

PHECC Council Meeting Minutes
12 January 2023
PHECC Office, Naas & Video Conference



Present:

Jacqueline Burke (Chairperson)

Video Conference:

Aidan O'Brien

Alison Smith

David Menzies

Fiona McDaid

Martin O'Reilly

Niamh Collins

William Merriman

Apologies:

Jason van der Velde (Vice-Chair)

Conor Deasy

Dennis Keeley

Hillery Collins (unable to gain remote access)

Jimmy Jordan

Patrick Fleming

Tess O'Donovan

Tomás Barry

In attendance:

Con Foley, Council Secretary

Richard Lodge, PHECC Director

Brendan Cawley, PHECC Manager

Ray Carney, PHECC Manager (VC)

Ricky Ellis, PHECC Manager (VC)

Karen O'Neill, Council Administrator

Dibu Matthew (PHECC Manager) (Before Item 8 only)

Julie Kelly (PHECC Manager) (Before Item 8 only (VC))

1. Closed Session

The Director provided an update on the following:

- OCAG Certification of the 2021 Financial Accounts and matters arising
- An FOI request that had been received
- A number of media enquiries received

Following the closed session, Con Foley, Ricky Ellis, Brendan Cawley and Karen O'Neill joined the meeting.

2. Open & Welcome

The Chair declared the meeting open and welcomed all to the first Council meeting of 2023.

3. Declarations of Conflict of Interest

No issues of conflicts of interest had been notified to the Secretary or Chair in regard to any item on today's Agenda.

Fiona McDaid joined the meeting online.

4. Chairs Business

4.1. Correspondence

- i) Invitations had been received to attend the Paramedicine Research Strategy Seminar Programme at the University of Limerick on January 25th next. This will be a significant conference with wide representation from all stakeholders in the paramedicine space and will dovetail with some of the projects already being sponsored by the Research Committee of PHECC. It will also present the opportunity for an open forum to discuss the future of paramedicine research in Ireland. It may also present opportunities for further collaborative projects for PHECC.

- ii) The Letter of Representation for their audit in 2023 of the year 2022 has been received from the Office of the Comptroller and Auditor General [OCAG]. It is hoped that the audit might be completed earlier in the year so as not to delay the Chair's Confidential letter to the Minister for Health as has happened in recent years.
- iii) A copy of the HSE Trust in Care Guide (2005) had been forwarded to the Chair and Director for information, which may inform future discussion on the matter of complaint reporting.

4.2. Legislative Update

The Director reported a late call received to indicate that an initial meeting will take place between the Department and PHECC to discuss PHECC's legislative deficiencies in the first week of February.

5. Minutes & Matters Arising

5.1. Draft Minutes 17th November 2022

The draft minutes of the November Council meeting were approved.

Resolution: That Council approves the draft minutes as an accurate record of the 17 November 2022 Council meeting.

Proposed: Aidan O'Brien

Seconded: David Menzies

Carried without dissent

5.2. Draft Minutes 7th and 8th December Strategy Meeting

These were also considered an accurate record following clarification on the suggestion to consider each grade of Paramedic Education and Training Standards separately.

Resolution: That Council approves the draft minutes as an accurate record of the 7th and 8th December 2022 Council meeting.

Proposed: Aidan O'Brien

Seconded: Niamh Collins

Carried without dissent

5.3. Matters Arising

There were no matters arising from 5.1. or 5.2.

6. Directors Report

6.1.1 COVID-19 Arrangements

There were no further developments to report.

6.1.2 Staff Recruitment Update

Mr. Dibu Matthew has commenced his role as Finance Manager on a full-time basis and Ms. Julie Kelly has also commenced a part-time (3 days per week) role as HR Manager, with both currently completing their induction programmes. Recruitment of a Deputy Director has also commenced, and discussions have taken place with the DoH with regard to the recruitment of a permanent Registrar. An update on the progress of the staffing structure will be brought to the February or March Council meeting.

Ray Carney joined the meeting online.

6.1.3 Meeting with the DoH Medicines Unit

An exploratory meeting with the Medicines Unit of the DoH with regard to the Seventh Schedule of the Medicinal Products (Prescription and Control of Supply) Regulations has been arranged for 21st February next.

6.1.4 PHECC Audits

The Certificate from OCAG has been received for the year 2021 and is qualified to the extent that PHECC is non-compliant in the matter of accounting for retirement benefits as set out in FRS 102. This arises from a long-standing directive from the Department of Health that pension benefits or payments are not accrued but accounted for on a cash basis, as and when incurred only.

Internal audit activities for 2022 have been completed with a draft report awaited.

The “deep-dive” audit into the management of payments to assessor panels has also been completed and legal and tax advices are awaited before the results of the investigation and recommendations arising can be reported.

PHECC staff were commended for their assistance to the processes.

6.1.5 2023 Determination

While the drawdown of the allocation for 2022 completed with an amount of €154,000 not drawn down, the DoH have assured that this amount would be restored to the base-line determination for 2023. A formal letter of Determination is awaited which will result in the preparation of a Business Plan for 2023.

6.1.6 Workforce Planning

A multiplicity of projects in the health area has already been reported. The Healthcare Regulators Workforce Planning Group are preparing a detailed paper for the Department of Health including data sets from all of the related professions. A coordinated, integrated and symbiotic approach between the various workforce initiatives and projects, including meaningful input from the Healthcare Regulators Forum, will be crucial to support effective planning and development of a strong and sustainable workforce that can deliver safe, high quality, sustainable health-care.

PHECC have been asked to supply data to a consultant employed by the DoH and the EU to advance a health-care planning and social care strategy and action plan. The Director is complying with the request.

Referring to current ICT limitations, a new system would give PHECC the ability to supply one-off status professional overviews together with mobile datasets reflecting current changes to both overall membership of the Register together with those for each of the divisions of the Register.

6.1.7 Healthcare Regulators Forum

The Director was congratulated on being elected the Chair of the Healthcare Regulators Forum.

6.2. Delegated Decisions of the Director

The Director brought his report for noting by Council and pointed out an anomaly in an application for Recognition of Qualifications [ROQ]. It was clarified that the ROQ process can only consider education qualifications obtained outside the State.

6.3. Annual Report 2020

Though the 2020 Financial Statements had been previously approved by Council, the final completed 2020 Annual Report was now being presented in full to Council.

Resolution: That Council approves the 2020 Annual Report as presented in Council papers.

Proposed: William Merriman

Seconded: Aidan O’Brien

Carried without dissent

6.4. Annual Report 2021

The 2021 Annual Report was presented to Council noting that no material changes had been made to the 2021 financial statements, as previously approved, following the recently completed OCAG audit of that year.

Resolution: That Council approves the 2021 Annual Report as presented in Council papers.
Proposed: William Merriman **Seconded:** David Menzies
Carried without dissent

6.5. Strategy Steering Group Terms of Reference

At their initial meeting on 16th November last, Draft Terms of Reference for the Strategy Steering Group had been agreed and were now brought to Council for approval.

Resolution: That Council approves the draft Terms of Reference of the Strategy Steering Group as presented in Council papers.
Proposed: Aidan O'Brien **Seconded:** Fiona McDaid
Carried without dissent

David Menzies requested, at this point, that it be noted that he, as Chair of MAC, cannot devote any further time to the Strategy Steering Group.

7. Clinical Report

7.1. Anaphylaxis CPGs (NIAC Guidance on Auto-Injectors):

Following consideration by MAC, at their September meeting, of the National Immunisation Advisory Committee recommendation notice in relation to epinephrine auto-injectors the relevant CPGs have been amended to include an advisory notice. The amended CPGs were presented to Council for approval.

Resolution: That Council approves the Anaphylaxis CPGs amended to include an advisory notice following NIAC Guidance on Auto-Injectors, as presented in Council papers.
Proposed: Niamh Collins **Seconded:** Martin O'Reilly
Carried without dissent.

7.2. Draft Critical Care Paramedic CPGs

The draft CPGs, developed by the Critical Care Paramedic [CCP] Sub-Committee and reviewed by MAC, were presented to Council for approval. It was noted that these will be a standalone publication as opposed to additions to existing AP CPGs. However, it is likely that additions to existing practitioner CPGs will be required in the future. Each of the CPGs were considered separately and the following resolutions passed.

Resolution: That Council approves the Draft Secondary Survey Medical (Adult) as presented in Council papers.
Proposed: Niamh Collins **Seconded:** Martin O'Reilly
Carried without dissent.

Resolution: That Council approves the Draft Secondary Survey Trauma (Adult) CPG as presented in Council papers.
Proposed: Niamh Collins **Seconded:** Martin O'Reilly
Carried without dissent.

Resolution: That Council approves the Draft External Haemorrhage (Adult) CPG as presented in Council papers.
Proposed: Niamh Collins **Seconded:** Martin O'Reilly
Carried without dissent.

Resolution: That Council approves the Draft Shock from Blood Loss Medical (Adult) CPG as presented in Council papers.

Proposed: Niamh Collins **Seconded:** Martin O'Reilly

Carried without dissent.

Resolution: That Council approves the Draft Secondary Survey Paediatric CPG as presented in Council papers.

Proposed: Niamh Collins **Seconded:** Martin O'Reilly

Carried without dissent.

Following discussion of suggested amendments, it was agreed to return both the Acute Coronary Syndrome CPG and the Shock from Blood Loss (Trauma) Adult CPG to MAC for a further review.

7.3. Glycaemic Emergency CPG (Adult and Paediatric)

Following advice from the Irish Endocrine Society both CPGs have been amended and were approved by Council.

Resolution: That Council approves the Glycaemic Emergency (Adult & Paediatric) CPGs as presented in Council papers.

Proposed: Niamh Collins **Seconded:** Martin O'Reilly

Carried without dissent.

7.4. Sepsis Adult CPG Amendment

The amended CPG, correcting an identified anomaly, was approved by Council.

Resolution: That Council approves the updated Sepsis Adult CPG as presented in Council papers.

Proposed: Niamh Collins **Seconded:** Martin O'Reilly

Carried without dissent.

7.5. PR Route for Pain Management - Paramedics

While Council had already approved the addition of PR route to the Paramedic scope of practice, MAC had amended the relevant Pain Management (Paediatric) CPG, which was now brought to Council for approval. Council approved the amendment.

Resolution: That Council approves the amended Pain Management (Paediatric) CPG as presented in Council papers.

Proposed: Niamh Collins **Seconded:** Martin O'Reilly

Carried without dissent.

After a short recess, both Julie Kelly (HR Manager) and Dibu Matthew (Finance Manager) joined the meeting and were introduced to Council. The Chair welcomed both to the PHECC team and wished both well in their endeavours for PHECC.

Julie Kelly & Dibu Matthew departed the meeting.

8. Education Report

8.1. Paramedicine Education & Standards Competency Framework Document:

This document was brought to Council for noting at this time. The Chair of the Education and Training Committee introduced the document as having completed the first phase of this important project. General observations will be invited from both Council members and members of the Education & Training Committee in advance of the standards and competency framework for each level being considered. It was agreed that the Education & Training Committee will determine next steps.

Further Executive capacity will be required to assist with this process and it was agreed that the Director will present Council with a proposal for same at the February or March Council meeting.

Council will continue to receive progress updates on both the consultation process and next steps.

9. Secretary Report

9.1. Council KPI Data

Following a short presentation on a look-back on five years of Council meetings, a number of trends emerged that Council meetings activities now required less time overall of members, as meeting times had reduced and the effect of the pandemic had also required less travel resulting from more hybrid meetings.

Discussions referenced sustainability and the measurement thereof together with the effects of hybrid meetings on concentration and possible remedial actions including changing the order of Council Agendas to include more intense matters at the beginning and the continued importance of occasional face-to-face meetings to maintain the collective energy of Council.

10. Registration Report

10.1. Register Report

The Registration Report, detailing the names of those added to the PHECC Register, was noted by Council. The Director commented that anonymised and de-identified data was being provided for workforce planning in the health sector and added that new IT systems in contemplation would allow more adaptations in data collection and analysis.

11. AOB & Close

The Director referenced correspondence from the Office of the Information Commissioner, informing of the decision of a recent review by the OIC in relation to access to a 2016 Dublin City Council report of a review of emergency ambulance services in the Dublin region, to which PHECC had originally provided data.

The Chair thanked all for their attendance and indicated that the next meeting will take place on February 16th next at 1000 at the PHECC Offices.

Hillery Collins had attempted to join the meeting but was unable to do so due to technical difficulties.

The meeting concluded at 13:05 approx.

Signed:



Jacqueline Burke
Chairperson

Date: 16th February 2023