

Pre-Hospital  
Emergency Care  
Council



Quality and Safety Committee

Terms of Reference

**Document Management Data** *(To be removed prior to publication)*

<b>Title:</b> TOR014 Quality and Safety Committee – Terms of Reference		<b>Version:</b> 3
<b>Owner:</b> JE	<b>Approved by:</b> Council	<b>Approval Date:</b> May 2017

*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”*

©Pre-Hospital Emergency Care Council

Published by:

*Pre-Hospital Emergency Care Council  
May 2017*

2<sup>nd</sup> Floor,  
Beech House,  
Millennium Park, Osberstown,  
Naas, Co Kildare, W91 TK7N,  
Ireland.

T: + 353 (0)45 882042

F: + 353 (0)45 882089

E: info@phecc.ie

W: www.phecc.ie

**Version History**

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

TOR014 Quality and Safety Committee - Terms of Reference		
Version	Date	Details
1	13 June 2013	Approved by Council
2	24 March 2017	Approved by Council – redrafted and updated
3	11 May 2017	Approved by Council – 3.10 & 3.11 combined

## The Quality and Safety Committee is a standing Committee of Council.

### Terms of Reference:

1. To consider and make recommendations to Council on development, maintenance and monitoring of policies relating to:
  - a) Approval to implement CPGs by licensed CPG providers
  - b) CPG implementation procedures to include upskilling status
  - c) A practice framework that incorporates;
    - i. Credentialing
    - ii. Licensing and
    - iii. Privileging of pre-hospital emergency care practitioners
  - d) A governance validation framework
  - e) Practitioner's maintenance of competency at the appropriate performance standard (CPC)
  - f) Standards of operation to support best practice
  - g) The Information Standards
  - h) Clinical audit tools and clinical audit frameworks which exploits the information standards
  - i) Criteria for registration including code of conduct
2. Undertake such other appropriate tasks and functions as may from time to time, be assigned to the Committee by the Council.
3. Membership:

---

Membership of the Quality and Safety Committee is for the duration of the serving Council. It is approved to reflect its role as an industry group, composed of multidisciplinary members whose roles are directly concerned with establishing, developing and implementing clinical quality governance within the health sector. Where membership is generic, as in representing a position or an organisation, Council need not individually approve membership changes.

- 3.1 One representative for patients (generic)
- 3.2 One representative from a non-government organisation (NGO) with a community focus (generic)
- 3.3 One representative from the HSE National Ambulance Service (generic)
- 3.4 One representative from Dublin Fire Brigade (generic)
- 3.5 One representative from the Joint Voluntary and Auxiliary Organisations Committee (generic)
- 3.6 One representative from licensed CPG providers who operate a private ambulance service (expression of interest)
- 3.7 One representative from Defence Forces Medical Services (generic)
- 3.8 One representative from licensed CPG providers other than 3.3 to 3.7 (expression of interest)
- 3.9 One representative from a third level institution with expertise in healthcare quality and safety (expression of interest)
- 3.10 Three Council members, including at least one practitioner, any of whom could be Chairperson appointed by Council.

## **Frequency of meetings**

The Committee shall hold at least one meeting per quarter in every year and may hold such other meetings as may be necessary for the performance of its duties. Attendance at each meeting is expected but no less than 75% is acceptable.

## **Agenda**

The agenda will be circulated to Committee members not less than 5 days in advance of the meeting, following agreement with the Chairperson.

## **Governance and Accountability**

The Chair shall be a member of Council. The Chair shall not have an independent vote, but only a casting vote in the event of the votes on any matter otherwise being equal.

In the absence of the Chair a member of the Committee will be elected by the members to chair the meeting. The quorum for Committee meetings will be 5 members. This will include those attending by video or teleconferencing.

While it would be preferable that decisions/recommendations would be agreed by consensus, if this cannot be the case, decisions/recommendations will be made by straight majority vote.

A Working Group(s) of the Committee may be established, as necessitated from time to time, and as agreed by the Committee chairperson. It may include external persons as approved by the Chair.

A summary report on the activities and recommendations of the Committee will be provided to Council at its scheduled meetings by the Programme Development Officers.

The terms of reference will initially be reviewed by the Committee at the end of the first year and thereafter at the end of Council's term of office. Recommendations to modify the terms of reference will require approval of Council.

## **Attendance**

Only members of the Committee will be invited to attend Committee meetings. No substitute members will be allowed. Other people, from time to time, as agreed by the Committee chairperson may be invited to attend a specific meeting.

## **Remuneration**

No direct remuneration will be paid to Committee members. Expenses will be paid in accordance with the public service travel and subsistence policy. Expense forms must be submitted as per Council policy for expense payments.

## **Confidentiality**

Committee members will ensure that they maintain the confidentiality of all information pertaining to the activities of the Quality and Safety Committee and Council.



**Published by:**  
**Pre-Hospital Emergency Care Council,**  
**2<sup>nd</sup> Floor,**  
**Beech House,**  
**Millennium Park, Osberstown,**  
**Naas, Co Kildare, W91 TK7N,**  
**Ireland.**

**Phone: +353 (0)45 882070**  
**Fax: + 353 (0)45 882089**  
**Email: [info@phecc.ie](mailto:info@phecc.ie)**  
**Web: [www.phecc.ie](http://www.phecc.ie)**