

**PHECC Council Meeting Minutes**  
**Thursday 9<sup>th</sup> July 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

David Menzies

Conor Deasy

Jimmy Jordan

Tess O'Donovan

Fiona McDaid

**Apologies:**

Pat Hanafin

William Merriman

Con Foley, Council Secretary

**In attendance:**

Richard Lodge, PHECC Director

Barry O'Sullivan (VC)

Ricky Ellis, PHECC PDO

Brendan Cawley, PHECC PDO

Jacqueline Egan, PHECC PDO

Karen O'Neill, Council Administrator

**1. Closed Session**

During the closed session, Council discussed the Directors Performance Review. Other issues raised were brought to the open meeting under Chairs business and the Directors Report.

**2. Chair's Business**

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

A special welcome was extended to Niamh Collins and William Merriman who have been appointed by the Minister as Council members effective from 30 June 2020. Due to pre-arranged annual leave, apologies have been received from William Merriman for today's Council meeting.

Correspondence, including POL033\_Code of Governance and Business Conduct has been issued to both new Council members.

**2.1 Correspondence**

Correspondence received from Martin Dunne dated 24 June 2020, regarding the draft June 2020 Council minutes, will be addressed under item 3.1 of the agenda.

**2.2 Council Appointments**

The Chair informed Council that she has also written to the four outgoing Council members thanking them for their service on Council.

The Chair expressed her delight in the reappointment of Conor Deasy and Tess O'Donovan on their second term on Council and, as mentioned earlier, noted that Niamh Collins and William Merriman have been newly appointed to Council.

The Chair informed Council that she had taken part in a shortlisting exercise with the Department of Health for the two remaining vacant positions on Council, the results of which have been provided to the Minister who will decide on same. It is expected that these appointments will be in place for the September Council meeting.

### **2.3 Interim Committee Arrangements**

The Chair informed Council that, as two further Council members are due to reach the end of their second term on Council in February 2021, it is her preference that no restructuring of committees take place until the appointment of these new Council members. The Chair confirmed that she will write to all committee members notifying them of same.

The Chair further informed everyone that a number of Council members have kindly agreed to take up positions on committees as follows;

Education & Standards Committee:	Tess O'Donovan (Interim Chair)
Compliance & Audit Committee:	Patrick Fleming & Hillery Collins
Priority Dispatch Committee:	Patrick Fleming (Interim Chair) & Jimmy Jordan

The above referenced were congratulated on their new roles and thanked for taking on additional work. Council passed the following resolutions in support;

<b>Resolution:</b> That Council approve the appointment of Tess O'Donovan as Chair of the Education & Standards Committee.	
<b>Proposed:</b> Hillery Collins	<b>Seconded:</b> Patrick Fleming
<b>Carried without dissent</b>	

<b>Resolution:</b> That Council approve the appointment of Patrick Fleming as Chair of the Priority Dispatch Committee.	
<b>Proposed:</b> Hillery Collins	<b>Seconded:</b> Jimmy Jordan
<b>Carried without dissent</b>	

## **3. Minutes & Matters Arising**

### **3.1 Draft Minutes 11 June 2020\***

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

<b>Resolution:</b> That the Council approve the minutes of the meeting of 11 June 2020 subject to the agreed amendments.	
<b>Proposed:</b> Mick Molloy	<b>Seconded:</b> Fiona McDaid
<b>Carried without dissent</b>	

### **3.2 Matters Arising**

**3.2.1** The Chair referenced amendments to the June 2020 Council minutes requested by Martin Dunne in his letter of 24 June 2020.

The minutes of 11<sup>th</sup> June 2020 were amended appropriately in relation to the first two queries.

Following discussion by Council in relation to Councils awareness of the SLA between PHECC and UCD, it was confirmed that Martin Dunne should have been aware of the existence of the SLA prior to February 2020 as Council had been presented with a copy of the SLA in the April 2019 Council papers, it was discussed at the April 2019 Council meeting and was approved in the minutes of that meeting at the May 2019 Council meeting. At their April 2019 meeting, Council were advised by the Director that, as per legal advice obtained, the SLA formed a legally binding contract.

The Chair of Council clarified that it is a function of the Executive to ensure that SLAs are in place for such programmes.

**3.2.2** It was confirmed that correspondence to the Department of Health requesting that PHECC are consulted when changes are contemplated that might affect the practice of paramedicine, and correspondence to the Department of Health citing weakness in PHECC legislation, have yet to be sent.

**3.2.3** A query was raised in relation to who will communicate to in-patient hospital teams in relation to Protocol 37.

**3.2.4** The Director confirmed that the appointment of a Secretary to Council will be progressed through open competition, with assistance from the IPA.

#### **4. Presentation of UCD AP Programme Review**

This matter was deferred until later in the meeting and addressed during agenda item 8.3 due to limited availability of Professor Sir Andy Newton.

Council were presented with the findings of the UCD AP Programme Review, following which a number of queries received from Council members, in advance of and following the presentation, were addressed. A patient safety concern related to the internship year was noted and it was agreed to add same to the Risk Register. Subsequent to this the following resolution was passed;

**Resolution:** That Council adopt the report of the UCD AP Programme Review.

**Proposed:** Patrick Fleming

**Seconded:** Jimmy Jordan

**Carried without dissent**

Professor Sir Andy Newton was thanked for taking the time to present to Council.

#### **5. Director's Report**

##### **5.1 Director's Report to Council**

The Director provided an update on the following items as included in Council papers.

##### **5.1.1 Ongoing Review Updates**

An update of the Crowe Education & Standards Review was provided under agenda item 6.1.

A presentation of the findings and questions arising from the UCD AP Programme Review was provided by Professor Sir Andy Newton under agenda item 4.0.



The PHECC Examination Standard is currently under review by the Education & Standards Committee.

*Niamh Collins joined the meeting at this point and was welcomed by the Chair.*

#### **5.1.2 COVID-19 General Arrangements**

The Executive continue to prepare for return to work in the office in compliance with Government guidance.

#### **5.1.3 COVID-19 Crewing Model**

To date, no requests have been received from licensed CPG Providers to move from the current minimum crewing level standard, though a number of enquiries have been received requesting confirmation of the current crewing model.

#### **5.1.4 Launch of PHECC Strategic Plan 2020-2023**

The Director continues to explore launching the PHECC Strategic Plan 2020-2023 via a webinar event.

#### **5.1.5 Recruitment of Clinical Practice Programme Manager**

The recruitment process is underway to source a Clinical Practice Programme Manager. In the interim Programme Manager, Ricky Ellis, will manage all clinical matters and support the Medical Advisory Committee.

#### **5.1.6 External Accreditation of PHECC's Accreditation/Validation/Assessment Programmes**

The Director is currently exploring options for the accreditation of the PHECC Governance Validation Framework [GVF] and Quality Review Framework [QRF] through a suitable external accreditation body. The benefits in achieving accreditation were highlighted. Council supported the Executive to progress this initiative with the most suitable agency.

#### **5.1.7 PHECC Executive Revised Staffing Structure\***

The proposed PHECC staffing structure, including the rationale behind the restructuring and the creation of new posts, as included in Council papers, was presented by the Director.

The Director outlined that, for the first time in many years PHECC now have the opportunity to address current staffing deficiencies and build a firm structural foundation for the future development of the organisation.

He added that the structure being presented to Council is based on the outcomes of both the HR Review and the Governance Review and also addresses issues raised in a number of external audits. The Director clarified that the organisation structure has been developed by the PHECC Senior Leadership Team and the proposed structure, and accompanying rationale behind it, has also been presented to staff and queries invited have been addressed.

He further confirmed that though we are requesting a number of additional posts, we are not requesting additional funds and observed that there may be a degree of flexibility with posts, once approved. PHECC can finance the posts from existing funding for the remainder of 2020, however in 2021 some assistance will be required from income additional income generated by the increase in FAR fees.

All posts will be recruited via open competition starting with the most senior positions. It is anticipated that current staff will apply for vacant positions.

It was noted by Council that the new structure represents a clear opportunity for PHECC to move forward and needs to be progressed in a timely manner to provide stability for staff and secure the future of PHECC. The following resolution was agreed.

**Resolution:** That Council approve the proposed staffing structure and its inclusion in the 2020 Service Business plan, as included in Council papers.

**Proposed:** David Menzies      **Seconded:** Shane Mooney

**Carried without dissent**

## **5.2 Delegated Decision of the Director**

The report as included in Council papers was noted.

## **6. Education & Standards**

### **6.1 Crowe Review Update**

Brendan Cawley provided Council with a progress update on the draft Crowe Education & Training Standards and Competency Framework reports. A further review and guidance meeting is expected to take place in the coming weeks. The Chair confirmed that concerns raised by the Education & Standards Committee regarding postponement of the meeting of 22 June will be relayed to the incoming Committee Chair.

### **6.2 Education Award Update**

Brendan Cawley provided Council with a progress update on the Education Award application process, as included in Council papers. Updated figures were noted whereby a further 7 applications have now been assessed including 3 at Facilitator level, 3 at Assistant Tutor level and 1 at Tutor level. It was confirmed that there are now new applications at Tutor and Assistant Tutor level waiting to be processed.

### **6.3 Recognition of Qualification Update**

An update on recent Recognition of Qualifications [RoQ] developments was provided by Brendan Cawley, which included notification that Kathleen Walsh has been appointed as an RoQ Assessor and will act as an external liaison person with the Assessor Panel and PHECC officers to ensure the process continues to be efficient and uniform.

Following a query from Hillery Collins, Brendan provided an explanation of the RoQ assessment process referring to how applicants are benchmarked against current standards.

### **6.4 NQEMT Examination Schedule**

Referring to the schedule included in Council papers, Jacqueline Egan provided a summary of upcoming examinations noting that plans are being put in place to ensure that all guidelines are maintained. The matter of EMT clinical placements will be brought to Council at their September meeting.

6.5 The Chair informed Council that two members of the Education & Standards Committee have submitted their resignation from the Committee, which will be relayed to the incoming Committee Chair.

## 7. Clinical Matters

### 7.1 Updated Clinical Practice Guidelines\*

The following draft Clinical Practice Guidelines [CPGs], reviewed and updated by the Medical Advisory Committee [MAC], as included in Council papers were noted.

- CPG 4/5/6.11.1 Septic Shock – Adult
- CPG 5/6.13.20 Septic Shock – Paediatric
- CPG 5/6.8.10 Traumatic Cardiac Arrest – Adult
- CPG 4/5/6.13.9 Stridor – Paediatric
- CPG 4/5.10.2 Poisons – Adult
- CPG 6.10.2 Poisons – Adult

Following a number of minor amendments being made, the following resolution was passed;

**Resolution:** That Council approve the updated CPG's recommended by the Medical Advisory Committee, as included in Council papers.

**Proposed:** Hillery Collins      **Seconded:** Jimmy Jordan

**Carried without dissent**

### 7.2 New Clinical Practice Guidelines\*

Following significant work by the Medical Advisory Committee, the following new sedation CPG's have been created;

- CPG 6.6.5 Procedural Sedation/Analgesia - Adult
- CPG 6.13.27 Procedural Sedation/Analgesia – Paediatric

It was agreed that it is the responsibility of the CPG provider to ensure training on these specific CPGs is delivered prior to their utilisation. Subject to a few minor amendments, the following resolution was passed;

**Resolution:** That Council approve the new sedation CPG's recommended by the Medical Advisory Committee, as included in Council papers.

**Proposed:** Shane Mooney      **Seconded:** Hillery Collins

**Carried without dissent**

### 7.3 POL036 Pre-Hospital Defibrillation Position Paper\*

Updates to 'POL\_036 Pre-hospital Defibrillation Position Paper' as recommended by the Medical Advisory Committee were considered and the following resolution was passed;



**Resolution:** That Council approve POL036 Pre-Hospital Defibrillation Position Paper recommended by the Medical Advisory Committee, as included in Council papers.

**Proposed:** Fiona McDaid

**Seconded:** Mick Molloy

**Carried without dissent**

#### **7.4 Treat & Referral Recommendations\***

Recommendations of the paper on Treat & Referral, endorsed by the Medical Advisory Committee as a framework for the development of Treat & Referral CPGs going forward, were considered by Council and the following resolution was passed;

**Resolution:** That Council approve the Treat & Referral Recommendations, as included in Council papers.

**Proposed:** Shane Mooney

**Seconded:** Hillery Collins

**Carried without dissent**

### **8. Finance & Governance**

#### **8.1 Draft PHECC Service Business Plan 2020\***

Council were informed that the late receipt of our 2020 letter of determination delayed production of the draft 2020 Service Business Plan. Approval of the draft document, aligned to the PHECC Strategic Plan 2020-2023, as included in Council papers was considered and the following resolution was passed;

**Resolution:** That Council approve the 2020 Draft Service Business Plan, as included in Council papers.

**Proposed:** Patrick Fleming

**Seconded:** Mick Molloy

**Carried without dissent**

#### **8.2 Draft Financial Statements 2019**

The Deputy Director provided Council with a brief explanation of the contents of the draft 2019 Financial Statements, as included in Council papers, highlighting that certain items have been reclassified on the direction of the Office of the Comptroller & Auditor General [OCAG]. An error in the attendance records of the Quality & Safety Committee was accepted and will be amended.

Council were requested to submit any queries on same to the Director or Deputy Director. These will be addressed, and the final document will then be brought to Council for approval at a future Council meeting.

#### **8.3 AP Programme\***

A summary of recent correspondence in relation to the UCD AP Programme, to and from the Department of Health, as circulated in advance of the meeting, was provided to Council.

The Chair offered to recuse herself from the discussion if the matter of awarding a contract or future funding was raised.

The Chair re-stated that Council had resolved in July 2019 ‘to cease funding the AP Programme at the end of the current SLA and enter discussions with the Department of Health as to the appropriate mechanisms to support the continued need for such education’, as it is not appropriate that a regulator funds formal education programmes regulated by that regulator. It remains Council’s position that, although it is not appropriate for PHECC to fund any AP Programme going forward, provision should be made for a comprehensive review to address the future of AP training funding before PHECC disengage from commissioning and funding the current or any future AP Programmes.

The discussion adjourned for a short period to allow a presentation to Council by Professor Sir Andy Newton on the findings of the UCD AP Programme Review, as detailed under item 4.0.

*Niamh Collins left the meeting during the above presentation.*

The discussion on the AP Programme resumed and it was agreed that the Chair will issue correspondence to the Department of Health supporting the Director’s and Council Secretary’s position that Council are very concerned that they have not been given assurances of appropriate mechanisms for ensuring the agreed review of AP training funding going forward and as a result may need to reconsider rolling over the current contract with UCD in the absence of receiving such assurances.

It was agreed by Council, that in the absence of receiving such assurances from the Department of Health, a meeting of Council will need to be called to resolve to rollover the existing contract with UCD, as allowed for under the SLA.

*Jimmy Jordan left the meeting at this point.*

## **9. Register**

### **9.1 Register Report**

The report, as included in Council papers, was noted.

### **9.2 COVID-19 Temporary Register**

The report, as included in Council papers, was noted.

### **9.3 EMT CPC & COVID-19\***

The Deputy Director provided context for the proposal of temporary modifications to the EMT CPC standard, as outlined in Council papers. It was highlighted that the relaxation of CPC requirements does not create a precedence for the future but instead is proposed as a mechanism to accommodate problems associated with the achievement of patient contacts due to COVID-19. Following agreement by Council the following resolution was passed;

**Resolution:** That Council approve the proposed amendments to EMT CPC as outlined in Council papers.

**Proposed:** Mick Molloy

**Seconded:** Patrick Fleming

**Carried without dissent**

*David Menzies left the meeting at this point.*



## 10. AOB

**10.1** The Director informed Council that all PHECC COVID-19 Special Division licences will expire on 31 July 2020. He reminded Council that PHECC's direction in relation to the PHECC COVID-19 Special Division came by way of a written direction from the Minister, subject to the rules made by Council. Legislation has since been passed to continue the COVID-19 divisions of other regulators registers until the end of 2020. Council therefore agreed to extend the current PHECC COVID-19 Special Division of the register until the end of 2020, in accordance with direction from the Department of Health.

**10.2** Council were notified that it has become evident during the GVF process that a licensed CPG Provider does not possess a HPRA licence for controlled medications. Until now the organisation in question has been managing this using the CPG exemption process. It was clarified that, although PHECC's GVF process does assess and seek evidence of this licence from a governance perspective, PHECC are not the regulator in this area and this is a matter for the HPRA.

Council acknowledged that efforts are being made to obtain this licence and Ricky Ellis confirmed that he will pass on Council's direction to the organisation to keep PHECC informed of progress and to continue using PHECC CPG's without the specific controlled medications being available, until such time as the appropriate HPRA licence is obtained.

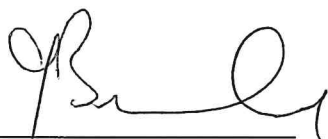
**10.3** The need for further engagement with the RNLI in relation to their recognition by PHECC as a CPG provider was noted.

As there were no further items for discussion the Chair wished everyone well and urged all to stay safe.

The meeting concluded at 4.00pm approximately.

All were reminded that there will be no Council meeting in August and thus the next Council meeting will take place on Thursday 10 September at 10.00am, unless the matters discussed under item 8.3 above require a further Council meeting.

Signed:

  
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Jacqueline Burke  
Chairperson

Date:

17th/08/2020