

Pre-Hospital
Emergency Care
Council



Registration Committee

DRAFT - Terms of Reference

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Version History

(Please visit the [PHECC website](#) to confirm current version)

TOR015: Education and Training Committee – Terms of Reference		
Version	Date	Details
1	August 2021	Draft

REGISTRATION COMMITTEE

Introduction:

The Registration Committee derives its authority from Council and its statute-based ability to create Committees of Council, viz **SI 109 of 2000, PHECC, Article 22:**

1. *Council may establish committees to assist and advise Council in relation to the performance of its business*
2. *Membership of a committee established by Council may include persons who are not members of Council*
3. *Any committee so appointed shall act subject to such directives as may be given by Council and any expenditure of monies by such committee shall be subject to the approval of Council*
4. *Any committee so appointed may be paid Travel and Subsistence allowances in accordance with such scales as may be from time to time be approved by the Minister.*

General/Generic Terms of Reference for Committees of Council:

These generic Terms of Reference will be the same for all Committees of Council and are included in the TORs for each Committee.

1. Advise Council or make recommendations on policies within the Committee's Terms of Reference. Implementation of such policies shall be a matter solely for the Executive of PHECC, in consultation with Council.
2. Give assurances, where required, to Council on matters pertaining to the risks to, and the integrity of, the governance processes in PHECC.
3. Propose new members to their Committee and these will be approved and appointed by Council, whether from Council itself or externally resourced, mindful of State directives on gender balance and other matters.
4. Have a lay representation of at least 30% of their number. For avoidance of doubt, "lay" means persons not regulated by PHECC either in the past or presently.
5. Chairs of Committees should normally be members of Council, except in the case of the Compliance and Audit Committee, where it may need to be a suitably qualified external person (per the C&AC Charter [2017], approved by Council).
6. There should be a minimum of 2 Council members on each committee – one as Chair, one as Vice Chair. In addition, there may be 1, or more other member of Council.
7. An informal working group may be formed for a specific purpose and with Council's prior approval of its formation and terms of reference.
8. Chairs of Council Committees shall not act as a Chair of an informal working group.
9. Committees shall review their Terms of Reference at least annually and may propose changes to Council, which may approve any such changes. The proposed changes will also be subject to review by the Compliance & Audit Committee.
10. Minutes of Committee proceedings should be laid before Council as quickly as practicable after meetings are held in a format agreed with Council.
11. Committees should meet not less than once per quarter. Committees should agree with the Chair of Council and the Executive appropriate levels of Secretarial and other support to the Committee.
12. Committee members are expected to observe a 100% attendance record, but in any event, it should not be less than 75%. This is subject to exceptional circumstances.

13. Quorums for meetings should be decided by the Committees based on actual numbers appointed. The quorum should normally be based on 50% of the number of persons on the Committee plus one or nearest whole number.
14. No membership substitution shall be allowed.
15. All proceedings of Committees shall be confidential, and all papers shall be returned to PHECC at the end of members' terms.
16. Decisions regarding advices, or recommendations to Council, made by Committees shall be either by consensus or majority vote. The Chair will have an additional casting vote in the case of a tied vote. If there is a significant minority dissenting vote, that shall also be recorded and reported to Council.
17. Performance of the Committees shall be reviewed each year with an independent external review every three years. These reviews should take place in the context of the review of the Council's effectiveness.
18. The structure and number of Council Committees should also be subject to a Periodic Review as required by the DPER Governance Guidelines (Aug 2016).

Specific Terms of Reference for the Registration Committee:

SI 106 of 2008 also sets out specific tasks for Council:

(s) establish and maintain, in accordance with rules made by the Council, a register of pre-hospital emergency care practitioners (in this instrument referred to as the register) which shall be divided into six divisions as follows:

- i. The emergency medical technician division – for holders of the N.Q.E.M.T. at the level of competence of emergency medical technician,
- ii. The paramedic division – for holders of the N.Q.E.M.T. at the level of paramedic,
- iii. The advanced paramedic division – for holders of the N.Q.E.M.T. at the level of advanced paramedic,
- iv. The visiting European emergency medical technician division – for those providing the service of emergency medical technician in the State on a temporary and occasional basis pursuant to Part 4 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008),

Taking account of the above, **the Registration Committee shall undertake to**

1. To advise the Council on the development of policy in all matters relating to Registration and to keep abreast of developments in that area.
2. To work with the Executive in establishing policies to help with the regulation of the professions on the Register.
3. To develop a Code of Conduct for each area/grade of the Register.
4. To advise Council on policies for assessing applications: -
 - Applications for registration.
 - Applications for withdrawal from practice.
 - Applications for return to practice.

- Applications for restoration to practice.
5. To advise Council on approval to be entered/re-entered on the Register NQEMT.
 - Division/Category to be registered in.
 - To advise on the conditions for registration in a specific category.
 - That details of Registrants are stored in line with GDPR.
 6. To advise Council on policy for Registrants wishing to withdraw (voluntarily) from the Register/practice NQEMT.
 7. To advise Council on policy on Registrants wishing to return to the register/practice NQEMT.
 8. To advise Council on complaint's received in relation to Fitness to Practice [FTP] of Registrants: -
 - To advise Council on cases sent to the Preliminary Proceedings Sub-Committee.
 9. To consider risk and identify risk: -
 - Mitigate risk
 - Report risk to the Council/Director and Finance, Risk, Audit & Compliance Committee [FRACC]/Quality and Safety Committee so the risk can be entered on the Risk Register.
 - Set out plans to reduce risk and address them.
 10. To review the Terms of Reference of the Committee on an ongoing base: -
 - Recommend to Council any changes to term of reference that may be deemed appropriate.
 11. To report to Council on a regular basis on work being conducted by the Committee: -
 - To report on meetings as scheduled.
 - To report on work programmes/progress.
 12. To advise Council on changes required to the SI to support the development of the profession.

Membership composition

Position	Qty	Appointment
Council Member – Chairperson	1	Appointed by the Chair of Council
Council Member – Vice Chairperson	1	Appointed by the Chair of Council
Council Member - Lay Representative	1	Appointed by the Chair of Council
PHECC Registrant at EMT Level	1	Expression of Interest
PHECC Registrant at Paramedic Level	1	Expression of Interest
PHECC Registrant at Advanced Paramedic Level	1	Expression of Interest
Registrar	1	Member of the Executive
	7	TOTAL



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