

PHECC Council Meeting Minutes
08 April 2021
Via Videoconference



Present:

Jacqueline Burke (Chairperson)

Videoconference:

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

In attendance:

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

1.0. Chair's Business

The Chair welcomed Ray Carney to the meeting.

1.1. Correspondence

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

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

1.2. Appointment of Vice-Chair

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

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

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

2.0. Minutes & Matters Arising

2.1 Draft Minutes 11 March 2021*

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

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

Proposed: Jason van der Velde

Seconded: Jimmy Jordan

Carried without dissent.

2.2. Matters Arising

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

3.0 Directors Report

3.1 Directors Report to Council

3.1.1 COVID-19 Arrangements

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

3.1.2 COVID-19 Crewing Model

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

3.1.3 Future UCD AP Programme*

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

3.1.4 Cross Border Working

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

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

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

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

3.2. Committee Terms of Reference [TOR]

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

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

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

3.3. Service Business Plan*

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

Resolution: That Council approved the 2021 Service Business Plan, as included in Council papers.

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

Carried without dissent.

3.4. Schedule of Fees*

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

Resolution: That Council accept POL006 Council Policy & Schedule of Fees V15 as presented in Council papers.

Proposed: David Menzies **Seconded:** Aidan O'Brien

Carried without dissent.

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

Council took a short recess.

3.5. Delegated Decisions of the Director

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

4.0. Clinical Matters

4.1. 2021 CPGs – Project Update

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

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

4.2. Janssen COVID-19 CPG*

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

Resolution: That Council ratifies the approval by MAC of the Janssen COVID-19 vaccine 4/5/6.11.5.

Proposed: Niamh Collins **Seconded:** Tomás Barry

Carried without dissent.

5.0. Education & Examinations

5.1. Examinations Update

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

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

6.0. Governance & Finance

6.1. Management Accounts to 31 March 2021

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

6.2. Conflict-of-Interest Policy POL048

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

6.3. Council Training Session

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

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

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

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

7.0. Register

7.1. Register Report

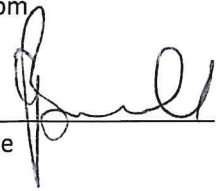
The report, as included in Council papers, was noted.

8.0. AOB

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

The meeting concluded at 1.00pm

Signed:


Jacqueline Burke
Chairperson

Date:

