

PHECC Council Meeting Minutes
Thursday 12th December 2019
Killashee House Hotel, Naas

Present:

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

Teleconference:

Conor Deasy

Apologies:

Mick Molloy
Martin Dunne
Patrick Plunkett

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Jacqueline Egan, PHECC PDO
Ricky Ellis, PHECC PDO
Karen O'Neill, Council Secretariat
Margaret Bracken, PHECC Staff Representative
Tom Ward – item 1.0 only
Ian Brennan – item 5.1 only
Andy Newton – item 9.0 only

1. Governance Review

Tom Ward (IPA) provided Council with a summary presentation of the findings of the recently conducted Governance Review. It was confirmed that the final report will be presented to the Chair of Council within two weeks.

Tom Ward left the meeting.

2. Chairs Business

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

2.1 Correspondence

Correspondence from the Minister of Health dated 21st November, in response to the Chair's Confidential Report to the Minister, was noted.

3. Minutes & Matters Arising

3.1 Draft Minutes November 2019*

The draft minutes were presented for consideration. It was requested that item 3.1.6 include reference to correspondence dated July 2018 regarding previous grant applications.

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

Proposed: Pat Hanafin

Seconded: Tess O'Donovan

Carried without dissent

3.2 Matters Arising

Con Foley, referring to a query from the November Council meeting regarding a dignity at work policy, informed Council of the HSE Dignity at Work Policy. Following a short discussion where clarity was sought on a specific PHECC policy, it was confirmed by the Director that a dignity at work policy will be formalised as a follow up to the HR Review, including revised PHECC policies, which will include the Protected Disclosure Policy.

4. Director's Report

4.1 Directors Report to Council

The Director provided an update on the following as per item 4.1 of Council Papers.

4.1.1 Ongoing Review Updates

An update of the following ongoing reviews, as per Council papers, was noted.

- Crowe Education & Standards Review – a final report is to be submitted to the Education & Standards Committee and then Council in February/March.
- IPA Governance Review – following today's presentation, a final report will follow before Christmas.
- HR Review – a meeting to review the findings of the report is scheduled to take place next week, with a written report to follow.
- Current AP Programme Review – following today's presentation, a final written report will follow within 10 days.

4.1.2 Replacement of PDO Responsible for Education

Following interviews for the position of Education Programme Officer, three applicants have been placed on a panel. The preferred candidate has accepted the position and is expected to commence employment on 1st February 2020.

4.1.3 Priority Dispatch

It is expected that the NAS will be represented at the next Priority Dispatch meeting on 13th January 2020.

4.1.4 Meeting with the Department of Health

A summary of the following items as discussed at a meeting with the Department of Health on 4th December was provided to Council;

- PHECC will be moving to Acute Hospital Policy Unit 1 from 1st January 2020.
- PHECC's request for additional funding has been turned down.
- Our 2020 Letter of Determination is expected in March/April 2020.
- Our request for an increase in fees is a matter for the Minister.
- A decision on legislative amendments is expected by the end of this year.
- Assurances that the process of new appointments to Council will commence shortly to ensure that no hiatus occurs.
- Brexit Update, specifically cross border working, for which PHECC will have no responsibility.

Given their impending departure, The Chair thanked Joan Regan, Principal Officer and Danny Smith for their support of PHECC and in her role as Chair of Council, as PHECC will be transferring to a different unit within the Department of Health.

4.1.5 PHECC Strategy Document 2020-2023

A hard copy of the final Strategic Plan will be circulated at the February Council meeting. Unfortunately the Minister is unable to attend a launch of the Strategic Plan and has sent his apologies.

4.1.6 The Association of First Aid Trainers Ireland

A summary of a meeting with representatives of the Association of First Aid Trainers Ireland was provided to Council. It is expected that two representatives of the organisation will attend the next Education & Standards Committee meeting.

4.1.7 Amended GVF Report

The Director reported that a CPG Service Provider has amended their Medical Directors Report, submitted as part of their GVF process, to include a reference to a medication related incident.

4.2 Funding & Commissioning Future AP Training Programmes*

The Director provided Council with an outline of his paper as included in Council papers, detailing the current situation in relation to the PHECC commissioned AP Programme, whereby Council passed a resolution at their July 2019 meeting to disengage from the process of funding future AP education programmes, and outlining potential options for PHECC's disengagement from the process.

During discussion the following points were considered;

- Reduction in PHECC funding if PHECC no longer commission the AP Programme
- Timing implications considering recent notification that PHECC will be moving to Acute Hospital Policy Unit 1 from 1st January 2020
- Given that a NASC AP Programme has recently been conditionally approved, it is possible that at some point the NAS may decide not to send their students to UCD.

Due to a potential conflict of interest/loyalty the Chair and Shane Knox recused themselves from the discussion from this point. The Vice-Chair, Hillery Collins chaired the meeting in the Chair's absence.

Following further consideration of the options proposed by the Director, it was agreed that the Director will convene a specific meeting of all key stakeholders in early January 2020, at which all options for future funding of the AP Programme and the consequences thereof will be reviewed in detail. Recommendations of this group will be presented to Council at their February/March meeting and a definitive course of action decided upon.

The Chair and Shane Knox rejoined the meeting at this point.

Jimmy Jordan left the meeting.

4.3 Access to AP Programme*

The Director, referring to his paper included in Council papers, provided context on access to the AP Programme, given that the existing SLA between PHECC and the current course provider does not specify any access restrictions.

Following a review of the proposals provided by the Director the following resolution was passed;

Resolution: That PHECC funds should only support students from State bodies on the current AP Programme.

Proposed: Fiona McDaid

Seconded: Pat Hanafin

Carried without dissent

It was decided to suspend the agenda in order to address items 5.1. and 9.0.

5.1 Critical Care Paramedic Proposal*

Ian Brennan joined the meeting and, referring to the report included in Council papers, provided Council with a presentation on the concept of the introduction of a Critical Care Paramedic grade on the Register, as recommended by the Medical Advisory Committee. Council commended the report and passed the subsequent resolutions;

Resolution: That Council support the development of a Critical Care Paramedic.

Proposed: Hillery Collins

Seconded: Jason van der Velde

Carried without dissent

Resolution: That Council propose the creation, through primary legislation, of a 4th division of the practitioner register at the grade of specialist paramedic.

Proposed: Hillery Collins

Seconded: Jason van der Velde

Carried Without Dissent

Ian Brennan left the meeting.

9. AP Programme Review Presentation

Andy Newton joined the meeting and presented Council with his preliminary findings following a review of the current AP Programme which established that the current programme is compliant in all respects apart from some issues regarding the rigour with which the internship period is managed. Council commended Professor Newton on his presentation and feedback from Council members was addressed. It was confirmed that a final report will follow by the end of January.

Andy Newton left the meeting.

It was decided to defer items 5.2 Treat and Referral Presentation and 5.3 PHECC Nomenclature for decision until 2020.

4.4 Patient Care Risk Escalation*

It was noted that a number of concerns, as included in Council papers, have been raised in relation to the interim removal of the 'Critical Fail' element from examinations. As a result, this item has been added to the Risk Register and requires urgent attention. It was suggested to convene a meeting of the Education & Standards Committee prior to the next examinations taking place to address such concerns. However, as the standard review has been tendered and is expected to be completed in January 2020, it was agreed that temporary measures will be incorporated into the current interim standard and following resolution was passed;

Resolution: That Council agree that the interim standard is modified to include a review of the critical element.

Proposed: Hillery Collins

Seconded: Shane Mooney

Carried without dissent

4.5 Delegated Decisions of the Director

Reports relating to this item, as included in Council papers, were deferred to the February meeting.

6. Governance & Finance

6.1 Financial Statements 2018

Following a review of the 2018 financial accounts and earlier (minuted) reviews of internal controls the following resolutions were passed;

Resolution: That Council, having received assurances from the C&AC at earlier meetings in 2019, are satisfied to report that the system of internal control in PHECC performed satisfactorily in all respects for the financial year 2018.

Proposed: Pat Hanafin Seconded: Patrick Fleming

Carried without dissent

Resolution: That Council approve the 2018 financial statements for signing, subject to no material changes by the Office of the Comptroller & Auditor General.

Proposed: Fiona McDaid Seconded: Tess O'Donovan

Carried without dissent

6.2 Financial Position

Performance to end November 2019 was reviewed and progress toward achievement of budget was noted.

7. Risk

7.1 Risk Register

The Risk Register review was deferred to the February 2020 meeting.

8. Register

8.1 Register Report

The Register report was deferred to the February 2020 meeting.

9. AP Programme Review

This item was addressed earlier in the meeting.

10. AOB

It was requested that details of what level of entry to the Register applicants applied for in terms of recognition of qualifications be included in the Register report going forward.

The Chair thanked all Council members, Committee members and the Executive for their efforts in 2019 and wished everyone a Happy Christmas.

The meeting concluded at 2.30pm approximately. The next Council meeting will take place on Thursday 13th February at 10.00am.

Signed:


Jacqueline Burke
Chairperson

Date:

