

**PHECC Council Meeting Minutes**  
**Thursday 9th May 2019**  
**PHECC Offices, Millennium Park, Naas**

**Present:**

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

**Apologies:**

Conor Deasy  
Patrick Fleming  
Mick Molloy  
Pat Hanafin

**In attendance:**

Richard Lodge, PHECC Director  
Con Foley, Chair Compliance and Audit Committee  
Brian Power, PHECC PDO  
Ricky Ellis, PHECC PDO  
Kathleen Walsh, PHECC PDO  
Jacqueline Egan, PHECC PDO  
Karen O'Neill, Council Secretariat  
Jennifer Shortt, PHECC Staff Representative

**1. Chair's Business**

The Chair welcomed attendees to the meeting and noted apologies received. The Chair extended her condolences to Patrick Plunkett on the death of his mother, Jeanne Plunkett, may she Rest in Peace.

The Chair read correspondence from Hillery Collins regarding consideration of the AP Programme tender.

**2. Minutes and Matters Arising**

**2.1 Draft Minutes April 2019**

The draft minutes were presented for consideration and approved.

**Resolution: That the Council approve the Minutes of the meeting of April 2019.**

**Proposed: Hillery Collins**

**Seconded: Fiona McDaid**

**Carried without dissent**

**2.2 Matters Arising**

Regarding the resolution on page 7, Hillery Collins queried if the Director had written to the Minister seeking consent to increase FAR certification fees to €25. The Director confirmed that the increase in fees is included in the Business Plan for 2019 being presented to Council today, which requires approval by DoH.

Following a query from Hillery Collins in relation to the proposed CPC Implementation Plan, Shane Knox confirmed that it had been brought to the Education & Standards Committee for review.

David Menzies queried if grant applicants would be formally informed of Council's decision at the April Council meeting. The Director confirmed that letters would be sent shortly to all applicants.

## 2.3 Correspondence

The Chair confirmed that no correspondence had been received.

## 3. Directors Report

**3.1.1** The Director updated Council members on developments relating to the Civil Defence and their impending application to continue as a Licenced CPG Provider. Following recent media interest, a public statement had been drafted by the Director and was tabled for discussion. Council approved the document and it was agreed that the Director will contact the General Secretaries of the Department of Defence, Department of Health and Department of Environment to reinforce that PHECC are here to assist in resolving the matter.

**3.1.2** It was confirmed that there was no grant application for research in 2019 from OHCA and therefore should not have been considered at the previous Council meeting, as it had originally been approved via Council resolution in September 2017. The only application received in 2019 was from OHCAR and, as there is a no SLA or contractual obligation in place, this was declined by Council in accordance with the previous resolution.

**3.1.3** Following discussions relating to the AP Programme it was suggested that consideration be given to whether it is appropriate for PHECC to be the body that commissions and funds the AP Training Programme going forward.

During discussions the following points were considered;

- It has been confirmed that if PHECC were to divest itself of responsibility for commissioning and funding the AP Programme it would lose its current funding in relation to same.
- Any future tender is likely to exceed current costs and it is not certain if PHECC will receive any increased funding for this, thus leaving PHECC financially exposed.
- The appropriateness of this function lying with the Regulator whose role it is to set Education and Examination Standards in this regard, rather than commission specific courses.
- PHECC was originally made guardian of the protected funding in order to secure the future of the programme.
- If PHECC were to divest itself of responsibility for commissioning and funding the AP Programme it would play no part in the tender process.
- PHECC has some obligation regarding the future of the AP Programme, and therefore PHECC should be prepared to give some recommendation as to how the programme should be managed going forward.
- The timeframe currently in place (present contract runs until August 2020, with provision for extension) allows for review of educational standards and potential revision of the AP Programme content and tendering process.

In light of the above, the Chair requested that the Director start a dialogue with the DoH to explore options should PHECC decide to divest itself of responsibility for commissioning and funding the AP Programme. It was agreed that this item be placed on a future agenda for further discussion and resolution when Council have had time to consider the full implications.

**3.1.4** The Director confirmed, as part of his report, that he has received correspondence from DoH enquiring as to the progress of NASCs application for accreditation of a new 3-year BSc. Paramedic Programme. The Director confirmed that to date no application had been received regarding same. It was confirmed by Shane Knox that the programme will commence in September 2019 and that



NASC have written to the Director to inform him of the fact. The Director confirmed that he had replied to NASC acknowledging the BSc. course proposal and proposed 3 dates for a meeting between PHECC, NASC and UCC to provide greater clarity on the matter. His reply also stated that no application to accredit a new programme had been received and that he had informed the DoH accordingly. NASC have yet to reply.

