

PHECC Council Meeting Minutes
12 November 2020
PHECC Office, Naas



Present:

Jacqueline Burke (Chair)

Video Conference:

Hillery Collins (Vice Chair)

Jason van der Velde

Shane Mooney

Mick Molloy

Thomas Keane

Niamh Collins

Patrick Fleming

William Merriman

David Menzies

Tess O'Donovan

Aidan O'Brien

Dennis Keeley

Jimmy Jordan

Apologies:

Conor Deasy

Pat Hanafin

Fiona McDaid

In attendance:

Richard Lodge, PHECC Director

Barry O'Sullivan, Deputy Director & Registrar (VC)

Brendan Cawley, PHECC PDO

Ricky Ellis, PHECC PDO

Con Foley, Council Secretary (VC)

Karen O'Neill, Council Administrator

1. Chair's Business

The Chair welcomed everyone to the meeting, noting apologies received, and thanked all for attending.

1.1 Correspondence

No correspondence noted.

1.2 Council Appointments

The Chair updated Council on progress regarding Council appointments for those whose terms of service expire before the Council meeting on December 10th next. The Department of Health has assured the Chair that letters of appointment will be received at an early date. Nominations for other Council memberships will also be sought and are hoped to also be in place for the December Council meeting.

1.3 Committee Terms of Reference [TOR] Update

Draft Terms of Reference [TORs] have been prepared for all proposed Committees of Council for review by existing Committee Chairs and the Vice-Chair of Council. The Chair will engage with Committee Chairs & the Vice-Chair, prior to sending the Draft TORs back to the IPA for a further review. Following that, the revised TORs will be brought to Council for approval either at the December meeting or early in 2021.

2. Minutes & Matters Arising

2.1 Draft Minutes 08 October 2020*

The draft minutes were presented for consideration and the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of 08 October 2020.
Proposed: Mick Molloy **Seconded:** Patrick Fleming
Carried without dissent

2.2 Matters Arising

2.2.1 Pronouncement of Death by Practitioners

The matter of non-acceptance of deceased, conveyed by ambulance, at some hospital mortuaries was raised. Referring to modifications to requirements for pronouncement of death earlier this year, and in light of the letter from the Coroner's office, it was agreed that the situation is clear and therefore not a matter for PHECC. It was decided that a letter from NAS/DFB to hospital mortuaries would help alleviate the situation.

2.2.1 Correspondence from Vice-Chair

The Vice-Chair has confirmed to the Chair he is satisfied that the matters raised in his letter of 25 August 2020 have been resolved. The C&AC sub-group is currently reviewing the conflicts of interest policy and will report to Council at an early date.

2.2.2 AP Programme Update

The Director provided Council with an update on future funding of the UCD AP Programme. Clarification of the conditions of a revised SLA were provided together with UCDs belief that they would be unable to run any future AP Programmes due to the PHECC requirement for a minimum of 16 students, while NAS students attend the NASC AP Programme. It was confirmed that there are now two PHECC accredited AP training programmes in existence and it was reiterated that it is not the role of the Regulator to fund either course. The Department of Health has confirmed that, as a result, the PHECC 2021 determination will be adjusted accordingly.

3. Directors Report

3.1. Directors Report to Council*

3.1.1. Ongoing Review Updates

Both the Crowe Education Standards Review and the PHECC Examination Standard Review are expected to be considered at the next Education & Standards Committee meeting.

3.1.2. COVID-19 General Arrangements

The Executive have modified the return to work in the office protocols considering the most recent restrictions.

3.1.3. COVID-19 Crewing Model

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

3.1.4. Launch of the PHECC Strategic Plan 2020-2023

Council were informed that due to current work commitments, a launch of the PHECC Strategic Plan via a webinar event is proving problematic. Further discussion ensued and it was agreed that the Director will continue to pursue options for hosting the event, with engagement of a

PR/Technology company expected. To monitor its progress, it was agreed that the Strategic Plan be included as an agenda item bimonthly going forward.

3.1.5. Staff Recruitment Update

Notification was provided that a contract for the provision of HR Management Services has been awarded to Tennant Consulting. Positions expected to be advertised in the coming days are those of the three permanent Grade VIII Programme Managers. Additionally, Ms. Pauline Dempsey will be returning to PHECC from secondment in the Department of Health on Jan 1st, 2021.

