

PHECC Council Meeting Minutes
Thursday 20th June 2019
PHECC Offices, Millennium Park, Naas



Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Martin Dunne
Jason van der Velde
Pat Hanafin
Thomas Keane
Jimmy Jordan
Stephen Brady
Shane Knox
Shane Mooney

Teleconference

David Menzies
Mick Molloy

Apologies:

Conor Deasy
Patrick Fleming
Patrick Plunkett
Tess O'Donovan
Con Foley

In attendance:

Richard Lodge, PHECC Director
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Beth Breslin, PHECC Staff Representative

1. Chair's Business

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

1.1 The Chair stated that agenda item 9.2 'Education & Standards Committee – Resolutions to Council' and the resolution therein would be deferred to the July Council meeting on the basis that the Governance review has commenced.

1.2 The Chair expressed Council's concerns regarding potential delays to the Education and Standards agenda and requested definitive time lines for the review due to the relative urgency of the Education and Standards matters.

The Director confirmed that this item is on the agenda under Item 8. Governance and Finance.

2. Minutes and Matters Arising

2.1 Draft Minutes May 2019

The draft minutes were presented for consideration and approved subject to the following agreed amendments;

Pg 8 Par 3 Line 2 - David Menzies requested that this sentence be reworded as follows;

In relation to the Approved RI/ATI Courses list as included in Council papers, David Menzies queried when the Paramedic Programme course at NASC & UCD CEMS expires.

Pg 8 Par 7 - Hillery Collins requested that this sentence be reworded as follows;

Hillery Collins requested that the Director provide detail of the annual sums of money paid to UCD in respect of the AP Programme over the past 5 years.

Resolution: That the Council approve the minutes of the meeting of 9th May 2019 subject to the agreed amendments.

Proposed: Pat Hanafin
Carried without dissent

Seconded: Stephen Brady

2.2 Matters Arising

There were no matters arising from the minutes.

2.3 Correspondence

The Chair confirmed that no correspondence had been received.

3. Directors Report

3.1 Report to Council

3.1.1 The Director noted that correspondence has been sent to both successful and unsuccessful grant applicants and noted that the IHF have expressed their disappointment regarding their grant application refusal.

3.1.2 The Director confirmed that the 2019 Business Plan and Schedule of Fees was submitted to the DoH and will be discussed at a quarterly review meeting in DoH next week. Shane Knox noted that item 2.2.1 on the Schedule of Fees, Paramedic course exam fees, should read €150 per exam or €300 for both.

Following a query from Shane Knox regarding exam fees for the AP exam the following resolution was passed;

Resolution: That the Council resolve that the AP examination fee is the same as the Paramedic examination fee.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

3.1.3 The Director confirmed that he hopes to be in a position to award the tender for the HR Review in the next few weeks, with work to commence in July and it is expected that a draft report will be completed by the end of August.

3.1.4 The Director and Brian Power will be meeting with the company who produced and reviewed the Strategy Document on 21st June to agree a date for the production of the final draft of the revised layout of the Strategy. Following discussion, it was agreed to invite the Minister of Health to an official launch of the PHECC Strategy 2019-2021 at a date to be agreed, probably in September, subject to his availability.

3.1.5 The Director outlined the series of events that evolved leading to the cancellation of the scheduled MMA event 'Battle Arena 56' and acknowledged the intervention of both Minister Harris and Minister Ross. It was noted that the most significant issue is not so much that the event was cancelled, but that there is now a much greater understanding of the need to only use PHECC Registered Practitioners and Licensed CPG Providers, at Ministerial level, Department level, by other CPG Providers, by the event organisers and by the insurance companies.

Shane Mooney asked Council to consider the public statement made by NI Sports Medics on the MMA Insiders website stating that PHECC 'lost' their application to become a licensed CPG provider. Following discussion, it was proposed to publish a post on the PHECC website to confirm that NI Sports Medics had never applied to become a PHECC Licensed CPG provider.

3.1.6 The Director and Ricky Ellis attended a meeting of Dept of Defence Senior Officials, Civil Defence and representatives of the County Council Managers Association (CCMA) ECCEP Committee and the Local Government Management Agency (LGMA) to address the details of the existing CPG provider statutory declaration (POL003 V5) and to inform them of the future GVF declaration (POL003 V6). The Director referenced correspondence received from the Civil Defence requesting an extension until November 2019 to allow the Civil Defence and Local Authorities sufficient time to implement and test their proposal

to guarantee oversight. The Director confirmed that a single declaration will be signed by the Civil Defence, however the Civil Defence will obtain a validation of governance form from each of the Local Authorities. A discussion arose regarding the length of the extension requested. Considering that two extensions have already been granted and that the Local Authorities appear to be in agreement with the Civil Defence's proposal, it was agreed to grant a 1-month extension to the existing extensions.

The following resolution was passed;

Resolution: Having already granted two extensions and recognised that progress is being made, Council recognise the Civil Defence with a further extension as a licensed CPG provider until 31 August 2019, subject to a satisfactory progress report at Council meeting on 11 July 2019.

Proposed: Shane Mooney
Carried without dissent

Seconded: Pat Hanafin

Martin Dunne left the meeting at this point.

3.2 AP Programme

3.2.1 The Director referenced the legal advice obtained regarding the current SLA for the AP Programme. Shane Knox queried if there was a breach of contract could the contract be terminated. The Director expressed the view that if the breach was considered to be fundamental to the delivery of the contract, then termination on the grounds of non-performance could be an option. However, we would be required to demonstrate that all avenues in the agreed dispute process had been exhausted.

3.2.2 Following a query from Council, the Director presented a summary of the total amounts paid to UCD in respect of the AP Programme over the last 10 years. Included also was a copy of the paper that was presented to Council in October 2017 detailing the same amounts which provided some commentary to explain the annual variation in fees and the fact that the headings used are largely historical. The cost of the course has not substantially increased over the past 12 years and averages out at just under €600,000 per year.

Hillery Collins requested that a more detailed report be provided on the annual sums paid in respect of the AP Programme in line with the SLA over the past 10 years.

3.2.3 The Director referenced the summary of previous discussions of the AP Programme at Council meetings as included in Council papers to eliminate any confusion regarding same. From the records, the current discussion regarding concerns in relation to the UCD AP Programme appears to have begun at the March Council Meeting.

Shane Knox noted that a discussion on this issue took place at the November 2018 Council meeting at which this item was referred to the Education & Standards Committee and subsequently appeared in the minutes of said Committee. Shane Knox noted that this is not reflected in the November 2018 Council minutes. The Chair noted that the minutes of the November 2018 Council meeting had been accepted by Council at the December meeting as an accurate recording of the meeting and had been signed off.

3.2.4 Following discussion at the May Council meeting, the Director was asked to seek clarity from the Director of the UCD AP Programme in relation to a definitive list of the CPGs not currently being taught or that have not been previously taught on the AP Programme. The Director wrote to the Director of the UCD AP Programme and received a reply, which was tabled.

The Director was directed, as a matter of urgency, to arrange a meeting with the AP Programme Course Director regarding the content of the AP Programme and to provide further clarity on any CPGs that may not have been taught. It was directed by Council that Dr David Menzies accompany the Director, as Chair of the Medical Advisory Committee, to provide clinical input to support the Director. In addition, it was

agreed that input at AP level may also be useful. It was further directed by Council that Martin O'Reilly an Advanced Paramedic from DFB and Shane Knox, Chair of the Education & Standards Committee and an Advanced Paramedic from the National Ambulance Service also accompany the Director.

Hillery Collins noted his concern regarding the opening line of an email of 12 June 2019 from the AP Programme Course Director to the Director and requested that it be addressed. It was agreed that the Director will reply to the AP Programme Course Director's most recent correspondence.

3.2.5 At the April Council meeting the Director was asked to provide a timeline for the independent review of the current AP Programme against current AP Education and Training Standards. The Director confirmed that a draft Request for Tender (RFT) is currently being compiled for the independent review of the current AP Programme. To date there have been no complaints received by PHECC about the UCD AP Programme from students on the AP Programme, other RIs, Licensed CPG Providers or members of the public. However, at least three members of Council have expressed a high level of concern in relation to both the content and delivery of the AP Programme in UCD. The review of the UCD AP Programme is overdue and the current level of concern constitutes a risk, that at present we cannot quantify.

The Director requested Council's opinion on bypassing the conventional procurement process given the possible level of risk involved. It is proposed that the review, using an Expression of Interest (EOI) process will commence in July with a completion target date of September 2019.

Ms. Walsh stated that she has drafted the specification and content and affirmed that it is the responsibility of the potential provider to meet the specification and show evidence of same. Shane Mooney noted that it is essential that both previous and current students are engaged with during the process. Pat Hanafin referenced the Conal Devine report, which resulted in substantial positive changes to be implemented in NAS and noted the importance of engagement with individuals on the ground as part of the review process. Shane Knox advised that input from APs needs to be considered as part of the process.

It was agreed that the review would facilitate full engagement.

Kathleen Walsh confirmed that the Executive are confident that they are able to produce appropriate specifications, and these will be circulated in advance to Macartan Hughes (Chief Ambulance Officer, Education and Competency Assurance with the National Ambulance Service), Martin O'Reilly (District Officer EMS Support, Dublin Fire Brigade) and Martin Neary (Defence Forces Medical School and Commandant) to seek input in finalising same.

In conclusion the following resolution was passed;

Resolution: Given that the review of the UCD AP Programme is overdue and that the current level of concern raised at Council constitutes a non-quantifiable risk, Council direct the Executive to urgently appoint or award a contract for an independent review.

Proposed: Pat Hanafin

Seconded: Thomas Keane

Carried without dissent

3.2.6 Hillery Collins queried if a member of the PHECC Examination Quality Panel had attended recent AP practical examinations. Following a comment from the Director that he was not aware what examinations had taken place it was confirmed by Shane Knox that said examinations had taken place and there was no representation from the Examination Quality Panel present. Hillery Collins queried why this was the case as the resolution passed at Council on 14 March 2019 stated "That the Council instruct that a member of the PHECC Examination Quality Committee attend the AP practical examinations." It was confirmed by Kathleen Walsh and Jacqueline Egan that it will be implemented for the next AP OSCEs.

David Menzies ended his teleconference call at this point.

3.3 Travel Policy

The Director informed Council that he is currently drafting a Travel Policy which covers both domestic and foreign travel which will be presented to Council for consideration at the July Council meeting.

3.4 Delegated Decision of the Director

Ricky Ellis informed Council that Blue Screen Medics have been granted conditional approval as a Licensed CPG Provider and confirmed that they have been informed that if successful they will be required to undergo a GVF assessment by Q2, 2020. Ricky highlighted an increase in the transparency in the processing of new Licensed CPG Provider applications.

Council adjourned for lunch.

4. Clinical Matters

4.1 CPP – Intraosseous Access

Brian Power referenced the Intraosseous Access CPP as included in Council papers and confirmed that it is envisaged that going forward additional CPP's will be produced and published as part of the CPG manual. The following resolution was passed;

Resolution: That the Council approve the Intraosseous Access CPP as included in Council papers.	
Proposed: Shane Mooney	Seconded: Pat Hanafin
Carried without dissent	

4.2 Adrenal Insufficiency (Adult & Paediatric) CPGs

Brian Power referenced the Adult & Paediatric Adrenal Insufficiency CPGs as included in Council papers and the following resolution was passed;

Resolution: That the Council approve the updated Adrenal Insufficiency (Adult & Paediatric) CPGs as included in Council Papers.	
Proposed: Pat Hanafin	Seconded: Jason van der Velde
Carried without dissent	

Hillery Collins joined the meeting at this point (following lunch).

5. Quality and Safety

5.1 Jacqueline Egan referenced the updated Council Policy 'POL043 Council Policy for the Implementation Timeframe for Information Standards & associated Patient Reports' as included in Council papers. Ms. Egan noted that the Quality & Safety Committee had agreed that a 12-month timeframe be implemented to allow Licensed CPG Providers sufficient time to put resources in place to modify their clinical information systems following the publication of new or revised Clinical Information Standards and associated Patient Report forms. Following a query from Hillery Collins regarding the requirement for a 12-month timeframe, Shane Mooney outlined that PHECC implemented the minimum data set however, as alternative electronic formats are being used by Licensed CPG Providers, sufficient time needs to be provided so that providers can update their systems to ensure that relevant data is captured. The following resolution was passed;

Carried without dissent

5.2 Jacqueline Egan referenced the extract from the Quality & Safety Committee meeting of 8 April 2019 and the subsequent resolution regarding EMT CPC Simulation. Shane Knox requested that the proposal be considered by the Education & Standards Committee as it conflicts with current Education & Standards Committee resolutions in relation to CPC simulation. Shane Mooney commented that it is an additional safeguard but agreed that he was happy for the resolution to be considered by the Education & Standards Committee to ensure consistency across Committees. The following resolution was passed;

Carried without dissent

5.3 Jacqueline Egan referenced the document titled 'Return to Practice Draft Framework' as included in Council papers. Shane Mooney noted that guidance needs to be provided to Licensed CPG Provider organisations regarding minimum requirements for return to practice/registration, primarily at EMT level, and noted that it is the responsibility of the CPG Provider privileging an individual to ensure their skills are up to date. Shane Knox noted that the detail of same needs to be qualified and will need consideration by the Education & Standards Committee. Mick Molloy noted that there are individuals on the register that do not practice at all and it was noted by Shane Mooney that once CPD is rolled out the onus will be on the individual practitioner to demonstrate compliance with competency requirements. Shane Mooney affirmed that it is a discussion document only. Kathleen Walsh noted that a provision needs to be included for all scenarios, such as an individual who was previously registered with PHECC but is currently off the register and practicing in another jurisdiction. Jacqueline Egan noted that such scenarios need to be addressed separately and depending on the personal circumstances of the practitioner may be classed as return to practice rather than return to registration.

Jimmy Jordan left the meeting at this point.

A discussion arose regarding quantifying return to practice requirements in hours and it was noted by Brian Power that as per our triple lock system it is the responsibility of the Licensed CPG Provider to privilege the individual. Shane Knox agreed but pointed out that once an individual is registered it is their responsibility to meet standards of proficiency. Shane Mooney reaffirmed that the draft document is purely a guidance document outlining the minimum requirements that need to be considered by CPG approved organisations in return to practice/registration situations.

5.4 Jacqueline Egan referenced correspondence received from the Minister of Health to the OHCA Strategy Group regarding a recommendation on defibrillators, as included in Council papers. A subsequent discussion arose regarding where the responsibility lies for ensuring defibrillators are functioning properly. Jacqueline Egan confirmed that PHECC as a member of the OHCA Strategy Group are, in line with the Strategy Implementation Plan, tasked with surveillance and audit of defibrillators.

Following discussion, it was agreed that the following correspondence would be issued:

- A letter from the Chair of Council to all PHECC Licensed CPG Providers reminding them of their responsibility and the importance of checking that defibrillator equipment is available and functioning properly in an emergency.
- A letter to defibrillator manufacturers requesting that they write to all customers who purchased AED machines asking them to check that batteries and equipment is functioning properly.

- A letter to the OHCA Strategy Group noting the above correspondence and stating that the responsibility for inspection, audit and surveillance of defibrillators is outside PHECC's remit.
- A letter Mr Damien McCallion, HSE National Director Screening & CAWT and Commissioner of the OHCA Strategy Group, and Dr Stephanie O'Keefe, HSE National Director Strategic Planning and Transformation, requesting a status update on the roll out of the Strategy Implementation Plan.

Thomas Keane left the meeting at this point.

5.5 Ricky Ellis referenced Council paper titled 'Change of Licensed Provider Recognition Status' and explained that following a recent Quality & Safety Committee it was agreed that there is a requirement to introduce a system whereby Providers can apply for licensing at specific clinical levels and to develop a framework to provide guidance and transparency in licensing decisions. He explained that the paper outlines the process where an approved CPG Provider at a certain level e.g. EMT, can apply to become an approved CPG Provider at an additional clinical level e.g. Paramedic/Advanced Paramedic. Ricky Ellis confirmed that the Quality & Safety Committee had recommended that in the future a selection of criteria from the GVF model would need to be satisfied to do so. Shane Mooney informed Council that the criteria for moving up a level will now be clear. Following a brief discussion, the following resolution was passed;

Resolution: That the Council approve the proposal on the Change of Licenced Provider Recognition Status as included in Council Papers and recommend a pro-rata fee be included in the Schedule of Fees.

Proposed: Shane Knox

Seconded: Hillery Collins

Carried without dissent

5.6 The document titled 'Annual Medical Directors Report V2' as included in Council papers was noted and the following resolution was passed;

Resolution: That the Council approve the Annual Medical Directors Report V2 as included in Council Papers.

Proposed: Hillery Collins

Seconded: Shane Mooney

Carried without dissent

5.7 Blue Screen Medics Application Processing

The report on Blue Screen Medics Ltd. application to become a new licensed CPG provider, as included in Council papers, was noted.

5.8 The Draft CPG Licensing Certificate as included in Council papers was noted.

5.9 Ricky Ellis referenced the document titled 'Publication of GVF Reports' as included in Council papers which details the process for the development and publication of reports. Ricky explained that the Executive had received communication from a Licensed CPG Provider regarding the intended publication strategy. Mr Ellis outlined that, based on a potential litigation risk to PHECC, he was recommending an alternative course for the publication of GVF reports. Following a short discussion regarding the timing of report publication it was agreed to defer this item to July Council meeting to allow Council to consider the proposal.

6. Register

The Director noted the inclusion of data detailing the age and gender breakdown of the current Register and it was agreed that it would be beneficial to include this information on the PHECC website, ensuring anonymity.

7. Risk

The Director noted that the Risk Register as included in Council Papers is constantly being updated and that future versions will be presented to Council.

8. Governance and Finance

The Director referenced correspondence from the Chair of the Compliance & Audit Committee dated 28 May 2019 confirming that a report will be presented to Council at the July meeting regarding the impending Governance review. In his correspondence, Con Foley requested that no further appointments to Committees be made until the Governance review is complete and advised Council Committee Chairs to bring all future Committee nominations to Council for prior approval. The Director informed Council that a meeting with the IPA is scheduled for next week to agree timelines and the process of the review. It was suggested that 1:1 meetings are arranged with Council members, Chairs and Vice Chairs of Committees at the July Council meeting, this has yet to be confirmed.

9. Education & Standards

9.1 Kathleen Walsh gave a summary of items discussed at the Education & Standards meeting of 29 May 2019 and informed Council that the next meeting is scheduled to take place on 24 July. It was suggested to move the Education & Standards item earlier in the agenda for the July Council meeting.

9.2 As noted earlier in the meeting this item is deferred to the July Council meeting on the basis that the Governance review has commenced.

10. Appeals

Kathleen Walsh updated Council on the outcome of the recent Recognition of Qualification Appeal A014 as per the redacted report included in Council papers and noted that the Appellant has appealed the outcome. Legal advice is currently being sought on the matter. A subsequent discussion arose regarding the assessment of applications received from within Ireland and Council Policy POL004 for the assessment of these qualifications, with reference to the Directive of the applicant seeking recognition of prior learning by a Recognised Institution. Shane Knox stated that it is the responsibility of the Regulator to decide if an individual has obtained the required qualifications and to RPL the individual. Shane Knox queried whether our current policy reflects EU legislation and it was confirmed by Kathleen Walsh that if an applicant is Irish then they are not assessed as an EU applicant. Jason van der Velde expressed concern as an Irish applicant is EU by definition and commented that other regulatory bodies are also faced with this issue at the moment. Mr Van der Velde requested that the item be referred to the Education & Standards Committee.

Hillery Collins requested that the Education & Standards Committee review the current Appeal Policy. The following resolution was passed;

Resolution: That the Council request that the Education & Standards Committee review the current Appeal Policy.

Proposed: Hillery Collins

Seconded: Shane Knox

Carried without dissent

11. A.O.B.

11.1 Hillery Collins raised the following items;

11.1.1 Raised an issue with additional documentation being circulated for review in advance of Council meetings and requested that the minutes are provided to Council members as soon as possible following a Council meeting. The Chair also requested that any proposed changes to policies and documents are highlighted in documentation for ease of navigation.

11.1.2 Requested assurance from a governance aspect that the Compliance & Audit Committee can be chaired by a non-Council member. The Director stated that it is not unusual for a non-Council member to chair such a Committee and is directly referenced in the Charter for the Compliance & Audit Committee, approved by Council in February 2017. It was confirmed by the Chair that this will be addressed during the upcoming Governance review.

11.1.3 Queried if the Executive had PHECC representation at recent AP practical examinations. The Director confirmed that he was unaware that any AP practical exams had taken place since a resolution relating to this matter was passed in March 2019. Shane Knox requested a schedule of examinations for the AP Programme to ensure that the resolution is implemented as agreed.

11.1.4 Queried as to who decides on the successful applicants for the AP Programme. Shane Knox confirmed that the RI notifies providers of the number of places available to them on the specified course and requests nominations. Hillery Collins requested clarity as to how it was decided that two individuals from Dublin Airport Authority were approved onto the course. The Director confirmed that PHECC pay for the AP Programme irrespective of the number of individuals on the course.

11.2 Shane Knox requested an update on the proposed formation of a Finance Committee as discussed at February 2019 Council meeting. The Director confirmed that this will be incorporated into the Governance and Terms of Reference Review.


11.3 Stephen Brady, as Chair of the Priority Dispatch Committee, expressed concern about the lack of attendance of NAS representation at Priority Dispatch Committee meetings which has been ongoing for over a year. The Director confirmed that he had received no reply to his latest correspondence with NAS in relation to this matter and it was agreed to include this item on the agenda for July Council meeting. Stephen Brady confirmed that the functionality of the Priority Dispatch Committee is assigned by Council and therefore a lack of presence is hindering its progress. Jason van der Velde enquired as to whether external mediation is required and queried should the matter be referred to the Minister of Health.

11.4 Jason van der Velde informed Council members that Mr. Keith Synnott had recently been appointed as the National Clinical Lead for Trauma Services in Ireland and it was agreed that the Chair would extend a formal invitation to Mr. Synnott to meet with Council.

The meeting concluded at 4.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 11th July at 10.00am.

Signed:


Jacqueline Burke
Chairperson

Date:

10th Sept 2019