Kathleen Walsh confirmed that no application had been received via the electronic portal. Shane Knox proposed that no new application is required as it is not a new course and exceeds standards of an existing course. Kathleen Walsh described the current process for on-site reviews (every 3 years) and the requirement for an RI/ATI to submit a self-assessment report every year. In the event of any significant changes to a programme, the RI are required to notify PHECC of same. Patrick Plunkett queried the course duration of the BSc. Paramedic Honours Degree Programme, and it was confirmed by Shane Knox that as the course is semesterised it is a 3-year programme rather than 4 years.

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. Kathleen Walsh confirmed that NASC & UCD CEMS will remain as an approved RI until the course has officially completed, which is expected to be in August 2019. It was agreed to remove the word 'HSE' from HSE NASC and HSE NASC & UCD CEMS as detailed on the Approved RI/ATI Course listing.

It was noted that all applications for course accreditation are required to meet the minimum standards as set down by the Education & Training Standards. Jason van der Velde noted the need for PHECC to have visibility of our relationship with third level education across the country. Kathleen Walsh commented that for this to be possible there is a requirement for supportive legislation to ensure oversight of degree entry level programmes. It was agreed that the Education & Standards Committee would propose a discussion document to Council for consideration. Kathleen Walsh requested that Council, as reflected in the Future of Paramedicine document, determine an Education & Standards Strategy.

**3.1.5** The Director tabled correspondence from the Director of the AP Programme at UCD dated 7<sup>th</sup> May 2019, in reply to his letter of 30<sup>th</sup> April 2019, regarding Advanced Paramedic Curriculum Requirements/Compliance. Concerns were raised in relation to clarification of the list of CPGs not being taught currently. It was agreed that the Director would write to the Director of the AP Programme to request the following;

- i. confirmation of a definitive list of CPGs not currently being taught
- ii. confirmation of a period of time when students were not taught specific named CPGs

*Jimmy Jordan & Martin Dunne left the meeting at this point.*

Patrick Plunkett noted that it is the responsibility of the licensed CPG provider who is privileging the practitioner to fill any gaps in skills. It was stressed by Shane Knox that if this is the case we need to notify licensed CPG providers of specific CPGs that were not taught so they are aware of any skill deficits.

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.

It was agreed that the Director provide further information on the timings of an independent review of the current AP Programme to assess any current risk.

*Patrick Plunkett & Hillery Collins left the meeting at this point.*

## 4. Clinical Matters

### 4.1 Seventh and Tenth Schedule for Medicinal Products Update

Brian Power updated Council as per the proposal included in Council papers and the following resolution was passed;

**Resolution: That the Council agree a mandate for the Executive to engage with the Medicines Section of the Department of Health to develop and agree a process for updating the Seventh and Tenth Schedules.**

**Proposed: Shane Knox  
Carried without dissent**

**Seconded: Jason Van Der Velde**

### 4.2 Scottish Ambulance Service – New Clinical Response Model

Brian Power gave a presentation following his recent visit to the Scottish Ambulance Service.

David Menzies suggested that, even though there are lots of similarities between Ireland and Scotland, PHECC should explore other UK services also and noted the requirement for change due to increasing demands on ambulances and hospitals. Stephen Brady noted the benefit in engagement with the Scottish Ambulance Service and agreed with Brian Power that the first step is to invite them to make a presentation to Council & the Priority Dispatch Committee. He also commented that the work of the Priority Dispatch Committee is being hampered by lack of attendance.

The Chair noted the requirement to have an updated travel policy.

**Resolution: That the Council approve in principle to invite the Scottish Ambulance Service to make a presentation to Council & the Priority Dispatch Committee regarding their Clinical Response Model.**

**Proposed: David Menzies  
Carried without dissent**

**Seconded: Jason Van Der Velde**

## 5. Quality and Safety

No items reported.

## 6. Register

### 6.1 Register Report

The Register report was noted. The Director proposed that an anonymous breakdown of AP, P and EMT based on gender be reported at the next Council meeting.

### 6.2 Outcome of Assault Case – for information only

The Director agreed to remind the Registrar that the individual in question is currently on our Register with a registration expiration date of 31<sup>st</sup> May 2019.

### 6.3 Registration Decision

Following the submission in Council Papers regarding an application for registration, Council requested that the Registrar request a full application from the individual concerned, which will provide more comprehensive information regarding this application.

Jason van der Velde raised the case of an application for registration where there was an issue concerning Recognition of Qualification and the internship served. Following a request from the Director it was agreed to defer this item until a current appeal had been completed to avoid compromising the appeal.

### 6.4 Fitness to Practice

The Chair of the Preliminary Proceedings Committee, Shane Mooney confirmed that he had received a letter from the Registrar regarding a complaint against certain PHECC registered individuals and will commence proceedings. Shane Mooney confirmed that the Quality & Safety Committee are currently assessing periods of absence from practice and standards of return to practice.

## 7. Risk

The Director tabled the latest version of the Risk Register and noted that the total number of risks have decreased from 43 to 18, with the total number of high-risk items reduced from 5 to 2. It was agreed to defer the Risk Register to the July Council meeting to allow Council time to review the tabled document. The work done regarding revisions to the Risk Register was acknowledged.

## 8. Governance and Finance

### 8.1 Council Effectiveness Survey

Con Foley gave a brief update of the Council Effectiveness Survey report as included in Council Papers.

### 8.2 Compliance & Audit Committee Update

Con Foley provided a summary of items discussed at the Compliance & Audit Committee meeting of 24<sup>th</sup> April 2019.

Following his discussions with the IPA regarding a review of our Terms of Reference, Con Foley proposed that an overall Governance Review, to include Council Committee alignment, be conducted. This was supported by the Director. The estimated cost of this review is between €17,500 and €19,000. It was clarified that the IPA Governance Review will include Council, Committees of Council and the Executive and will address alignment of Terms of Reference, Membership, Terms of Office as well as all operational aspects of Governance. This will involve engagement with Council members, Committee Chairs and members of the Executive and a full report will be presented to Council.

Following discussions by Council the following resolution was passed;

**Resolution: That the Council approve the Executive to engage with the IPA in the matter of Council Committee alignment and an overall Governance Review.**

**Proposed: Tess O'Donovan**  
**Carried without dissent**

**Seconded: David Menzies**



### 8.3 Secretarial Matters

Following his attendance at a recent IPA Board Secretaries event, Con Foley relayed recommendations as to the level of detail in minutes and the naming of individuals who raise comments. It was suggested that this topic can be incorporated into the Governance Review as per Council resolution in item 8.2.

### 8.4 Declaration of Interests

Declaration of Interest forms were circulated to Council members for completion.

Following a query from Shane Knox regarding the nomination and selection of individuals to Committees it was agreed that Con Foley will provide a report to Council at the July meeting regarding this, in line with Terms of Reference and Governance Review alignment work being carried out by the IPA. Following a suggestion from David Menzies, the Chair requested that going forward each Standing Committee provide a report to Council for each Council meeting.

### 8.5 Draft Business Plan & Schedule of Fees 2019

Following review of the Business Plan it was suggested that the following items be rephrased for reasons stated below;

Page 18 ref Clinical Practice Core Actions 2019, it was noted that a Verification of Death training module will be changed to information package.

Subject to these amendments the following resolution was passed;

**Resolution: That the Council approve the Draft Business Plan.**

**Proposed: David Menzies**

**Seconded: Tess O'Donovan**

**Carried without dissent**

The proposed Schedule of Fees was reviewed by Council and the following amendments noted;

Item	Comment
2.1	Examination Application EMT – should read €150 (typo)
3.1 & 3.3	it was noted that this fee of €5,000 is based on a 3-year cycle, rather than the annual fee of €1,000 at present.
6.0	it was agreed that the maximum fee of €3,500 will be applied to the largest organisations and scaled down accordingly for EFR and CFR based on the number of certs issued.
6.3	it was agreed to remove section 6.3.

**Resolution: That the Council approve the proposed Schedule of Fees subject to changes agreed.**

**Proposed: Thomas Keane**

**Seconded: Tess O'Donovan**

**Carried without dissent**

## 9. Appeals

### 9.1 Appeal Panel Membership

Following the proposal as included in Council papers, the following resolution was passed;

**Resolution: That the Council approve the nomination of Seamus Butler to the Appeals Panel.**

**Proposed: Shane Knox  
Carried without dissent**

**Seconded: Shane Mooney**

## 10. Education & Standards

Kathleen Walsh reported that, following completion of the tender evaluation process for the review of Educational Standards at Practitioner level, one tender had been successful. A letter of notification will be issued shortly.


## 11. A.O.B.

Kathleen Walsh updated Council on the recent RI/ATI Engagement event and noted the strong levels of attendance.

The meeting concluded at 4.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 20<sup>th</sup> June at 10.00am.

Signed:

  
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**Jacqueline Burke**  
**Chairperson**

Date:

