

**PHECC Council Meeting Minutes**  
**Thursday 13th February 2020**  
**PHECC Office, Naas**

**Present:**

Jacqueline Burke (Chair)  
Hillery Collins (Vice Chair)  
Jason van der Velde  
Stephen Brady  
Patrick Fleming  
Pat Hanafin  
Shane Knox  
Shane Mooney  
David Menzies  
Jimmy Jordan  
Thomas Keane

**Teleconference:**

Fiona McDaid  
Tess O'Donovan

**Apologies:**

Mick Molloy  
Martin Dunne  
Patrick Plunkett  
Conor Deasy

**In attendance:**

Richard Lodge, PHECC Director  
Con Foley, Chair Compliance and Audit Committee  
Brian Power, PHECC PDO  
Jacqueline Egan, PHECC PDO  
Ricky Ellis, PHECC PDO  
Brendan Cawley, PHECC PDO  
Karen O'Neill, Council Secretariat  
Liz Dempsey, PHECC Staff Representative

**1. Chairs Business**

The Chair welcomed everyone to the meeting and noted apologies received. Best wishes were extended to Brendan Cawley, the newest member of the PHECC Executive team, in his position as Education Programme Manager.

**1.1 Governance Review – Next Steps**

It was agreed that the recommendations of the Governance Review will be included on the March Council meeting agenda.

**1.2 Correspondence**

Correspondence from CRF Respond Ireland dated 27 December 2019, in relation to a grant application, was noted and addressed under item 3.1 of the Directors Report.

**2. Minutes & Matters Arising**

**2.1 Draft Minutes December 2019\***

The draft minutes were presented for consideration and there being no amendments the following resolution was passed;

<b>Resolution: That the Council approve the minutes of the meeting of December 2019.</b>	
<b>Proposed: Hillery Collins</b>	<b>Seconded: Patrick Fleming</b>
<b>Carried without dissent</b>	

**2.2 Matters Arising**

There were no matters arising from the minutes.

### **3. Directors Report**

#### **3.1 Directors Report to Council**

The Director provided an update on the following as per item 3.1 of Council Papers.

##### **3.1.1 Ongoing Reviews**

**Education Standards Review:** The review is progressing as planned and is expected to meet its end of March target deadline. The report will be considered by the Education and Standards Committee at their April meeting, prior to being presented to Council.

**Governance Review:** This item will be included on the March Council meeting agenda, as specified under item 1.2.

**HR Review:** A summary of the main points of the report was provided. The Director will now elect the most appropriate level for its circulation and a work plan will be implemented based on the recommendations of the report.

**Current AP Programme Review:** The concluding report, currently in its final formatting stages, is expected in the coming week and will be included on the March Council meeting agenda.

##### **3.1.2 Education Programme Manager**

As mentioned by the Chair in her earlier welcome, the new Education Programme Manager, Brendan Cawley, has commenced employment and is currently undergoing an induction programme.

##### **3.1.3 PHECC Strategic Plan 2020-2023**

Council requested that the Director explore opportunities for the launch of the Strategic Plan, to take place within the coming months. Publication of the document has been delayed pending a decision on an official launch at the March Council meeting.

##### **3.1.4 Funding & Commissioning Future AP Programmes**

Correspondence from the NAS, dated 05 February, in relation to AP Programme Education funding was noted. As per Section 36 of S.I. 2000, it was suggested that those with potential conflicts of interest in the matter recuse themselves from the meeting at this point. Following this, Jacqueline Burke, Hillery Collins, Shane Knox, David Menzies, Shane Mooney, Jason van der Velde, Pat Hanafin, Brian Power and Brendan Cawley recused themselves from the meeting. In the absence of both the Chair and Vice-Chair, Stephen Brady chaired the meeting from this point. Following clarification from all six remaining parties, which included those attending via teleconference, that they were not conflicted, the acting Chair confirmed that under Section 9 of S.I. 2000, the meeting continued to be quorate and matters proceeded accordingly.

The Director stressed that there were two main considerations that govern PHECCs approach to the current situation. The first being that continuity of funding for and access to the AP Programme must be protected going forward. The second is that PHECC, as regulator, does not have a view on who delivers the course, providing it complies with PHECC standards.

The Director briefed those present on developments since the December Council meeting whereby he was charged with convening a stakeholder meeting regarding future funding of and access to the AP Programme. Recent correspondence from the DOH dated 12 February was referenced and following deliberation, further engagement with the DOH was deemed necessary. Reinforcing their position

adopted at their December meeting, Council requested the Director to seek to create a forum whereby all stakeholders will engage to ensure the future continuity of the AP programme.

A response to the earlier referenced NAS correspondence was agreed upon, following which all those who had recused themselves were invited to re-join the meeting. The acting Chair communicated to all the response to the NAS correspondence, as agreed upon, and Council confirmed their intention to disengage from funding the AP Programme and endorsed the resolution from the July 2019 Council meeting which states “That the Council decide to cease funding the AP Programme at the end of the current SLA and enter discussions with the DOH as to the appropriate mechanisms to support the continued need for such education”. The Chair resumed her position, thanking Stephen Brady for deputising in her absence.

Shane Mooney expressed his dissatisfaction with how the conflict of interest situation had been managed as he felt he had been requested to leave the meeting. Both Hillery Collins and Jason van der Velde echoed this opinion.

To ensure total transparency, Shane Knox requested that going forward, members of the Executive should also recuse themselves if they believe to be conflicted in a particular matter. Stephen Brady clarified that two members of the Executive had recused themselves and that the remaining members of the Executive had made no contribution to the preceding discussion. In light of this situation, it was requested that the current conflict of interest policy be revised, as part of the Governance review.

### **3.1.5 Grant Applications**

Council were informed that two 2020 grant applications had been received, one of which has since been withdrawn. David Menzies recused himself from this discussion due to a conflict of interest in this matter. Discussion ensued and considering resource issues remain unchanged and as we await our 2020 letter of determination, Council decided that the resolution of July 2019 which states “That the Council, in light of current budgetary pressures, make no further discretionary grants until after all resource issues have been resolved” remains in place. In the event of grant specific funding becoming available, it was recommended that the grant application process be opened to all relevant interested parties. David Menzies re-joined the meeting at this point.

### **3.1.6 Media Coverage**

An extract of a newspaper article, dated 01 December 2019, with Tony O’Brien and an interview given by SIPTUs Health Divisional Organiser, Paul Bell, on 03 December 2019 pertaining to regulation of the pre-hospital profession, as included in Council papers, was referenced. Due to a conflict of interest, Hillery Collins recused himself from the meeting at this point. Following Councils consideration of the recent media coverage, it was agreed that the Director should write to both parties and include a copy of PHECCs Strategic Plan, detailing PHECCs role as a regulator and outlining the need for strengthened legislation.

Hillery Collins re-joined the meeting.

Jimmy Jordan left the meeting at this point.



### **3.2 STN028 Paramedic NQEMT Exam Standard (Interim)\***

Resulting from concerns raised at the December Council meeting regarding the removal of the critical fail element, an updated version of STN028 Paramedic NQEMT Exam Standard (Interim) was included in Council papers. Following consideration, Council passed the following resolution;

**Resolution: That Council approve STN028 Paramedic NQEMT Exam Standard V4 (Interim) to include a critical fail element as included in Council papers.**

**Proposed: Shane Knox                      Seconded: Shane Mooney**

**Carried without dissent**

### **3.3 Delegated Decisions of the Director**

The report, as included in Council papers, was noted by Council. A review of the frequency and format of the current report ensued, resulting in agreed amendments which are to be implemented going forward.

## **4. Quality & Safety**

### **4.1 LIS020 V2 Licensed CPG Provider Notifications\***

Council considered the updated LIS020 Licensed CPG Provider Notifications document, as included in Council papers, and passed the following resolution;

**Resolution: That Council approve LIS020 V2 Licensed CPG Provider Notification Process as included in Council papers.**

**Proposed: Hillery Collins                      Seconded: Pat Hanafin**

**Carried without dissent**

### **4.2 Hand Hygiene Guidelines\***

Council, upon consideration of the discussion document as included in Council papers, passed the following resolution, as recommended by the Quality & Safety Committee;

**Resolution: That Council approve the implementation of the Guidelines for Hand Hygiene in Irish Healthcare Settings.**

**Proposed: Hillery Collins                      Seconded: Fiona McDaid**

**Carried without dissent**

### **4.3 POL044 Council Policy on PHECC Patient Report Usage\***

Context for the creation of POL044 was provided by Jacqueline Egan, as per the Quality & Safety Committees recommendation. Jacqueline Egan was commended for her work on developing the policy and the following resolution was passed;

**Resolution: That Council approve the Draft POL044\_Council Policy on PHECC Patient Report Usage as included in Council papers, subject to legal review.**

**Proposed: Hillery Collins                      Seconded: Pat Hanafin**

**Carried without dissent**

*Council adjourned for a short period.*

Patrick Fleming left the meeting at this point.

## **5. Clinical Matters**

### **5.1 Introduction of Treat & Referral\***

Brian Power presented Council with a summary of his PhD thesis on the Introduction of Treat & Referral into Ireland. Mr. Power was commended for his excellent piece of work and following a recommendation by the Medical Advisory Committee, Council passed the following resolution;

**Resolution: That Council support the development of an enhanced range of treat and referral CPGs, including but not limited to hypoglycaemia and seizure management.**

**Proposed: Pat Hanafin**

**Seconded: Shane Knox**

**Carried without dissent**

### **5.2 PHECC Nomenclature\***

After a lengthy review process by the Medical Advisory Committee, the resulting proposal, as included in Council papers, was considered. The importance of PHECC adequately defining its language and standardising its terminology was highlighted. Additional work required by the Executive in ensuring consistent terminology across all PHECC documentation was recognised and the following resolution was passed;

**Resolution: That Council approve the development of a standard pre-hospital emergency care nomenclature for Ireland as per the documents included in Council papers.**

**Proposed: Shane Knox**

**Seconded: Pat Hanafin**

**Carried Without Dissent**

Stephen Brady & Thomas Keane left the meeting during the above discussion.

## **6. Governance & Finance**

### **6.1 C&AC Annual Report 2019\***

The Secretary reported on the following items;

- Compliance & Audit Committee Annual Report to Council
- Comptroller and Auditor General Audit Certificate for 2018 Results
- Emerging final numbers for year-end 2019
- Risk Register

The latter two items will be considered by the C&AC at their next meeting, prior to providing an update to Council at their March meeting.

**Resolution: That Council approve the C&AC Annual Report 2019 as included in Council papers.**

**Proposed: Pat Hanafin**

**Seconded: David Menzies**

**Carried without dissent**

Comments made by the Comptroller & Auditor General regarding the qualified certificate upon auditing the 2018 figures were noted. Further comments regarding “unsanctioned payments” led the

Secretary to recuse himself from the discussion and the Director provided background and an explanation of the matters commented on in the Comptrollers report.

In response to being asked what action was being proposed to address any risk to PHECC, the Director clarified that the matter is addressed in the Governance review recommendations.

A member of Council requested that immediate action be taken with regard to concerns raised.

It was noted that Ricky Ellis has replaced Jacqueline Egan on the C&AC and appreciation was expressed to Jacqueline for her efforts on the committee over recent years.

Fiona McDaid and Jason van der Velde left the meeting at this point.

## **7. Risk**

### **7.1 Risk Register**

As per item 6.1, the Risk Register will be reviewed by the C&AC at their next meeting and presented to Council at their March meeting.

## **8. Register**

### **8.1 Patient Safety Bill 2019**

The Patient Safety Bill 2019, as per item 8.1 of Council papers, was noted. The bill, published on 09 December 2019, defines the legal interpretation of a PHECC registrant and introduces a new requirement for mandatory open disclosure of specific serious patient safety incidents, thus applying to PHECC registered practitioners.

### **8.2 CPC E-Portfolio & Roadshows**

As detailed in Council papers, following the release of an e-portfolio supporting EMT CPC, a national promotion and a number of consultation roadshows have been scheduled over the coming months. Omar and the team of assessors were commended on their achievements in developing and implementing same.

### **8.3 Register Report**

The Register report, as included in Council papers, was noted. Following suggestions, it was agreed that the report will contain summarised data only going forward.

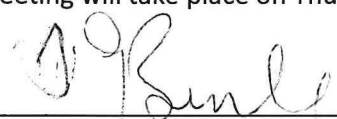
## **9. AOB**

Council were informed that cease and desist correspondence has been issued to an organisation suspected of the unauthorised printing and selling of PHECC material, and it was noted that the issue of copyright is being followed up by our legal advisors.

The meeting concluded at 3.30pm approximately.

The next Council meeting will take place on Thursday 12<sup>th</sup> March at 10.00am.

Signed:

  
Jacqueline Burke, Chairperson

Date:

