

PHECC Council Meeting Minutes
Thursday 14th November 2019
PHECC Offices, Millennium Park, Naas

Present:

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

Teleconference:

Conor Deasy
Fiona McDaid

Apologies:

Patrick Fleming
Martin Dunne

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Andrea Finlay, PHECC Staff Representative

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

1. Chair's Business

1.1 Correspondence

Correspondence from Council member Jason van der Velde regarding his appointment as Medical Director of HEART ER Ltd. was noted.

2. Minutes and Matters Arising

2.1 Draft Minutes October 2019*

The draft minutes were presented for consideration. Following a request from the Director it was agreed that the resolution passed under item 3.1.5 Business Case 2020 be reworded as follows;

Resolution: That Council adopts the proposal put forward by the Director including changes to fee structures and the need to seek the approval of the Minister.

Proposed: Pat Hanafin Seconded: David Menzies

Carried without dissent

Subsequently the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of October 2019 subject to the agreed amendments.

Proposed: Pat Hanafin Seconded: Tess O'Donovan

Carried without dissent

2.2 Matters Arising

No items noted.

3. Director's Report

3.1 Directors Report to Council

Item 3.1.1 Ongoing Review Updates

A status update of the ongoing Education Standards, HR, Governance and AP Programme reviews was provided to Council, as included in the Council papers.

Concerns regarding the recent stakeholder engagement event, held as part of the ongoing Education Standards review, were relayed by a number of Council members. The Director agreed to convey concerns to the review company.

Shane Mooney provided Council with feedback on his recent meeting with the AP programme review team, at which he was requested to provide factual information that he was not in possession of. He further highlighted that the review team appeared to be unaware of concerns in relation to certain CPG's not being taught. The Director confirmed that all previous references to the AP programme in Council and Committee minutes had been provided to the team upon commencement of the review.

Item 3.1.2 Replacement of PDO Responsible for Education

The Director confirmed that a number of applications have been received for the post of Education Programme Officer, and will be progressed in the coming weeks.

Item 3.1.3 Priority Dispatch

It was agreed that this item be deferred to the December Council meeting.

Item 3.1.4 Business Case 2020

The PHECC 2020 Business Case has been submitted to the Department of Health, incorporating the revised Schedule of Fees, and is expected to be on the agenda for an upcoming meeting with the Department in early December.

Item 3.1.5 PHECC Strategy Document

In advance of going to print, Council members proposed and agreed some minor amendments to the Draft Strategic Plan as circulated at the meeting.

Item 3.1.6 UCD – AP Programme Access

The Director, in response to previous queries from the Vice-Chair, referred to his report as included in Council papers. It was confirmed that there are no references to restrictions to access to the UCD AP Programme in the current or previous SLA's, however, in the UCD grant application of March 2018 there is a reference to an expected outcome that "This Programme increases the numbers of Advanced Paramedics graduates within the EMS in Ireland, via HSE National Ambulance Service, Dublin Fire Brigade and the Defence Forces."

During the discussion the following were noted;

- The necessity for specification of the access criteria for future programmes given that a number of PHECC Licensed CPG providers have enquired recently regarding upgrading their status from Paramedic to Advanced Paramedic level.

- Acceptance that if PHECC cease funding the programme going forward, they will have no part in specifying who has access to the course.

It was agreed to defer a resolution on this matter until the December Council meeting to allow Council members time to comprehensively consider the matter. The Director agreed to include the topic as an agenda item for the December Council meeting.

It was clarified that DAA students who qualify from the course cannot practise at AP level unless they operate on behalf of a Licensed CPG provider recognised to operate at AP level or until such time as DAA move to Advanced Paramedic level as a CPG provider.

Item 3.1.7 PHECC Contract for the Provision of an AP Programme

The Director provided a summary of his report on this matter, as included in Council papers, referring to Councils decision at their July 2019 meeting to cease funding the AP Programme at the end of the current SLA. The importance of entering discussions with the DoH as to the appropriate mechanisms to support the continued need for such education was reiterated. It was noted that PHECC, as a regulator, are not responsible for service planning, nonetheless, ensuring continuity of supply of Advanced Paramedics is critical and therefore it was agreed that PHECC need to engage with the DoH as to recommendations for transition of the programme. Given that the current SLA expires at the end of August 2020, the Director was requested to provide Council with proposed recommendations for the Department for consideration at the December Council meeting.

Item 3.1.8 The Association of First Aid Trainers Ireland

Members of the Executive Management team are scheduled to meet with representatives of the Association of First Aid Trainers Ireland on 19 November. As a separate invitation to attend an upcoming Education and Standards Committee meeting has yet to be acknowledged it was agreed that the invitation be reissued.

Item 3.1.9 HSA Meeting

The Director provided a summary of a meeting between PHECC and the HSA on 17 October to review the transfer of FAR certification. In an effort to reduce the duration of the FAR course to 2 days, the HSA offered to develop an online module of elements of the training programme. The Director further reported that the HSA were keen to endorse the PHECC FAR course and to confirm publicly that the PHECC FAR course is the only occupational first aid course recognised by the HSA. Shane Knox highlighted that HSA legislation requires updating to replace 'OFA' with 'FAR'.

Item 3.1.10 2020 Council Meeting Dates

Council agreed on the following meeting dates for 2020;

February 13 th	July 9 th
March 12 th	September 10 th
April 2 nd	October 8 th
May 7 th	November 12 th
June 11 th	December 10 th

No Council meeting will take place in January or August 2020.

3.2 Delegated Decisions of the Director

Reports relating to this item, as included in Council papers, were noted.

4. Education & Standards

4.1 NQEMT Examination Results Data 2018*

Following the presentation of high level 2018 NQEMT examination results data to Council at their October 2019 meeting, and their subsequent referral to the Education and Standards Committee, a recommendation not to publish the data until it is a true reflection of the NQEMT examination outcome was approved. The following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that NQEMT examination data is not published in it's current format until such time as an agreed format for publication is agreed by the Education & Standards Committee.

Proposed: Tess O'Donovan

Seconded: Pat Hanafin

Carried without dissent

4.2 EMT Simulation & Patient Contacts in relation to CPC*

This agenda item was withdrawn to allow a meeting on the matter between the Education & Standards and Quality & Safety Committee take place.

4.3 Sharing Candidate Exam Results with RIs*

The current process regarding sharing candidate examination data is that information is only shared with the candidate and, unless the RI requests information from the candidate, they have no means of accessing the candidate information. Shortcomings of the current process were discussed and alternative options considered. Following discussion, Council members agreed that it is a matter for the Executive and the following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that RIs are informed in a GDPR compliant manner of candidate examination results.

Proposed: Jason van der Velde

Seconded: Patrick Plunkett

Carried without dissent

4.4 NASC AP Programme Application*

The Director informed Council of the recommendation by the Education and Standards Committee, at their meeting of 06 November, to conditionally approve the NASC AP course application. Further to clarification by the Director of the conditions of approval the following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that the National Ambulance Service College Advanced Paramedic course application, with its academic partner University College Cork, is conditionally approved.

Proposed: David Menzies

Seconded: Hillery Collins

Carried without dissent

5. Quality & Safety

5.1 Governance Validation Framework Reports

The completed GVF reports as included in Council papers were noted. The success of the GVF programme was acknowledged and congratulations were extended to members of the Executive responsible for completion of the first six reports.

6. Clinical Matters

6.1 PHECC CPG – Categorisation and Implementation Guidance*

On 14 June 2018 Council decided to withdraw from granting exemptions to Licensed CPG providers. This led to an instruction to the Medical Advisory Committee to review current CPGs and provide guidance to Licensed CPG providers regarding the implementation of CPGs. The resulting guidance document, as included in Council papers, was approved and the following resolution was passed;

Resolution: That Council adopt the new CPG Categorisation and Implementation Guidelines as outlined in the document presented as item 6.1 of Council papers.

Proposed: Pat Hanafin Seconded: Shane Mooney

Carried without dissent

To provide greater efficiency it was agreed that the list included in the guidance document will be updated in line with CPG amendments or new CPGs and approved by Council going forward.

7. Governance & Finance

7.1 POL031 Protected Disclosure Policy*

The proposed revisions to POL031 Protected Disclosure Policy as included in Council papers were noted. Following queries from Council members regarding certain terminology used and the application of the policy, it was agreed that clarification of the 'PHECC community' is required. It was further explained that the Protected Disclosure Policy referred to staff and should therefore be more appropriately addressed under the HR review. The Director was asked to progress the matter accordingly.

Following a query from Shane Knox in relation to a dignity at work policy relevant to Council members, it was agreed to seek clarity on this matter for the December Council meeting.

7.2 Financial Position

Council were presented with details of PHECC's financial position as of 31st October 2019.

8. Risk Register

The updated Risk Register, reviewed by the Compliance and Audit Committee, was noted and revisions highlighted. Following feedback from Council members it was agreed that item 3. requires re-scoring and a reputational risk concerning the EMT CPC Guide needs to be included. A revised Risk Register

will be provided at the December Council meeting. It was proposed that the Risk Register, once agreed, be included in the Chair's 2019 Confidential Report to the Minister.

9. Register Report

The Register report as included in Council papers was noted. The issue of temporary registration and potential complaints against such individuals who are no longer on the register was highlighted by Mick Molloy. The Director confirmed that following Brexit, applications for temporary registration will no longer apply to UK registrants, as they are made under the EU directive. It was agreed that further consideration of process going forward is required.

10. AOB

10.1 On 04 November a member of the Executive contacted a UK based organisation, who was planning on providing pre-hospital emergency care at an event scheduled to take place in Ireland at the end of November, and advised them of the Irish regulatory framework and Council rules pertaining to CPG licensing. The organisation enquired as to the rules with relation to applying to become a PHECC Licensed CPG provider and following further engagement the organisation confirmed that they were withdrawing their intention to provide cover at this event, and had since passed on the request for the provision of service to a PHECC Licensed CPG provider.

10.2 Following receipt of a 2020 grant application, it was agreed that a general review of all grant applications received for 2020 will take place in February 2020 having received our Letter of Determination for 2020.

10.3 Considering a number of Council members will reach the end of their term on Council in June 2020, it was agreed that the matter of continuity of Council be included on the agenda for the next meeting with the Department of Health and emphasised as a high priority.

10.4 The Chair extended her personal thanks to Kathleen Walsh for her exceptional work and expertise during her employment with PHECC. Both the Chair and Council wished her well in her future endeavours.

10.5 It was agreed that the December Council meeting will take place at an alternative location, yet be confirmed.

The meeting concluded at 1.30pm approximately.

The next Council meeting will take place on Thursday 12th December at 9.30am.

Signed:


Jacqueline Burke
Chairperson

Date:

