

PHECC Council Meeting Minutes
16 February 2023
PHECC Office, Naas & Video Conference



Present:

Jacqueline Burke (Chairperson)
Patrick Fleming

Video Conference:

Aidan O'Brien
Alison Smith
David Menzies
Dennis Keeley
Jason van der Velde (Vice-Chair)
Martin O'Reilly
Niamh Collins
Tess O'Donovan
Tomás Barry
William Merriman

Apologies:

Conor Deasy
Fiona McDaid
Hillery Collins
Jimmy Jordan

In attendance:

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

1. Closed Session

The Chair reported on progress on the matter of the recruitment of a Secretary to Council.

The Director updated Council on the matter of a Fitness to Practise [FTP] Complaint (2018), and the external review of the appropriateness of PHECCs handling of this particular complaint. Council requested an update on the current situation in relation to Registration and FTP.

Following an update on the implementation of the recommendations of the HR Review, the Director provided details of the draft proposals for the addition of three new posts which are being included in the updated HR Review; a Research Officer, a Project Manager in Education to address the significant changes pending, and a Project Manager in Clinical to assist with the increased number of MAC sub-committees and ongoing work. These new Grade VII posts, to be filled by direct recruitment (employee), agency staff, contractors or secondment, will require sanction by the DOH and are unfunded.

The proposed creation of these posts, all of which were referenced at the PHECC Strategy Day, was welcomed. The Director will present the revised proposed staffing structure at the next Council meeting.

Following the closed session, Con Foley, Ray Carney, Ricky Ellis, Brendan Cawley and Karen O'Neill joined the meeting.

2. Open & Welcome

The Chair welcomed all to the meeting, noting apologies received.

3. Declarations of Conflict of Interest

No issues of conflicts of interest had been notified to the Secretary or Chair in regard to any item on today's Agenda.

4. Chairs Business

4.1. Correspondence

No correspondence noted.

4.2. Legislative Update

A meeting has been arranged in the Department on February 22 next to discuss the issue of PHECCs inadequate legislation, areas where the legislation hinders PHECC's function to protect the public, and the potential options for addressing these deficiencies. It is expected that the Assistant Secretary for Acute Hospitals Oversight & Performance Division will attend.

5. Minutes & Matters Arising

5.1. Draft Minutes 12th January 2023

The draft minutes of the January Council meeting were approved.

Resolution: That Council approves the draft minutes as an accurate record of the 12 January 2023 Council meeting.

Proposed: Dennis Keeley

Seconded: Aidan O'Brien

Carried without dissent

5.2. Matters Arising

As indicated earlier to Council Members by e-mail, the Director referenced an article published recently in the Irish Times in relation to a 2016 Dublin City Council report of a review of emergency ambulance services in the Dublin region, to which PHECC had originally provided data. That article was based on a Freedom of Information [FOI] request. It was noted that as the data therein would now be considerably out of date, it was nonetheless considered that the article should be reviewed by the relevant sub-committee of MAC. The title, remit and Terms of Reference of a new 'Priority Dispatch' Sub-Committee will be presented to Council in due course. It was suggested that consideration be given to PHECC oversight of the provision of clinical care from control/dispatch in the future. The Director was asked to obtain and share a copy of the referenced report.

6. Directors Report

6.1.1 COVID-19 Arrangements

There were no further developments to report.

6.1.2 Staff Recruitment Update

Draft job descriptions for the positions of Deputy Director and Head of Registration are being prepared, together with that for the Council Secretary position. Discussions with the DoH are continuing on the subject of recruitment of a permanent Registrar.

A progress assessment of the 2019 HR Review is currently being undertaken and will result in an update to the staffing plan being prepared for Council for presenting at a forthcoming meeting.

6.1.3 Meeting with the DoH Medicines Unit

An exploratory meeting with the Medicines Unit of the DoH with regard to the Seventh Schedule of the Medicinal Products (Prescription and Control of Supply) Regulations is scheduled for 21st February next. An update will be provided to Council in due course.

6.1.4 PHECC Audits

The OCAG Audit of 2021 Accounts is complete, resulting in fourteen issues being identified on the Management Letter, five of which are high risk. No new issues have arisen. The Internal Audit has also been completed for 2022 and the draft report is awaited by FRACC. The "deep-dive" audit of payments to Assessor Panels has also been completed and a draft report is awaited.

6.1.5 2023 Determination – Budgets & Business Plan

Discussions have taken place with the DoH with regard to funding. However, PHECC's Letter of Determination for the current year is awaited. Assumptions previously advised to Council are being used to prepare a Draft Business Plan. It was highlighted that it is becoming apparent that the organisation will struggle to take on any new projects in 2023, not already included in the current Strategic Plan (2020-2023). The matter of adequate resourcing of PHECC in order to fulfil its mission will be raised at the upcoming meeting with the DoH.

6.1.6 Initial Legislation Meeting with the DoH

As already reported, a meeting with the DoH on the matter of inadequacies of PHECC legislation will take place in the Department on February 22nd next.

6.1.7. Correspondence with Minister

Correspondence addressed to the Office of the Minister of Health, copied to the Director, in relation to the lack of parity for PHECC registered practitioners, compared to other healthcare providers, regarding their exclusion from vaccination programmes, was referenced. The Director has passed the latter to both the DoH and HSE requesting further comments.

Tess O'Donovan departed the meeting.

The omission of paramedics from the list of professions detailed in the HSE National Policy for Consent in Health and Social Care Research will be highlighted to the Research Committee.

6.1.8. Cancellation of Agreed Assessment Dates

The GVF and QRF processes require that agreed dates are set for assessments to take place. Currently there is no procedure in relation to cancellation or postponements of assessment visits, which can be problematic. The Director has asked the Quality & Safety Committee, accordingly, to develop a policy on cancellations and postponements of GVF and QRF assessment visits.

6.1.9. PCR Printing Costs

Following notification of increased costs to print Patient Care Report [PCR] forms, currently being supplied by PHECC to certain Licensed CPG Service Providers, Council, upon consideration of the various options proposed, agreed to a change in policy whereby said Service Providers will be charged for printed PCR forms in the future. This will form part of a review of print requirements and consolidation, which is expected to be retendered in the coming months. The Director will inform Service Providers in advance of any changes, with an expected implementation date of early 2024. PHECC will continue to maintain control of the design of the form and data set for standardisation.

It was noted that a project to explore the future possibility of e-PCRs will commence in early Q2.

6.2. Delegated Decisions of the Director

The report as included in Council papers, was noted. Council were informed of receipt of two Recognition of Qualifications appeals which will be progressed via the Appeals panel.

Council took a short recess following which Tess O'Donovan re-joined the meeting.

7. Clinical Report

7.1 Critical Care Paramedic [CCP] CPGs & Clinical Practice Procedures*

Amendments requested by Council to specific CCP CPGs had since been considered by the CCP Sub-Committee and were now recommended by MAC to Council for approval. The following amended CPGs were approved.

Resolution: That Council approves the Shock from Blood-Loss (Medical) Adult CPG as presented in Council papers.

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

Carried without dissent

Resolution: That Council approves the Shock from Blood-Loss (Trauma) Adult CPG as presented in Council papers.

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

Carried without dissent

Resolution: That Council approves the Traumatic Cardiac Arrest - Adult CPG as presented in Council papers.

Proposed: Jason van der Velde **Seconded:** Tomás Barry

Carried without dissent

The significant critical decision-making skills of senior clinicians required for the above CPGs was noted.

Two new Clinical Practice Procedures, designed to guide practitioners in the performance of specific skills, had been developed and were recommended to Council for approval. Following discussion, it was agreed that both the Central Venous Catheter Placement CCP and Arterial Line Insertion CCP would be remitted to MAC for clarification on their application to adults and/or paediatrics.

Given the new departure in developing CCPs and the level of detail involved, it was suggested that a position paper on a standardised approach to certain high acuity procedures is required.

7.2 Medication Formulary Update (Ketamine Concentration)*

To reflect current best practice and guided by the advisory pharmacist, a change to the ketamine medication formulary monograph, removing the advice to dilute, was recommended to Council for approval.

Resolution: That Council approves amendments to the ketamine medication formulary monograph, removing the advice to dilute, as recommended by MAC.

Proposed: Tomás Barry **Seconded:** William Merriman

Carried without dissent

7.3 Oxytocin Medication Formulary Entry*

An amended formulary entry was brought for review in regard to refrigeration of Oxytocin. Following discussion, it was agreed that the amendment regarding storage in accordance with manufacturer's instructions would be remitted to MAC for further consideration.

7.4 Trauma Triage Tool CPG*

A further review of the Trauma Triage Tool CPG had resulted in clarification of the advice to deliver an ASHICE message and resulting improvements to flow in that regard. The updated version was now recommended by MAC to Council for approval.

Resolution: That Council approves the updated Trauma Triage Tool CPG recommended by MAC, as presented to Council.

Proposed: Niamh Collins **Seconded:** Dennis Keeley

Carried without dissent

8.0. Quality & Safety Report

8.1. Proposed Amendments to PCR Standard and Reports*

Proposed amendments to the PCR standard and reports were brought for Council approval following

a recent Quality and Safety Committee review. These incorporate the addition of a new Trauma Triage Tool (decision to transfer to Major Trauma Centre) and Licensed CPG Service Provider identification at handover (continuity of care). In further discussions it was pointed out that there is sufficient space available on the form to record the clinical discussion and clinical decisions made in the course of treatment. Subject to the removal of the 'Destination' field, Council approved the proposed amendments via the following resolution.

Resolution: That Council approves the proposed additions of a new Trauma Triage Tool and Licensed CPG Service Provider identification at handover to the current PCR Standard and Reports, as recommended by the Quality & Safety Committee, subject to the removal of the 'Destination'

Proposed: Jason van der Velde **Seconded:** Tomás Barry

Carried without dissent

9.0. FRACC Report

9.1. FRACC Update

Mr. Patrick Fleming presented the FRACC update to Council.

9.1.1. Financial Update: A summary of the draft 2022 financial report, as presented to FRACC at their meeting on 31st Jan last, was provided. The report is subject to change as year-end reconciliations and accruals are not yet finalised, though no material changes are expected. The 2023 Budget is currently a work in progress and is expected to be available to FRACC in March.

9.1.2. OCA 2022 Audit/2021 Management Letter: The 2021 financial year management letter has been received and is currently awaiting management comment. The letter was presented and reviewed at the FRACC meeting on 31 January last. Of the fourteen findings reported, five are deemed high risk, five medium risk and four low risk. It is expected that management responses to issues raised in the letter will be presented to FRACC and Council thereafter at the March Council meeting.

9.1.3. Internal Audit: The Internal Auditors are scheduled to present their report of the audit carried out in 2022 at the upcoming FRACC meeting on March 14th. No urgent issues have been flagged to FRACC during their field work.

The 2023 internal audit schedule has been agreed with the following areas being audited this year.

- Governance Practices
- Risk Management
- Information Security
- Pensions
- Travel and Subsistence

9.1.4. Assessor Panels Deep Dive: The auditors investigatory work has now completed and a draft report to management is expected in March 2023.

9.1.5. Risk Register: No changes to the Risk Register or items to be escalated to Council were reported.

10.0. Registration Report

10.1. Register Update

Council noted the new individuals added to the PHECC Register, as detailed in Council papers.

11.0. AOB & Close

11.1. Travel Policy – Council & Committees

Following a review of the existing policy it was agreed that the policy would be updated to include

Council Sub-Committees, and until the travel policy was subject to a further fuller review later in 2023, all proposed international travel in contemplation by Council members, Council Committee members and Council Sub-Committee or Expert Committee members will be subject to Council prior approval. A suggestion that the future policy review might also consider the environmental elements of travel was supported.

Due to the timeframe of a pending event, three current foreign travel applications to attend Traumacare UK were approved by Council, acknowledging that it is a temporary arrangement while the policy is being revisited.

It was affirmed that PHECC cannot authorise non-PHECC staff to attend conferences/events on PHECC's behalf, as this is at the discretion of each individuals employer.

The following item was addressed following the meeting.

11.2. Bank Signatories

Following the meeting an email was sent to all Council members requesting Council approval for the removal of existing signatories to the PHECC bank accounts, which include staff members who are no longer employed by the organisation, and replacing those with that of the Director and new Finance Manager.

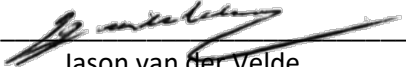
This request was endorsed following approval in writing from seven Council members.

In thanking all for attending the meeting the Chair expressed the wish that more Council members might attend the following meetings in person, if at all possible.

The next meeting will take place on March 23rd at 10:00hrs.

The meeting concluded at 12:50 approx.

Signed:


Jason van der Velde
Acting Chairperson

Date: 23rd March 2023