

PHECC Council Meeting Minutes
Thursday 11th April 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Pat Hanafin
David Menzies
Patrick Plunkett
Thomas Keane
Patrick Fleming
Stephen Brady
Shane Knox
Shane Mooney
Mick Molloy – Teleconference
Tess O'Donovan - Teleconference
Jason van der Velde – Teleconference

Apologies:

Conor Deasy
Martin Dunne
Jimmy Jordan

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
Karen O'Neill, Council Secretariat

1. Chair's Business

Stephen Brady left the meeting after the closed session.

The Chair welcomed attendees to the meeting and noted apologies received. The Chair extended her condolences to Jimmy Jordan on the death of his sister, Mary Duffy, and to Jacqueline Egan on the death of her mother, Eileen Egan, and offered a minute's silence in respect.

2. Minutes and Matters Arising

2.1 Draft Minutes March 2019

Council requested a suitable timeframe to review tabled documentation in advance of Council meetings and noted that certain items may need to be deferred to the May Council meeting to allow adequate time to review the necessary documentation.

The draft minutes were presented for consideration and the following amendments noted;

Item 2.2 Matters Arising – Regarding item 3.1 on the Directors Report, Par 1, Line 1: 'protected' replaces 'protective'

Item 2.3 Correspondence – Last Line – 'protected' replaces 'protective'

The resolution as agreed by Council at the March 2019 Council meeting was amended as follows;

Resolution: That the Council direct the Executive to tender for the AP Programme to commence in August 2020, to current standards and CPGs, this will cover a minimum of 3 courses with an option to conduct further courses if required.

Proposed: Hillery Collins
Carried without dissent

Seconded: Tess O'Donovan

Resolution: That the Council approve the Minutes of the meeting of March 2019 subject to the agreed amendments.

Proposed: Pat Hanafin
Carried without dissent

Seconded: David Menzies

2.2 Matters Arising

Regarding item 6.2. AP Programme

The Director confirmed that there is a current signed SLA in place with UCD for the provision of the AP Programme. The SLA runs from 31st August 2017 for a period of 36 months, until 31st August 2020, with the facility to renew.

The Chair read correspondence from Conor Deasy and its contents were noted. The Council considered that the amended minutes of the March Council meeting accurately reflected the discussion that took place.

David Menzies noted that, in his capacity as Chairperson of the Medical Advisory Committee, he had received correspondence from the AP Programme Director which will be tabled at the May Council meeting.

3. Directors Report

Regarding item 3.1.2 Shane Mooney urged for PHECC's concern on the complaint to the Irish Medical Council to be expedited. Both Shane Mooney as Chair of the Preliminary Proceedings Committee and Patrick Plunkett as Chair of the Fitness to Practice Committee expressed their concern at not being kept up to date in relation to potential FTP proceedings against PHECC registrants. It was requested that the Registrar inform the chair of the Preliminary Proceedings Committee directly who will in turn inform the chair of the Fitness to Practice Committee.

Regarding item 3.1.6, the Chair read the letter received from the Minister of Health regarding Regulatory Weakness and it was acknowledged that the letter was a positive indication that the matter is being progressed.

Regarding item 3.1.9, it was noted by the Director that, unless they review their position, after August 2019 the Civil Defence will cease to be a Registered CPG Provider. Hillery Collins advised that the Minister of Health needs to be informed of this and proposed that the Director and the Executive continue to work with the Civil Defence to progress the matter. The Director confirmed that the matter had been raised at a recent DoH meeting. It was agreed that the Director would prepare a draft public statement on the matter for the May Council meeting and would inform the Civil Defence of same.

Regarding item 3.1.10 it was agreed to circulate the amended draft letter and Coroners report to the proposed stakeholder distribution list and the following resolution was passed;

Resolution: That the Executive write, in regard to item 3.1.10 (the potential use of unlicensed CPG providers for events which have been previously identified as particularly high risk) in terms as agreed by Council, to the Minister and those others on the recommended distribution list.

Proposed: Shane Mooney
Carried without dissent

Seconded: Hillery Collins

Regarding item 3.1.11 it was noted that following receipt of our 2019 Letter of Determination confirming that the additional €120,000 we had hoped for will not be forthcoming, our Business Plan will require revision and will be included for discussion at the May Council meeting. The

Director confirmed that as previously agreed financial reports would be submitted to Council on a quarterly basis.

The Director noted that a reply is being prepared for the DoH in relation to PHECC's environmental initiatives regarding the reduction in use of single use plastics.

Regarding item 3.1.12, discussion arose in relation to FAR certification fees. David Menzies noted the importance of ensuring PHECC's financial stability and the Director confirmed that all fees and charges will be reviewed as part of a full costings exercise.

Resolution: That the Council, in light of new information and the need for adequate resources to administer FAR certification, Council recommend that the Executive seek the Ministers consent to increase fees to €25.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

Con Foley informed Council that he hoped to propose a draft charter for a Finance Committee for consideration at the May Council meeting and noted that a review of all fees should be conducted by this Committee.

Regarding item 3.1.13 the Director expressed concern that as the current AP Programme contract was awarded over ten years ago, and the price was set at the start of the contract, it is probable that the new process will result in a significant increase in costs, potentially up to double the current costs. As PHECC currently pay these costs, there is an increased financial risk of being unable to cover an increase in costs from current funding levels. When this concern was shared with the DoH it was stated that should this happen it would require a separate business case requesting further funding to cover the shortfall. Further discussions arose in relation to the appropriateness of the Regulator directly funding training programmes.

Regarding item 3.1.14 the Director tabled the document titled 'CPC Implementation Plan'. At the March Council meeting Shane Knox had requested that the Director provide an implementation plan of the CPC Programme for the April Council meeting (ref. March Minutes 3.1.5). The Director felt that the proposal was not ideal but based on our current financial position it represented the best option for moving the CPC programme forward. The proposed plan would at least enable some progress of the CPC programme, while being mindful of the need to adequately resource the project, rather than not making any progress until all necessary resources were in place. Shane Knox expressed his disappointment that this proposal was not presented to the Education & Standards Committee initially (ref. March Minutes 3.1.5), as a matter of courtesy, and that as the expert group the process needs to sit under that Committee. Hillery Collins queried the e-portfolio system mentioned in the proposal. Shane Knox commented that an e-portfolio system was suggested by David Menzies at an Education & Standards Committee meeting in 2013 but had not been discussed since. A query was raised by Shane Mooney as to who manages the EMT CPC process, and it was confirmed by the Director that it was managed by the Deputy Director/Registrar at present. The Chair proposed that the proposal be reviewed by the Education & Standards Committee at their next meeting and then be referred to the Quality & Safety Committee for quality and review. Kathleen Walsh commented that from a governance point of view there needs to be a mechanism for feedback to the Registrar/Deputy Director as it is directly connected to an individual's registration.

Resolution: That the CPC Programme Implementation proposal document is referred to the Education & Standards Committee.

Proposed: Shane Knox

Seconded: Shane Mooney

Regarding item 3.1.15, the Director referenced his meeting with the AP Programme Director at UCD. A list of CPGs provided by NAS and DFB that were not in use and therefore did not require teaching was tabled for discussion. Patrick Plunkett expressed his disappointment that certain CPGs are not being taught as part of the AP Programme and that certain RI's are not using certain CPGs. Fiona McDaid noted that Council previously permitted exemptions to practice but not exemptions to teach. Hillery Collins advised that certain CPG's approved in 2016 may need to be reviewed by the Medical Advisory Committee. The Director confirmed that a follow up meeting with the AP Programme Director to address other CPGs that may not be included will be scheduled as a matter of urgency.

4. Grant Applications

The proposed Grant Application Assessment Criteria was tabled for discussion. It was agreed that the proposed PHECC guidelines are in addition to DPER requirements and will be referred to the Compliance & Audit Committee prior to formal adoption by Council.

Shane Knox and David Menzies left the room prior to the consideration of grant applications due to conflict of interest.

Following deliberation, the following approved grant application amounts were carried by majority;

Organisation	Application €	Approved €
Irish Heart Foundation	€ 84,400.00	€ 0.00
CFR Respond Conference 2019	€ 15,000.00	€ 15,000.00
OHCAR	€ 25,000.00	€ 0.00
OHCA	€ 25,000.00	€ 0.00
Irish College of Paramedics	€ 7,000.00	€ 7,000.00

The decision in relation to the OHCAR and OHCA grants is subject to no MoU or SLA being in place.

Shane Knox and David Menzies joined the meeting again at this point.

Resolution: That the Council, in light of current budgetary pressures, make no further discretionary grants until after resource issues have been resolved.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Pat Hanafin

5. AP Programme

The Director referenced his report titled 'Draft AP Tender Programme Timelines'. It was noted by David Menzies that there is a potential gap in service provision in August 2020, and Fiona McDaid queried if there was an extension clause in the current SLA. The Director confirmed that the current SLA contains a clause that allows an extension. Following discussions, the Director agreed to inform the DoH of our intention to go to tender with the possibility of a one cycle deficit at the end of the current SLA before a new contract can be awarded. It was noted that the tender will be under the OJEU procurement process given the potential size of the contract.

6. Clinical Matters

6.1 Priority Dispatch Committee – Updated Terms of Reference

Brian Power detailed the proposed changes to the Priority Dispatch Committee Terms of Reference and the following resolution was passed with amendments suggested;

Resolution: That the Council approve the updated version of Priority Dispatch Terms of Reference.

Proposed: Hillery Collins

Seconded: Fiona McDaid

Carried without dissent

Following a discussion, it was agreed that the same Terms of Reference with regard to rules of operation should apply to all Council Sub-Committees, with a further requirement for Chair's nominees to have Council approval and patient representatives to sit on all relevant Sub-Committees of Council. All members of Council Sub-Committees should be ratified by Council. It was agreed that the Terms of Reference for all such Sub-Committees will be reviewed by the Compliance & Audit Committee at their next meeting on 24th April and propose a realignment of all Terms of Reference to a consistent model.

6.2 Feedback from Scottish Ambulance Service – Clinical Dispatch Model

Brian Power gave a verbal report on his recent visit to the Scottish Ambulance Service. The Chair requested that the report be circulated to Council and that a presentation be made to Council at the May Council meeting to allow Council to make an informed decision.

7. Quality and Safety

There were no items reported.

8. Register

The Register report was noted.

9. Risk

The Director noted that the amended Risk Register will be brought to Council at the May Council meeting, post review by the Compliance and Audit Committee on 24th April.

10. Governance and Finance

10.1 Noted by Council.

10.2 This item is deferred to May Council meeting. Council members were asked to review and confirm if they wished to attend any of the upcoming IPA courses/events.

10.3 This item is deferred to May Council meeting.

11. Education and Standards

Kathleen Walsh noted that the previous Education & Standards Committee meeting had been deferred and as a result there will be no report until May Council meeting.

Council extended best wishes to Kathleen Walsh in the upcoming RI and ATI Engagement event.

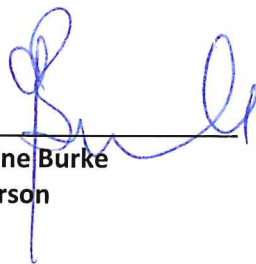
12. A.O.B

Congratulations was extended to David Menzies and the organisers of Respond Conference 2019 which was held on 6th April in Mullingar.

The meeting concluded at 4.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 9th May at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:

20/06/2019.