3.1.6. Department of Health [DoH] Quarterly Review Meeting

Council were provided with an update of the Department of Health [DoH] Quarterly Review meeting of 11th November 2020, at which assurances were provided by DoH officials that PHECC funding for 2021 will not be affected by an anticipated surplus in 2020, occasioned by the pandemic and related matters. Following discussion, the Director was requested by Council to explore options for a secure portal for meetings of professionals in the pre-hospital field, in an effort to support smaller RI/ATI's in the area of education and training.

The impact on workforce planning was also mentioned at the DoH meeting, in context of both pandemic and longer term. The Director was reminded of the related need for engagement with national trauma and travel bypass committees, due to its implications on practitioners.

3.1.7 Fitness to Practise [FTP] Procedures

The Director confirmed that the appointment of a Chair for the FTP review group is imminent.

3.1.8 Cross Border Movement

Referencing the related content of Council papers wherein, following a query from the NMBI, a summary of the ongoing matter of cross-border movement was provided for Council's consideration. Following discussion, it was agreed that, as the issue is outside PHECC's remit and is essentially a governmental issue, the Director will write to the DoH requesting clarity on the matter.

Shane Mooney & David Menzies joined the meeting at this point.

3.2 Emergency Ambulance Crewing Model Standard

A summary of related contents of previous discussions at Council was provided by the Director. It was accepted that the current PHECC minimum crewing model for an emergency ambulance needs to be clearly defined. The role of PHECC in setting operational standards was discussed. It was postulated that this would be an operational matter for NAS and DFB, however legal opinion and the view of the DoH is that this falls within the remit of PHECC's statutory entitlement to put standards of operation in place to support best practice by PHECC Practitioners.

Following discussion, it was agreed that the matter will be included on the December Council meeting agenda for consideration and resolution. Considering the valuable input those Council members who have recently and are due to conclude their term on Council on 05 December could provide, they will be invited to attend the December Council meeting to contribute to the discussion. It was clarified however, that only active Council members will be permitted to vote on any resolution proposed on the day. The Chair will request written submissions from all interested parties in advance of the meeting.

3.3 Delegated Decisions by the Director

The report as included in Council papers was noted.

Council took a short recess.

4. Education & Standards

4.1. Blended Online Learning Update

The application process for approving institutions to deliver Responder level courses through Blended Online Learning has resulted in four applications being approved to deliver courses in this manner. Further applications are progressing and await assessment.

4.2. FAR Recertification Update

Referencing Council agreement at their October 2020 meeting, that no further extension to FAR certification will be provided from 31 October 2020, further discussion ensued. Council recognised that due to COVID restrictions, completion of the 2-day refresher course may not currently be possible. Consequently, it was agreed that where Responders certification has expired between 01 March 2020 and 31 March 2021, a Responder may complete the 2-day FAR refresher course to maintain FAR certification. It is hoped that from March 2021, training courses will be permitted to recommence under public health regulations and therefore the norm of 28 days post certificate expiry rule will apply in relation to the requirement to sit a full 3-day course.

4.3. Draft POL046 Delist RI/ATI Policy*

Following a directive from Council at their October 2020 meeting, for the Executive to create a process to enable PHECC to withdraw its recognition to implement Clinical Practice Guidelines, a draft policy has been developed (see item 5.1). Similarly, a policy for delisting RI/ATI's, as included in Council papers, has been developed. The suggested addition of a statement on the use the PHECC logo once formal delisting has taken place was accepted and the following resolution was passed;

Resolution: That Council approve POL046 Delist Recognised Institution/Approved Training Institute, as included in Council papers.

Proposed: Mick Molloy **Seconded:** Shane Mooney

Carried without dissent

A separate resolution pertaining to item 5.1 was also passed at this point. (see item 5.1)

The ongoing challenge of non-PHECC approved institutions/individuals advertising non-approved courses was noted. However, it was recognised that following previous correspondence from PHECC, approximately 25 institutions/individuals have since begun the process of accreditation and attended pre-submission meetings with PHECC.

4.4. E&S Committee Update

Resulting from the recent EOI for vacant positions on the Education & Standards Committee, several applications have been received and interviews have been scheduled for next week. Council were notified that unfortunately there have been no applications to date for the position of a *'representative from the Higher Education Institutions who is a nurse involved in the education and training of nurses (expression of interest) or a registered nurse from Council'*.

5. Quality & Safety

5.1. Draft POL045 Delist Licensed CPG Provider Policy*

As per item 4.3, both were effectively considered together and Council passed the following resolution;

Resolution: That Council approve POL045 Delist Licensed CPG Provider Policy, as included in Council papers.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

5.2. Governance Validation Framework [GVF] Completed Site Assessment Reports*

An explanation of the five GVF site assessment reports, as included in Appendix 1 of Council papers, was provided to Council and their formal approval requested. Following consideration, Council passed the following resolution;

Resolution: That Council approve the completed GVF Site Assessment Reports, as included in Council papers.

Proposed: Mick Molloy

Seconded: Niamh Collins

Carried without dissent

6. Clinical Matters

6.1. Clinical Practice Guidelines [CPG] Publication Update

An update on progress related to preparations for the publication of the next edition of CPGs, as included in Council papers, was noted. Comments received from members of the Medical Advisory Committee [MAC] are being correlated presently and it is anticipated that a meeting will be convened in due course. It was agreed that only substantial changes to CPG's will require further Council approval. Additionally, a pharmacist has been recruited to maintain and review the associated Medication Formulary.

Appreciation was extended to Ricky Ellis, for filling the role of Clinical Programme Manager since the departure of Brian Power earlier this year.

7. Governance & Finance

7.1. Governance – ISO 9001:2015 Certification

The Secretary prefaced remarks on above, referring to the Comptroller and Auditor General's [OCAG] audit of PHECC's 2019 financial results. A memorandum had been received from OCAG, outlining the extent of their audit work and this will be sent to all Council members following the meeting. The audit has commenced and is being conducted remotely, which has caused additional stresses in the PHECC organisation.

The ISO certification was a parallel audit of processes in PHECC, up to and including Council business and although this has a customer and people-oriented focus, it is no less important than the fiscal audit. The final report, as included in Council papers, was noted and all PHECC executives involved were complimented in achieving ISO 9001:2015 accreditation once again.

7.2. Financial Outcome to end of September 2020

Outcomes to end September were reviewed and cross-referenced to the Director's earlier comments in point 3.1.6. above.

7.3. Conflict of Interest Policy Review Update

Patrick Fleming informed Council that progress continues on the C&AC sub-group tasked with reviewing the current Conflict of Interest Policy, and a more detailed report is expected at the December Council meeting.

7.4. Draft POL024 Risk Policy & Management Procedures*

Council were informed that the draft POL024 Risk Policy & Management Procedures, as included in Council papers, has been reviewed and approved by the C&AC in autumn 2019. It was explained that due to pressure of other issues, said policy had not been laid before Council. A new format had resulted and has been used since July 2019 and this was reflected in the policy document, which was approved. Subsequently Council passed the following resolution;

Resolution: That Council approve POL024 Risk Policy & Management Procedures V2, as included in Council papers.

Proposed: Pat Fleming

Seconded: Tess O'Donovan

Carried without dissent

8. Register

8.1. Register Report

The register report as included in Council papers was noted. It was noted that having already been extended once, the Temporary (COVID) Register was due to expire on 31 December 2020.

9. AOB

9.1. OHCAR Annual Report 2019

The OHCAR 2019 Annual Report, as included in Council papers, was noted.

9.2. Being his final Council meeting, Shane Mooney expressed his gratitude to Council members, the Executive and all PHECC staff for their assistance with the various Council's and Committee's he's been involved with over the previous 8 years.

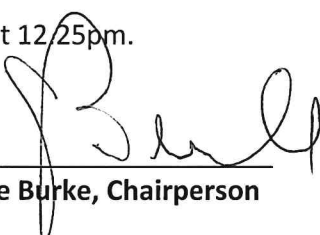
The Chair thanked all members for their committed service to PHECC and particularly mentioned Shane Mooney and Pat Hanafin whose final term on Council concludes on 05 December 2020. The Chair further lamented the fact that it will not be possible to celebrate this, as with Shane Knox, Patrick Plunket, Martin Dunne and Stephen Brady whose final term ended in June of this year. Also referenced were the retirements of executives Brian Power and Jacqueline Egan, both of whose contributions to PHECC had taken place over a significantly longer period. These sentiments were echoed by Council members.

Lastly, as her first term as Chair concludes, the Chair personally thanked all for their assistance in all Council related matters.

The December meeting will continue to be a virtual meeting, taking place on December 10th next at 10.00hrs.

The meeting concluded at 12/25pm.

Signed:


Jacqueline Burke, Chairperson

Date:

