had sought advice from PHECC's Medical Director on the clinical content of the report sent to the DoH and he was happy with the content. It is noted that Jason van der Velde expressed concerns regarding this on the basis that there is ample and willing medical advice available within Council and its Committees should the Director require support.

* It is noted that Conor Deasy, who attended the meeting via telephone, left this [November] meeting at this point.

10.2 Regarding a report of AP programme funding payments from course commencement, which was tabled for discussion at the October meeting, David Menzies requested clarification on the use of the UCD grant. In response, the Director clarified that the grant of €500,000 is a contribution to UCD for the academic training of APs.

3. Governance and Finance

3.1 Risk Register

The updated Risk Register for the end of September, discussed at the October meeting, was presented for further deliberation. Shane Knox enquired as to the publication date of the field guide, and the Director clarified that while the development of the field guide is progressing a publication date is not presently available. Dr Knox expressed concern regarding delays in publishing the field guide, which in his opinion poses a serious risk.

* It is noted that the Chair left the meeting at this point and the Vice Chair continued to Chair the meeting.

3.2 Health and Safety

A report on health and safety issues due to work pressures on PHECC staff, and a draft review of organisation structure and functions carried out by Clinical Leadership Solutions, was included in the meeting papers for urgent consideration of Council. A HSA document on 'Guidance for Directors and Senior Managers on their Responsibilities for Workplace Safety and Health' was also included for information. The Director briefed the members on the above, and by request, the Driving for Work Policy will be included in the meeting papers for information at the next meeting in December.

3.3 CLEAR Online Training

A copy of an agreement between PHECC and CLEAR, for Council Member access to a new online platform which combines the effectiveness of CLEAR's Introduction to Regulatory Governance with the convenience of on-demand training, was included in the meeting papers for information. This facility will be made available to all Council members before the end of December 2017.

3.4 DPER Board Self-Assessment Evaluation Questionnaire

DPER Code of Practice for the Governance of State Bodies – Board Self-Assessment Evaluation Questionnaire was included in the papers for information. The Members were advised that an electronic version incorporating the DPER requirements will be circulated for completion on line before the end of the year.

3.5 DPER Regulations Presentation

The Chair of the Compliance and Audit Committee presented to Council on the implications of DPER Circular 13/14 (Grants Payments Guidelines) and a discussion followed. Grants will be an ongoing agenda item as requests come to Council for support.

4. **Director's Report**

The Director verbally introduced items on the report.

4.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted. It was agreed that a full listing, with current status, of all RIs and CPG approved organisations will be included in the papers for future meetings.

5. **Register**

5.1 Register update

Updates on the current position of the PHECC Register were provided for noting by Council. Council were informed that Fitness to Practice hearings were presently being held in the PHECC offices. It was agreed that the register update report is to include details of temporary registrations for future meetings.

* It is noted that Thomas Keane left the meeting at this point. Programme Development Officers, Ricky Ellis, Jacqueline Egan and Kathleen Walsh joined the meeting to give reports on current projects.

6. Clinical matters

6.1 Proposal to revise and align the application and renewal process for Licensed CPG Providers to the Governance Validation Framework

Ricky Ellis, Programme Development Officer, addressed the meeting. The Governance Validation Framework (GVF) has been developed to assess the providers compliance to PHECC policy for the approval to implement Clinical Practice Guidelines (CPGs), it also monitors quality aspects related to service provision. A proposal to revise and align the application and renewal process for licensed CPG providers to the GVF was included in the papers for approval of Council. Council are requested to approve the revised policy (POL003) and accompanying revised statutory declaration (FOR027). Following extensive discussion, a number of amendments were advised by the Council.

It was agreed that Mr Ellis will present the following at the December meeting.

- A revised PHECC Policy for Organisations to apply for approval to implement Clinical Practice Guidelines (POL003).
- Amendment to the GVF as advised (removing reference to three Clinical Audits as an annual requirement and replace with a reference to PHECC requirement for a system of auditing as appropriate to the organisations).
- A revised Statutory Declaration for approval as CPG Service Provider (FOR027).

6.2 Convention for medication dose*

A recommendation from the Medical Advisory Committee that the PHECC convention for medication dose to be changed to specify micrograms (mcg) when referring to medication doses less than 1 mg was included for Council approval. This convention is to be changed in a co-ordinated way with the stakeholders involved. Council approves this recommendation from the Medical Advisory Committee.

Resolution: that Council approves the PHECC convention for medication dose to be changed, in a co-ordinated way with the stakeholders involved, to specify micrograms (mcg) when referring to medication doses less than 1 mg.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Shane Knox

* It is noted that Martin Dunne and Tess O'Donovan left the meeting at this point.

7. Education and Standards

7.1 QRF On-site review reports

Kathleen Walsh, Programme Development Officer, addressed the meeting. Six Quality Review Framework on site review reports conducted in April and May (Munster Medics, CPL Learning and Development Limited, SMT Consultants Ltd, University Limerick Paramedic Studies, Irish Water Safety Council, and University College Dublin Centre for Emergency Science) were included in the meeting papers for Council consideration and approval. These reports mark the end of the first three-year cycle of the QRF. Ms Walsh informed the meeting of the assessment findings of the RIs complying with the QRF. She noted the poor compliance of one of the RIs, Munster Medics. This included failure to engage

with a follow up visit. Following discussion, it was agreed that the current RI status of Munster Medics is to be withdrawn and that they will continue to hold their CPG providers approval. The RIs will be informed of Council's review and the reports will be published after the appeals period has concluded and before years end.

Resolution 1: that Council approve that the current RI status of Munster Medics be withdrawn.

Proposed: Shane Mooney

Seconded: Pat Hanafin

Carried without dissent

Resolution 2: that Council approve the publication on the PHECC website of on-site review reports for CPL Learning and Development Limited, SMT Consultants Ltd, University Limerick Paramedic Studies, Irish Water Safety Council, and University College Dublin Centre for Emergency Science.

Proposed: Shane Mooney

Seconded: Stephen Brady

Carried without dissent

8. Appeal Panel membership

Council agreed at the October meeting to discuss the membership of the appeal panel at the November meeting. POL019 Council Policy and Procedure for Appeals was approved by Council at the October meeting subject to the referral of Appendix 1 NQEMT Examination to the Education & Standards Committee for further review. The Programme Development Officer addressed the meeting informing the members that Appendix 1 was discussed at the Education and Standards Committee meeting the previous day, amendments were discussed and a revised draft Appendix 1 will be recommended to Council for approval at a future meeting.

As per POL019, membership of the appeal panel must consist of two Council members and three other members who are not Council members. The Chair requested nominees from the members, Pat Hanafin and Shane Knox nominated themselves as Council members of the appeal panel with agreement from the members. The Chairs of the Education and Standards Committee and the Quality and Safety Committee will request nominations from their members to fill the 2 remaining posts relating to non-Council members. A patient representative is also required to complete the membership of the appeal panel.

9. Quality and Safety

9.1 Ambulatory Care Report (ACRs) costs to FAR organisations proposal

Jacqueline Egan, Programme Development Officer, presented a proposal for consideration of Council, that all organisations who are trained to the FAR standard purchase Ambulatory Care Reports for the purpose of recording incidents in their organisations. The Programme Development Officer gave an overview to the members and a discussion ensued.

Resolution: that organisations, other than licensed CPG providers, and recognised institutions, will be charged to cover printing and distribution costs of the ACRs.

Proposed: Shane Knox

Seconded: Shane Mooney

Carried without dissent

9.2 CISM Network CISM Booklet revision – proposal for funding

A proposal to secure funding to produce a revised 3rd Edition of the CISM Booklet for Emergency Personnel and an additional non-EMS version for other occupational groups that may not fit into the category of EMS/Blue lights was included in the papers for consideration of Council. Jacqueline Egan, Programme Development Officer, provided an overview to the members. Following discussion, the consensus was that Council are not opposed to the proposal for funding the CISM booklets. Council would like CISM Network to explore other options such as Apps or printing an Irish copy of the booklet. The Council would also like to see other stakeholders in the network being approached for funding of the literature. The Programme Development Officer will correspond with the CISM Network in this regard.

Resolution: that Council are not opposed to funding a 3rd Edition CISM Booklet for Emergency Personnel and a non-EMS version of the CISM booklet. Council would like CISM Network to explore other options with regard to shared funding and literature development and ownership.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: David Menzies

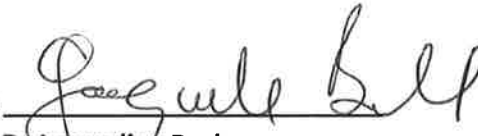
10. AOB

10.1 The members were informed that Eileen O'Neill, Protocol 37 project lead, will be leaving the project to take up a new post with the HSE, and her replacement will be leading the project as of 13th November, for a duration of 7 weeks. Eileen's good work was acknowledged and she is wished well in her new role. She is currently funded to the end of the academic year as was previously agreed by Council.

10.2 Clarification was sought on the current status of the key performance indicators (KPIs) for pre-hospital emergency care in Ireland. The Director clarified that as agreed by Council these are now Council policy and will be published as such.

10.3 There was a discussion about independent medical advice for the Director. Stephen Brady noted that the appointment of a Medical Advisor to the Director was approved by a previous Council. After debate, the Chair suggested that this matter be discussed at the next Council meeting. It was agreed. The Chair closed the meeting.

The meeting concluded @ 3.30pm. The next meeting will be held on Thursday 7th December in the PHECC office.

Signed: 
Dr Jacqueline Burke
Chair

Date: 7th Dec 2017

Minutes
PHECC Council Meeting
7th December 2017

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Jimmy Jordan
Fiona McDaid
Mick Molloy
Shane Knox
Stephen Brady
Pat Hanafin
Shane Mooney
David Menzies
Thomas Keane
Tess O'Donovan
Conor Deasy

Apologies:

Martin Dunne
Patrick Plunkett
Patrick Fleming

In attendance:

Peter Dennehy, Director
Margaret Bracken, Council Secretariat
Con Foley, Chair, Compliance and Audit Committee

1. Chair's Business

The Chair welcomed everyone to the meeting. Apologies were noted.

1.1 The Chair stated the following:

Feedback from a recent meeting of the Chairs and Programme Development Officers held on 21st November was very positive. It was agreed that the Programme Development Officers attend Council meetings. A member of PHECC staff may also attend on a rotational basis. This will be reviewed in six months.

2. Minutes & Matters arising

2.1 Draft Minutes November 2017*

The draft minutes from the November 2017 meeting were presented for consideration.

Resolution: Council approve the minutes of the November 2017 meeting.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

2.2 Matters arising

Item 3.1 Risk Register

The risk register for the end of September was discussed at the November meeting and concerns were raised regarding delays in the publication of the field guide. It was proposed and seconded that going forward the field guide and CPGs, education and training standards, and examination materials, be updated and published simultaneously. It was suggested that CPGs and field guide updates be released in draft format initially for feedback prior to publication. The Director confirmed that the field guide is progressing.

Item 10 AOB

At the November meeting, it was agreed that the Chairs of the PHECC Committees would meet and draft an advisory note to a recent report submitted by the PHECC Executive to the DoH, and a report was drafted and submitted to the Chair of Council. As an outcome to this, Council are requesting a copy of PHECC protocol in relation to answering PQs from the DoH. The consensus was that going forward consultation with Council and the Chairs of PHECC Committees is essential, especially with regard to requests from the DoH which require extensive reports or where no PHECC policy is in place.

Stephen Brady proposed that a protocol document for PQs be drafted and submitted at the next meeting in January for Council agreement. It is noted that Council have concerns with some of the contents of the report recently submitted to the DoH and are advising the Chair to engage with the DoH.

3. Governance and Finance

3.1 CPR UL Funding 2018*

A briefing paper on grant and research funding for CPR UL was included for consideration and Council were requested to confirm the executive decision re salary increases and funding intentions for 2018. The Director provided an overview and a discussion followed. The Chair of the Education & Standards Committee informed the meeting that a sub-group for research was considered and discussed at their meeting in November and nominations were sought and received. A report will be submitted to Council at a future meeting. There was an in-depth discussion on how PHECC should implement its legislation on research, and the resources required to implement that mandate. The Chairs of each Committee will establish their research requirements and report back to the Chair.

Resolution (a): Council do not approve funding for salary increases for 2017.

Resolution (b): Council do not approve funding for CPR UL for 2018.

Proposed: Shane Knox
Carried without dissent

Seconded: Jimmy Jordan

3.2 AP Course - Funding 2018/19*

A summary report of AP courses for 2016/2017 from UCD CEMS was included in the papers. Council were requested to confirm AP course funding commitment for UCD for courses that commence in 2018. Following discussion, the decision was that the funding remains on an interim basis until;

- a) the AP standard is revised
- b) a tendering process identifies a provider
- c) the contract is in force consequent to the tendering process

There will be full engagement and correspondence with the stakeholders regarding this review.

Resolution (a): Council approve that the sum of €536,000 be paid currently to UCD for the next AP programme for the year commencing April 2018.

Resolution (b): Council also approve two further AP courses for September 2018 and April 2019 be funded also.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Hillery Collins

The members voted on the payment of student registration fees. In order to facilitate engagement with key stakeholders following a review of standards for courses (EMT, P, and AP) by the Education and Standards Committee and to allow a tender process to commence for the AP programme, Council approve that student registration fees will be paid in addition to funding the AP courses.

Resolution: Council approve that student registration fees will be paid in addition to the AP programmes as in the resolution above.

**Proposed: Stephen Brady
Carried by majority**

Seconded: Hillery Collins

3.3 Minutes of Compliance and Audit Committee meeting 13 Oct 2017

The draft minutes of the October meeting of the Compliance and Audit Committee were included for information.

3.4 Review of the system of internal financial controls 2017*

A copy of the Internal Audit Report 2017 which was presented to the Audit and Compliance Committee meeting in October was included in the papers for consideration by Council. In addition, as a matter of good governance, Council were requested to review and consider the appropriateness of the system of internal financial controls. The Chair of the Education and Standards Committee, informed the meeting that he wishes to engage with PHECC Programme Development Officers, PHECC staff and recognised institutions, before the existing contract for outsourcing the MCQ examinations comes up for tender in 2018.

Resolution: Council approve the system of internal financial controls.

**Proposed: Mick Molloy
Carried without dissent**

Seconded: Hillery Collins

Draft financial statements for year ended 31 December 2016 were tabled for approval of Council. An email from the Office of the Comptroller & Auditor General regarding same was also tabled.

Resolution: Council approve the financial statements for year ended 31 December 2016 subject to no material changes by the C&AG.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Pat Hanafin

3.5 Strategic Plan 2018 – 2021*

A draft tender to support Council in the development of a new strategic plan to cover the period 2018 - 2021 was contained in the papers for Council's consideration. The Director provided an overview and a discussion ensued. There will be further discussion at the next meeting in January 2018. A tender as agreed will issue.

3.6 Driving for Work

A copy of the Driving for Work Policy was included as per the last Council meeting request. Motor travel rates effective from 1st April 2017 were tabled for information.

4. Director's Report

The Director verbally introduced items on the report.

* It is noted that Jason van der Velde and David Menzies left the meeting at this point.

4.1 Report delegated decisions to Director; for noting

The list of decisions delegated to the Director were included in the papers and noted. As requested at the November meeting a complete listing of licensed CPG providers, Recognised Institutions and course approvals, and PHECC representation on external Boards and Committees was included for information.

5. Register

5.1 Register update

The current status of the Register was contained in the standard status report and chart included for noting by Council. As requested at the November meeting the status of temporary registrations was included and noted.

5.2 Fitness to Practice update

Council were notified that hearings were conducted on 7th and 8th November and the reports will be presented in due course.

5.3 Paramedic Post Graduate Internship and Registration*

Council were asked to confirm the Registrar may advise, that any periods of practice by applicants whose name is not entered onto the paramedic postgraduate intern division of the PHECC register, will not be a valid part of the one year internship. The Director provided an overview and a discussion followed. The consensus was that there will be no change to the current Paramedic Education and Training Standard.

* It is noted that Thomas Keane left the meeting at this point.

6. Clinical matters

6.1 Statutory Declaration and GVF model –requested revisions*

At the November Council meeting, following presentation of a paper to align the application and renewal processes with the GVF, a number of items were identified by Council for adjustment. The amended documentation was contained in the meeting papers for consideration. Ricky Ellis, Programme Development Officer, highlighted the changes. Following discussion, some further amendments identified will be made by Mr Ellis.

Resolution: Council approve PHECC Policy for Organisations to apply for approval to implement Clinical Practice Guidelines POL003-V6; Statutory Declaration for approval as PHECC licensed CPG provider FOR027-V4; Non-statutory declaration for renewal of recognition to implement Clinical Practice Guidelines FOR060-V1.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Shane Mooney

6.2 Tachycardia CPG*

Draft CPG 5/6.4.12 was included in the meeting papers for Council approval as recommended by the Medical Advisory Committee at their meeting on 24th November.

Resolution: Council approve CPG 5/6.4.12 Tachycardia – Adult as recommended by the Medical Advisory Committee.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Tess O'Donovan

7. Education and Standards

These agenda items are deferred to the next meeting in January 2018.

7.1 Paramedic NQEMT Examination Standard (Interim)

A DRAFT Interim NQEMT Paramedic Examination Standard was recommended for approval by the Education and Standards Committee and presented to Council. It was accepted by Council on 13th October 2017. Subsequently, at the November meeting of the Education & Standards Committee a further revision was recommended which was included in the meeting papers for consideration of Council.

7.2 NQEMT Paramedic Examination Standard Research Workshop – Update

A report from the research workshop which took place in the Osprey Hotel on 21st November was included for information. Dr Anthony Marini presented and facilitated a workshop style event on international best practice in paramedic assessment and examination. This was a day event and attended by 23 people representing RIs, Exam Quality, Test Item Writers, Education & Standards Committee, and Facilitators.

Following discussion and agreement from the members of the Education & Standards Committee at the November Committee meeting, amendments were made to the terms of reference and membership of the Education and Standards Committee and working groups by the Programme Development Officers.

The revised draft terms of reference were included in the meeting papers for Council approval.

7.3 Examination Quality Group Terms of Reference*

7.4 Examiner Panel Terms of Reference*

7.5 Test item Writing Panel Terms of Reference*

7.6 Education and Standards Committee Terms of Reference TOR015 – revision re: Vice Chair*

7.7 Qualification Assessors Panel Terms of Reference TOR003*

8. Appeal Panel - membership clarification

At the November meeting, it was agreed that the Chairs of the Education and Standards Committee and the Quality and Safety Committee would request nominations from their members to fill the 2 remaining posts relating to non-Council members. Appeal panel membership will be further discussed at the next meeting in January 2018.

9. AOB

9.1 All staff will be invited to attend an evening with the Council members on the 17th of January 2018 for a Christmas night out before the first Council meeting on the 18th January 2018.

The Chair and members wished everyone a happy Christmas and New Year.

There being no other business, the meeting concluded at 3.30pm approximately.

The next meeting will be held on Thursday 18th January 2018 in the PHECC office.

Signed: _____



Dr Jacqueline Burke
Chair

Date: _____

22/02/2018