

**Minutes of the meeting held on the 13th December 2001 in the Offices of the Council,
Abbey Moat House, Abbey Street, Naas, Co. Kildare.**

Present: Mr. Paul Robinson, Chairman
Prof. Gerard Bury, Vice Chairman
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. David Hall
Mr. Pat Hanafin
Dr. Hugh O' Neill
Ms Julie Woods
Mr. James Walker

Apologies: Mr. Karl Farrell
Mr. Michael Lyons

In Attendance: Dr. Geoff King, Director
Mr. Barry O'Sullivan, Head of Corporate Services
Ms. Marian Spence, Council Secretariat

1. Chairman's Business

1.1. NEU Training /UMBC Accreditation

The Chairman opened the meeting and asked Mr. James Walker to address the meeting in relation to correspondence received from NEU and University of Maryland Baltimore County (UMBC), which was then circulated. Due to the possibility of a perceived conflict of interest the Chairman advised he would chair but not contribute to the discussion.

Mr. James Walker advised initial contact was made by NEU with UMBC approximately 8 months ago. It was hoped that accreditation could move to UMBC from NEU and the

latter could then withdraw from training programmes in Ireland. He was seeking direction from Council how to go about this process. In reply the Director offered some parallel background information on the issue. In September this year James Walker had mooted this change in general terms and had intended to brief Council at that time but then NEU apparently considered this would be premature. Mr. James Walker in November indicated that NEU wished to accept the EOI funding on offer. The Director sought clarification of NEU/UMBC's intentions and James Walker advised that correspondence would be available for this meeting. The Director has since made a determination that NEU is not eligible for the funding. The Director is in dialogue with NEU to establish the number of trainees affected and the extent of outstanding training; he had been informed verbally that up to 12 courses are not completed and up to 350 trainees have not completed their training. It was agreed that it is important to obtain comprehensive and accurate information. The Director suggested UMBC should engage PHECC on its own merit.

Mr. David Hall asked if UMBC is to take over NEU or was this a new set-up? Mr. James Walker advised that the involvement of more faculty from UMBC would be the only change. Mr. Sean Creamer expressed his concerns for the trainees involved and with how NEU had handled this situation. He suggested that UMBC be advised to make representation and properly apply for accreditation. Ms Julie Woods as the primary person looking after the register expressed her concerns regarding NEU courses and advised she had no 2000 information from NEU since October despite repeated approaches from her.

Mr. Mark Doyle agreed that any training institution wishing to apply for accreditation should go through the normal accreditation process. He advised caution against rushing the accreditation process because of this artificially gendered crisis. The issue of whether that training institution fulfills its obligation was an issue for that group e.g. who is going to train DFB personnel is an issue for DFB.

Mr. David Hall noted the date of exchange as January '02 with up to 350 people requiring completion of conversion training and the knock-on-effect of provision of care to the general public. He asked would the deadline for January be extended? Mr. James Walker advised that NEU would honour its commitment until UMBC could step in to continue training. He expressed his embarrassment regarding the constraints put on him. He could not go to Council until contractual documents had been signed.

Dr. Hugh O'Neill suggested the PHECC should only recognize training by Irish based institutions.

Prof. Gerry Bury wondered whether to abstain; he reminded members of his links with NATS. He made three points: that it was important there was uniformity with process; during this interim stage Council needed reassurance and the Accreditation Committee needed to explore these issues; the absence of DFB at the table was clearly highlighted. The Director informed members that DFB have been copied all correspondence and were at the meeting with NEU.

Ms. Julie Woods asked James Walker would he be staying with NEU. Mr. James Walker informed members that he had been offered a position with UMBC. He assumed NEU would extend his contract until a decision was made.

After further discussion the Chairman stated that there were two separate issues (1) contractual issues, which were outside the Council's remit; (2) regarding accreditation, there was no question of a temporary accreditation or transfer of it. He concluded by stating that most people were sympathetic to Mr. James Walker's situation however it was up to him to convey Council's position and advised the following recommendations.

Recommendations:

1. That NEU & UMBC be advised of Council's position:

- ***NEU is currently an accredited training institution with the Pre-Hospital Emergency Care Council, and James Walker is currently on Council as their nominated representative, appointed by the Minister of Health & Children.***
- ***UMBC will require to seek accreditation under the normal accreditation process.***

2. That the Director and Chair of the Accreditation Committee:

- ***establish from NEU the status of training in progress.***
- ***make contact with UMBC regarding the process for accreditation.***

Moved: Mr. Sean Creamer **Seconded:** Mr. Mark Doyle
Carried without dissent

2. Minutes

Recommendation: That the minutes of the Council meeting held on the 11th October 2001 be agreed.

Moved: Mr. Gabriel Glynn **Seconded:** Mr. Pat Gaughan
Carried without dissent

3. Presentation of electronic Patient Report Form

A presentation was conducted by Mr. Mark Dixon of Fleming Medical on the benefits of a hand held electronic Patient Report Form. Mr. Mark Fleming the principal of Fleming Medical was also in attendance.

4. GMIT proposal to DOHC

Correspondence from GMIT to Department of Health and Children regarding funding issues had been forwarded to Director for observations (copy attached to official

minutes). Mr. David Hall asked why to date there was no application received from GMIT. He expressed concerns about any discussion taking place with regard to GMIT prior to their application for accreditation. He questioned whether it was appropriate that seed funding should have been offered before receipt of application.

The Chairman informed members that whereas Council is very interested in the development of training institutions curricula, it was not PHECC's role to approve funding.

The Chairman suggested that the Director and Julie Woods arrange a meeting with Denis O' Sullivan and clarify PHECC's role in this regard and use the opportunity to inform the DOHC about current principles in vocational training that are relevant to PHECC's approach to training and training institutions viz. transition to tertiary sector, funding following individuals rather than institutions, ultimately transition to education sector etc.

The Chairman summarized by way of the following recommendation.

Recommendation:

That the DOHC be advised we are awaiting an application from GMIT and that funding submissions from training institutions are not the remit of PHECC.

Moved: Mr. David Hall
Carried without dissent

Seconded: Ms Julie Woods

5. Director's Report

5.1 Council Communications

To facilitate both stationery printing and an on-going communication strategy the Director suggested to members an interim mission statement "To achieve the best possible Pre-Hospital Care for people in Ireland".

It was suggested by Mr. Mark Doyle and agreed by other members that the word 'emergency' be added to the wording.

Recommendation:

That Council approve an interim Mission Statement "To achieve the best possible Pre-Hospital Emergency Care for people in Ireland"

Moved: Mr. Sean Creamer
Carried without dissent.

Seconded: Mr. Pat Hanafin

5.2 Council Committees and Working Groups

The Director acknowledged the hard work and expertise of the Medical Advisory Group.

Recommendations:

1. Council approves the membership of the Medical Advisory Group:

- (1) Medical Advisor of each Ambulance Service and Training Institution (generic)**
- (2) Training and Development Officer from each Ambulance Service (generic)**
- (3) Training representative from each of the Training Institutions accredited by PHECC (generic)**
- (4) Two representatives from Northern Ireland Ambulance Service analogous to (1) & (2)**
- (5) Honorary (Joe Foy) (individual)**
- (6) The Chairs of both the Clinical Care and Accreditation Committees (generic)**
- (7) The Chair and Vice-Chair of Council (generic)**
- (8) One each of Emergency Medicine Physician, General Practitioner, Paediatrician (currently an individual appointment), Anaesthetist, and Registered Nurse where not already a member by way of (1) to (7).**

With a Member of Council as Chair (by election).

2. Where the membership is generic as in representing a position or an institution that Council need not individually approve membership should there be a change in that position or representation.

**3. Council approves the Terms of Reference of the Medical Advisory Group as:
“To consider medical matters as referred to it by Council, the Clinical Care or Accreditation Committees or the PHECC office and to report to Council through the Clinical Care Committee.”**

Moved: Mr. David Hall
Carried without dissent

Seconded: Mr. Sean Creamer

5.3 Council & Committee Expenses

In line with the Established Orders the Chairman clarified entitlements for Council Members and non-Council members for attendance at Council and Committee/Working Group meetings and other PHECC approved activities.

Action: For information only. Council to note that:

- (1) Council Members will be paid expenses at Council rates for attendance at Council and Committee/Working Group meetings and other PHECC approved activities.**
- (2) That Committee and Working Groups members (other than Council Members) will be paid at staff rates for attendance at meetings and other PHECC approved activities.**

5.4 Budget

The Chairman advised that the appointment of a bank is a Council matter. The Director advised that a tender process had occurred. The NEHB will continue to provide services until direct funding and a banking facility is in place.

Recommendation: That the Chair and Vice Chair of Council and the Chairs of the two Standing Committees be authorized to approve the appointment of a bank.

Moved: Mr. Pat Hanafin
Carried without dissent

Seconded: Mr. Gabriel Glynn

5.5 EMT-A

Following advice from Council at the last meeting, the Chief Ambulance Officers have been consulted and an issues paper is being prepared around the implementation of EMT-A so that the CEO's can be engaged.

5.6 National Examination

The Director informed members that a contract is being finalized with IHCD. He advised that the sustainability and financial aspects of aiming towards Irish developed questions relate partly to Edexcel taking over IHCD; and also the professional benefits which include developing more clinical leadership.

Recommendation:

That, in the change to the National Examination, the opportunity to position Irish training, examination and qualification to achieve mutual recognition e.g. by IHCD for UK purposes, should be pursued.

Moved: Mr. David Hall
Carried without dissent

Seconded: Mr. Pat Hanafin

5.7 SOP's

Recommendation:

That public sector Ambulance Services be requested to fully implement the SOP's by June 2002.

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Mr. Mark Doyle

6. A.O.B.

6.1 Ms Julie Woods tabled names of successful EMT candidates and their results as submitted by NATS for recommendation, by a quorum of the Accreditation Committee present, to Council to be entered on the PHECC database/register.

Recommendation:

That the names be entered on the PHECC database/register.

Moved: Prof. Gerard Bury
Carried without dissent

Seconded: Mr. Sean Creamer

Ms Woods also complimented the Director and staff on the meeting papers, which she described as clear and easy to read.

6.2 The Chairman complimented the Director and staff on the Information Sheet, both format and content.

The Next Meeting will take place on the 10th January 2002

Mr. Paul Robinson
Chairman

**Minutes of the meeting held on the 11th October 2001 in the Offices of the Council,
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Present: Mr. Paul Robinson, Chairman
Prof. Gerard Bury, Vice Chairman
Mr. Sean Creamer
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. David Hall
Mr. Pat Hanafin
Mr. Michael Lyons
Ms Julie Woods

Apologies: Mr. Mark Doyle
Mr. John Duggan
Mr. Karl Farrell
Mr. Tommy O' Doherty
Mr. Hugh O' Neill
Mr. James Walker

In Attendance: Dr. Geoff King, Director
Mr. Barry O'Sullivan, Head of Corporate Services
Ms. Marian Spence, Council Secretariat

1. Chairman's Business

- 1.1 The Chairman informed members that to date no communication has been received from the DOHC regarding the nomination of a representative to replace Mr. Joy Foy though it was anticipated this would likely be the Director of the National Ambulance Training School when that appointment is made.
- 1.2 The Chairman advises that the CEO's had all agreed to participate in the Building Capacity Project and a letter advising so is forthcoming.

2. Minutes:

Recommendation: That the minutes of the Council meeting held on the 13th September be agreed.

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Mr. David Hall

Mr. Michael Lyons apologised for his non-attendance at recent meetings due to a conflict with his Health Board meetings but he is optimistic he will again be able to attend regularly.

3. Director's Report

3.1 EMT-A

The Director advised of concerns previously expressed about the ability of the training institutions to convene a faculty and design and deliver EMT-A training to the required standard. It was suggested that expressions of interest could be sought from the training institutions (for up to £50,000 over 6 months) to develop their EMT-A program while simultaneously informing the PHECC review of the criteria and process of accrediting training institutions and courses (EMT, EMT-A). The aim would be to ensure preparedness of training institution(s) for EMT-A training should funding be approved as well as to facilitate the alignment of tertiary academic awards and regulatory status. Professor Bury declared a conflict of interest because of his involvement with UCD/NATS. Several Council Members spoke in support.

It was suggested that GMIT be included in the EOI as correspondence had been exchanged and a relationship regarding accreditation had been established. Again several Council Members spoke in support.

Recommendation: That EOI's be sought from the training institutions (NATS, NEU, GMIT)

Moved: Gabriel Glynn

Seconded: Mr. David Hall

Abstained: Prof. Gerard Bury

Carried without dissent

The Director advised that he and the Chair of the Clinical Care Committee had met with the DOHC Chief Pharmacist and received helpful advice. EMT's were not incorporated when the 2 keys pieces of legislation were drafted. There are some loopholes in the legislation but there will need to be regulatory changes to appropriately incorporate the administration of medications as proposed for EMT-A.

The Chairman suggested that a meeting be arranged with the DOHC to discuss funding and training and in particular EMT-A. He advised that to date there has been no further correspondence from the DOHC on this matter.

Mr. Michael Lyons informed members that the legislative issue can be difficult to obtain and it is prudent to provide DOHC with all information on progress as policy is usually decided if all stakeholders are in agreement.

In line with the need for a comprehensive consultation and communication strategy the Director suggested a road show targeting General Practice and other medical/professional groups. It is envisaged the Medical Advisory Group will play a key role and that by emphasising the collaborative practice model it will be positively received by General Practitioners. Their influential role is recognised as being significant to the process.

Mr. Michael Lyons suggested that PHECC consider engaging the CEO's to progress planning and costing of implementation of EMT-A.

3.2 Newsletter

A draft newsletter was circulated at the meeting and it was suggested that this newsletter be widely circulated by the PHECC office as part of the ongoing communication strategy. Mr. Gabriel Glynn welcomed the newsletter and its potential to inform Ambulance Services and the health services in general. The Chairman endorsed the use of the newsletter and its wide circulation; he also offered that it will be of help to Council Members in providing information on PHECC without compromising the confidentiality of e.g. meeting papers. David Hall recommended electronic distribution as well viz. e-mail, website.

Julie Woods suggested the wording be changed to remove confusion surrounding the National Examination and the final examination set by the training institutions.

Recommendation: That the amended newsletter be widely circulated by the PHECC office.

Moved: Mr. Pat Hanafin
Carried without dissent

Seconded: Mr. David Hall

3.3 SOP'S

Council was advised that all amended SOP's would incorporate the PHECC logo in place of that of the DOHC.

Recommendation: That SOP's can be amended, if the amendments are of a urgent nature, with the approval of the Chairs of both MAG and the Clinical Care Committee, provided the amendments then go to the next MAG meeting for formal ratification.

Moved: Mr. Pat Gaughan
Carried without dissent

Seconded: Mr. Pat Hanafin

4. **A.O.B.**

4.1. The contact details of Council members mail were circulated for confirmation. The Director proposed that (apart from being provided to the DOHC/Minister to be held on their central confidential database) these be held in the PHECC office

Recommendation: That interested parties wishing to correspond with Members of Council could do so through the PHECC office.

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Ms. Julie Woods

4.2. It was suggested that short presentations (no more than 15 minutes) be made by PHECC project staff or external parties on relevant issues to keep Council Members informed.

4.3. Due to the Field Trip of the Director, Project Officer and the Chairs of the two Standing Committees to Australia in November it was proposed to cancel the scheduled November Council meeting and have the next meeting on the 13th December 2001. This was unanimously agreed.

4.4. Mr. Pat Hanafin informed members that a group of Ambulance Personnel from Maine in the US would be touring Ireland for 10 days from the 19th October and would be visiting Dublin and the National Ambulance Training School.

4.5. The Chairman advised that the National Health Strategy will be launched soon and the CEO's Report on the Ambulance Review has been finalised. Council will need to consider any relevant issues raised.

Signed _____
Mr. Paul Robinson
Chairman

Minutes of the Meeting held on the 13th September 2001 in the Offices of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present: Mr. Paul Robinson, Chairman
Prof. Gerard Bury, Vice Chairman
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. James Walker
Ms. Julie Woods

Apologies: Mr. Karl Farrell
Prof. Michael Walsh

In Attendance: Dr. Geoff King, Director
Ms. Marian Spence, Council Secretariat
Mr. Barry O' Sullivan, Head of Corporate Services
Mr. Ray Mitchell, A/Administrator
Mr. Tommy O'Doherty (by teleconference)

1. Chairman's Business

A minute's silence was observed to mark the September 11th tragedies. The Director will write to the Emergency Services in New York offering condolences.

1.1. Standing Orders

***Recommendation:* That the amended Standing Orders be adapted.**

Moved: Mr. Sean Creamer **Seconded:** Mr. John Duggan
Carried without dissent

1.2 Member resignation

The Chairman informed members that he had received a letter of resignation from Professor Michael Walsh. Members paid tribute to the contribution that Professor Walsh made to the organisation since its establishment. The Chairman will formally write to the Minister to advise of the vacancy and request a new appointment on the Board.

1.3 Teleconferencing/Videoconferencing

The Council agreed to Mr. Tommy O' Doherty's request to attend by teleconference as a trial. The Director advised that the PHECC office would be installing multipoint teleconferencing and videoconferencing capacity.

The Director was asked to seek clarification regarding voting if attending by teleconference or videoconference, or voting by post or e-mail. In the meantime the Chairman advised that members could only vote if physically present at Council meetings. Professor Bury suggested nominating alternates be given consideration; the Director's advice that this be held over until Council reviews its own performance was accepted.

2. **Minutes**

Recommendation: That the minutes of the Council held on the 4th July be agreed.

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Mr. James Walker

3. **Irish Heart Foundation**

The correspondences between the DOHC and Council were discussed. The Director mooted a strategic partnership with the IHF as alluded to in the Director's report. Council members supported this approach. However the Director on meeting the IHF is to advise that although the transfer of funds is largely an administrative arrangement, there is a desire and a requirement for Council to be assured that the monies are applied appropriately.

Recommendation: That a payment of £140,000 be made to the Irish Heart Foundation on a once off basis for 2001 as requested by the DOHC.

Moved: Prof. G. Bury
Carried without dissent

Seconded: Ms. Julie Woods

4. **Building Capacity: Clinical Record Keeping, Data Collection, Clinical Audit and Research.**

A project brief was tabled at the meeting. A copy of the Ambulance Services Directory was also tabled. The Director advised that Mr. Matt Merrigan of SIPTU will seek a contribution to the project from Partnership funds £25,000 this financial year and there is potential for additional next financial year.

Council members emphasised the need for a comprehensive communication strategy to explain to and reassure EMT's as to what is proposed and its importance to individual and service development e.g. EMT-A. The SIPTU and AAP representatives offered to advise and assist in this regard. Prof. Gerard Bury suggested the opportunity be used to clarify the roles of audit in both competence assurance and clinical governance.

The Chairman advised that the letter seeking participation should be addressed to CEO's and copied to Programme Managers and Chief Ambulance Officers.

Recommendation: That the project be approved.

Moved: Mr. Pat Hanafin
Carried without dissent

Seconded: Mr. John Duggan

5. **Director's Report**

5.1 **The PHECC Role**

The Chairman advised that the new National Health Strategy is currently being finalised and proposed that after its publication that it be considered by the Council either on the agenda or as part of a workshop. The Chairman advised that Ambulance Services have been appropriately incorporated in the latest draft that he has seen. Members agreed that PHECC should promote Ambulance Services as a key link between Community/Primary Care and Acute Hospitals.

Council Membership

- 5.2 Council member's acknowledged the valuable contribution to the Ambulance Services being made by both Chief Ambulance Officers and Dublin Fire Brigade.

Recommendation: *That inclusion of a representative of Chief Ambulance Officers and a representative(s) of Dublin Fire Brigade (EMT's and management) be recommended to the DOHC/Minister.*

Moved: Mr. John Duggan
Carried without dissent

Seconded: Ms Julie Woods

Members also considered it important to inform the Minister of approaches made to Council by the Chief Ambulance Officers Association and the Irish Heart Foundation, of a likely approach by GMIT should they be accredited, and that the Council intends to review its own performance approximately one year from now.

5.3 The PHECC Office

Council welcomed the appointment of PHECC staff.

Recommendations:

- (a) *That the Corporate Services Committee be dissolved.*
- (b) *That the Director or in the absence of the Director the Head of Corporate Services be authorised to authenticate the seal of the Council as Officer of the Council.*
- (c) *That the Vice-Chairman or the Chair of the Clinical Care or Accreditation Committees be authorised to authenticate the seal of the Council in the absence of Chairman of the Council.*

Moved: Ms Julie Wood
Carried without dissent

Seconded: Mr John Duggan

5.4 The National Examination

Recommendations:

- (a) *That the draft previously circulated by the National Examination Working Group be approved in principle.*
- (b) *That in or about July 2002 be proposed for the first National Examination.*
The Chairman advised of the need to inform the Training Institutions. The Director advised that this has occurred informally but undertook to write to the Training Institutions.
- (c) *That the National Examination Working Group need not meet protemp and its functions be transferred to the Accreditation Committee.*
- (d) *That Council approves that a fee be charged to individuals to sit the National Examination.*

Moved: Ms Julie Woods
Carried without dissent

Seconded: Mr. Sean Creamer

5.5. PHECC Database/Register

The Director outlined aspects of developing the PHECC database into a formal register of EMT's and how this could be of value to EMT's individually and collectively. The Chairman reminded all that it was a statutory requirement of PHECC to maintain a register.

The EMT representatives advised that the charging of a fee could be very controversial and proposed an approach whereby the database be progressively developed and this be communicated as part of a considered strategy. The EMT representatives offered to advise and assist in this regard.

Recommendation: *That the charging of a fee to an individual at entry to the database/register (including as part of the examination fee) and at revalidation be approved in principle.*

Moved: Mr. John Duggan
Carried without dissent

Seconded: Mr. Pat Hanafin

5.6 EMT-A

Further correspondence from the DOHC was tabled. The Director advised he had read the legislation and requires some clarifications. Prof. Gerard Bury indicated that brief enabling legislation in the form of an amendment may be all that is required. The Chairman indicated that the change that is required may be by regulation rather than legislation; this could be more straightforward. It was agreed for the Director to meet with DOHC to seek clarification and then consult with the Medical Advisory Group and Clinical Care Committee.

Recommendations:

- (a) That options be developed to facilitate the EMT-A and any further performance standard(s) Council may recommend.*
- (b) That broad based implementation of EMT-A be recommended to the DOHC.*
- (c) That the Building Capacity: Clinical Record Keeping, Data Collection, Clinical Audit and Research project formatively evaluate the implementation of EMT-A and formatively guide the development of the EMT-A and any further performance standards.*

EMT representatives again emphasised the need for a comprehensive communication strategy to explain to and reassure EMT's as to what is proposed and its importance to EMT-A development and implementation.

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Mr. John Duggan

5.7 Accreditation & Training Institutions: GMIT

Recommendations:

- (a) That if GMIT submits an application for accreditation, assessment against the current criteria be approved; if successful the accreditation be on an interim basis for 12 months pending survey against revised criteria.*
- (b) That the charging of a fee to the training institutions for accreditation survey(s) be approved in principle.*

Moved: Ms Julie Woods
Carried without dissent

Seconded: Mr Gabriel Glynn

5.8 Council noted the Director's report items:

Experimental Curricula
Irish Heart Foundation
Community/First/Co-Responders
Helicopter Patient Transport Services

and agreed with proceeding accordingly.

6. **A.O.B.**

- 6.1 Professor Bury suggested PHECC consider a clearing house function for research and service development initiatives in Pre-Hospital Care. The Director advised the concept will be developed (largely by the Head of Corporate Services) for consideration by Council.
- 6.2 The Director outlined a visit proposed to Queensland /Australia by the Director and Project Officer (s).

Recommendation: That the Chairs of the two standing committees of PHECC (Accreditation and Clinical Care) be approved to accompany.

Moved: Prof. Gerard Bury **Seconded:** Mr. Mark Doyle
Carried without dissent

- 6.3 The Chairman and Director expressed their warm appreciation and thanks to the Acting Administrator Ray Mitchell and Katherine Cregan for their hard work and commitment in establishing the PHECC offices. This was endorsed by Council Members. Ray Mitchell thanked the Council for their kind thoughts and for their assistance during his stewardship.
- 6.4 A draft circulation list was circulated and the Director asked Council members to add to it as appropriate. The list will guide distribution of the Annual Report and will also guide future communication strategies. It is proposed to draft a newsletter which (unlike meeting papers) Council members will be able to provide to their respective organisations, as well as being more freely distributed by the PHECC office.

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Present: Mr. Paul Robinson, Chairman
Prof. Gerard Bury, Vice Chairman
Professor Michael Walsh
Ms. Julie Woods
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr Mark Doyle
Mr Jim Walker
Mr John Duggan
Mr. Tommy Doherty

Apologies: Dr. Hugh O'Neill
Mr. Michael Lyons
Mr. Sean Creamer
Mr. Pat Gaughan
Mr. Karl Farrell

In Attendance: Dr. Geoff King, Director
Mr. Ray Mitchell, A/Administrator
Ms. Katherine Cregan
Ms. Marian Spence

1. Chairman's Business

The Chairman began by formally introducing and welcoming Dr. Geoff King as the new Director. The Chairman paid particular tribute to both Ms. Julie Woods and Mr. Sean Creamer, the Chairpersons of the sub-committees for the amount of work they have done with very little secretarial support and for the progress they have made to date.

National Ambulance Training School: The Chairman advised members that the Minister has been advised of the vacant post of Director. He also advised that it appears the new Director will be the replacement on the Council.

Standing Orders: The Chairman briefed members on the current position with the Standing Orders, as the legal advisors had only replied the afternoon prior to

the meeting. He proposed they be amended in line with what had been advised by the legal advisors and that the Director would issue the final version of the Standing Orders to each member before the next meeting for adoption at that meeting.

2. **Minutes**

On the proposal of Mr. John Duggan and seconded by Mr. David Hall the minutes of the meeting held on the 10th May, 2001 were agreed.

The Chairman updated members on matters arising from the last meeting:

Helicopter Emergency Medical Services: The Chairman informed members that as yet no response had been received from the Department of Health and Children.

Galway/Mayo Institute of Technology: The Chairman informed members that no further correspondence had been received from GMIT.

Irish Heart Foundation: The Chairman informed members that he had received no response from the Irish Heart Foundation with regard to their nominations for the two sub-committees.

3. **Director's Progress Report**

The Director presented his report (copy appended to official minutes), which dealt with the following:

- Corporate offices
- Finances
 - The Director advised members that the Department of Health and Children had confirmed approval in the sum of £850,000 to the Council in accordance with the Service Plan for 2001, for which he acknowledged the good work done by the Chairman and the A/Administrator in successfully securing the funding.
- Human Resources

The members raised a number of issues:

- The important role the Council has to play in carrying out the recommendations of the Cardiovascular Strategy
- The current difficulties the Irish Heart Foundation is having in incorporating AHA standards into ACLS in Ireland.
- Getting the 'chain of survival' into the public domain.

The Director informed members that his report for the next meeting would be a comprehensive and detailed report outlining where we are at the moment and what strategies need to be looked at in the future ; it would also address the issues raised by the members.

4. **Report from Accreditation Committee**

**Minutes of Meeting held on 10th May, 2001 in the Harbour View Hotel, Naas,
Co. Kildare.**

Present: Mr. Paul Robinson, Chairman
Ms. Julie Woods
Mr. Sean Creamer
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. David Hall
Mr Karl Farrell
Mr. Pat Hanafin
Mr Mark Doyle
Mr Jim Walker
Mr John Duggan

Apologies: Prof. Gerard Bury, Vice Chairman
Dr. Hugh O'Neill
Professor Michael Walsh
Mr. Michael Lyons
Mr. Tommy Doherty

In Attendance: Mr. Ray Mitchell, A/ Administrator
Ms. Katherine Cregan
Ms. Marian Spence

1. Minutes

On the proposal of Mr. Pat Gaughan and seconded by Mr. Sean Creamer the minutes of the meeting held on the 11th April, 2001 were agreed.

2. Report from Accreditation Committee

As the Accreditation Committee had met just prior to the Council meeting that morning, Ms. Julie Woods, Chairperson gave a summary of recommendations for consideration by the Council:

- The Accreditation Working Group revisit the 1995 National EMT Standards and set a standard for a 'stand alone' driving module.
- Mr. Denis Browne and Mr. Gabriel Glynn join the Accreditation Working Group.

Draft National EMT Examination Policy

Julie Woods outlined the above policy document (Draft 3), which included:

- Adding an external audit to the policy document.
- Reducing the examination entry age from 21 years to 18 years.
- A request for nominations for suitable candidates to attend an EMT examiner-training course. It was agreed that Professor Gerry Bury and Mr. Mark Doyle would write to the institutions asking for nominations for this course.
- A list of requirements for the setting up and running of the National Examination.

Ms. Julie Woods informed members that she would circulate the Draft No. 3 National EMT Examination Policy, List of Requirements and written report from Accreditation Committee to each member.

Members agreed to both Denis Browne and Gabriel Glynn joining the Accreditation Working Group, however it was agreed to await written reports before making a decisions on other issues raised.

3. Report from Clinical Care Committee

Mr. Sean Creamer, Chairman presented and circulated the finalised EMT-A Training Programme document, which has been approved by the Clinical Care Committee and was now being recommended to the Council for submission to the Minister for Health and Children. Mr. Creamer then invited Mr. Mark Doyle, Chairman of the Medical Advisory Group to give a briefing on the document.

After a long discussion, members agreed that the document be submitted to the Minister with a covering letter to include a recommendation to establish a research project to look at the testing of Field Treatment Protocols. A copy of the letter to go to Mr. Dennis O'Sullivan, Principal Officer, Department of Health and Children.

The Chairman thanked both the Clinical Care Committee and the Medical Advisory Group for the amount of work they had done in preparing this document.

4. Report from Corporate Services

Mr. Raphael Mitchell, A/Administrator presented a report (copy appended to official minute) which dealt with:

- Corporate offices
- Staffing

A copy of the Draft Annual Report 2000 was circulated to members for consideration, with a request for members to come back with any comments or amendments before the 18th May. Tenders for the printing of the Annual Report to be agreed by the Chairman and A/Administrator.

5. **Standing Orders**

Members adopted Standing Orders in principle, subject to their being checked by the law agent (copy appended to official minutes).

6. **Helicopter Emergency Medical Services**

The Chairman informed the members that having contacted ScHARR they informed him that they had already been contacted by a Northern Ireland body regarding carrying out an all-Ireland review of such a service. In view of this, the Chairman has written to Mr. Dennis O'Sullivan, DOH&C advising him of same and suggesting that there should be a common approach to any such study. When clarification is received from the Department, the Chairman will report back to Council.

7. **A.O.B.**

- The Chairman informed members that he was circulating a document on the Powers and Functions of the Council to each member for information.
- Accreditation Standards-GMIT: The Chairman informed members that Mr. Richard Thorn had advised him he was leaving Castlebar and that the Council would have to await the detailed submission that had been requested from his replacement.
- Irish Heart Foundation: The Chairman informed members that he had received a reply from Mr. Michael O'Shea saying they would be delighted to have representation on both the Accreditation and the Clinical Care Committees. It was agreed that the Chairman would write to the Irish Heart Foundation inviting them to nominate two representatives, one for each committee.
- Council Membership:
 - The Chairman informed members that he had advised the Minister that Mr. Ray Bonar is leaving the National Ambulance Training School to take up a new position and that the Chief Executive Officers would have to wait until his post is filled before nominating a replacement for Mr. Joe Foy.
 - The Chairman advised members that he had received a letter from Mr. Sean Duffy, Chief Ambulance Officer on behalf of the Association of Chief Ambulance Officers in relation to their concern that there is no Chief Ambulance Officer on the Council. The Chairman informed members that he would be writing back to Mr. Duffy setting out how the Council was established and who determines the membership of same.

10. Date of Next Meeting

Two dates were proposed for the next meeting, as the Chairman would not be available for either date, it was agreed that Mr. Raphael Mitchell would contact Professor Bury to check his availability for dates proposed and inform members of date agreed as soon as possible.

Signed:

J. Robinson
Chairman

Date:

4th July 2001

Ms. Julie Woods, Chairperson, Accreditation Committee presented a report (copy appended to official minutes) on the work of the Accreditation Committee.

A number of issues were raised in the report:

- The appointment of the Accreditation Officer to oversee courses approved by the Council.
- The appointment of an Examination Officer to oversee the National Examination.
- The need for IT requirements to be examined.

Final Draft - National Emergency Medical Technician Examination Policy: Ms. Woods gave a summary of the changes between draft 3 and the final draft which had been circulated to each member, for approval by the Council.

The Director replied to the issues raised. He informed members that the Council from its new premises would be undertaking to provide both the support and services required for both Committees to carry out their roles.

The members supported the final draft in principle however, it was agreed to list the report formerly for approval at the next meeting.

5. **Report from Clinical Care Committee**

The Chairman on behalf of Mr. Sean Creamer, Chairman, Clinical Care Committee presented a report (copy appended to official minutes), which included a summary report on the Launch of the Standard Operating Procedures held in the Great Northern Hotel, Bundoran, Co. Donegal on 7th June, 2001.

6. **Schedule of Meetings**

The Chairman circulated the result of the preferred choice members had made to hold future Council meetings. It was agreed that all future Council meetings would be held on the Thursday of the 2nd week of each month with the exception of August, when there would be no meeting. It was agreed that the Director would send out a schedule of the dates for future Council meetings to each member and that a similar exercise would be carried out to set dates for future meetings for the two sub-committees.

7. **A.O.B.**

There being no further business to discuss the meeting was concluded.

Signed: _____

Mr. Paul Robinson
Chairman

Date: _____

Minutes of Meeting held on 11th April, 2001 in Jurys Green Isle Hotel, Dublin

Present: Mr. Paul Robinson, Chairman
Ms. Julie Woods
Mr. Sean Creamer
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. Joe Foy
Mr. David Hall
Mr. Karl Farrell
Mr. Pat Hanafin
Mr. Mark Doyle
Prof. Michael Walsh

Apologies: Prof. Gerard Bury, Vice-Chairman
Mr. Michael Lyons
Mr. Jim Walker
Mr. Tommy Doherty
Dr. Hugh O'Neill

In Attendance: Mr. Ray Mitchell, A/Administrator

1. Minutes

On the proposal of Mr Joe Foy and seconded by Mr. Pat Hanafin the minutes of the meeting held on the 1st February 2001 were agreed.

2. Appointment of Director

The Chairman informed the Members that Mr. Geoff King had confirmed that he is accepting the post of Director and will take up duty on the 5th June 2001. The Members welcomed this news and agreed that Council should now proceed to advertise the other posts.

3. Report from Accreditation Committee

Ms. Julie Woods, Chairperson, Accreditation Committee presented a report (copy appended to official minute) on the work of the Accreditation Committee.

The Members in the course of the discussion on the report agreed the following:

- That the first responder course would be first on the register.
- That in relation to the powers and functions of the Council, the Chairman would present a paper for the next meeting.
- In relation to the ACLS course it was agreed that the Chairman and Administrator raise the matter with the Department of Health and Children at the forthcoming meeting to discuss the Service Plan.
- In relation to a driving module as part of the EMT course it was agreed that a sub-group examine the issue and report back to accreditation committee.
- In relation to EMT registration and External Examiners it was agreed to seek a secondment arrangement for three months to lead these developments for the Council.
- As an interim arrangement until the Exam Board is established it was agreed that the Accreditation Committee would issue registration numbers to successful candidates and set exam dates.
- It was agreed to bring the selection and training of external examiners to the MAG group for consideration.
- It was agreed that members consider the draft document *National Emergency Medical Technician Exam Policy* and provide any comments for discussion at the next Council Meeting.

4. **Report from Clinical Care Committee**

Mr. Sean Creamer, Chairman Clinical Care Committee presented a report (copy appended to official minute) on the work of the Committee.

During the discussion on the report the Council agreed the following:

- The SOPs (copy and CD) would be launched on the 6TH June 2001 at the Association of Ambulance Personnel and the Association of Chief Ambulance Officers Conference which is arranged for 6th, 7th and 8th June 2001 in Bundoran, Co. Donegal.
- That the EMT-A Programme will be fully reviewed by the MAG group and the Clinical Care Committee and a final draft will be presented to the next Council meeting.

5. **Corporate Services Report**

Mr. Raphael Mitchell A/Administrator presented a report (copy appended to official Minute) which dealt with:

- Corporate offices
- Secretarial Support
- Service Plan

It was agreed that Council should get a Corporate Flag. Ray Mitchell to action. The report was noted.

6. Accreditation Standards- GMIT

The Chairman informed Council that the meeting with GMIT was cancelled and is to be rescheduled. The Chairman agreed to report to the next Council meeting the outcome from GMIT meeting. In the meantime it was agreed to process as a matter of urgency the GMIT application for registration. Accreditation Committee to action.

7. Helicopter Emergency Medical Services

In the course of the discussion on this issue it was agreed that the Chairman would Contact Sheffield University to explore possibility of doing a piece of work on this subject and the associated costs. It was also agreed to circulate to all members a copy of a discussion document (supplied by Mr Joe Foy) prepared by a sub group of the NAAC on this issue and to discuss the matter in more detail at the next Council meeting.

8. Standing Orders

The Chairman circulated a draft copy on Standing Orders. It was agreed that members would consider them and that they would be discussed at the next meeting.

9. AOB

Council received notification of existing EMT course from Mr. Ray Bonar, NATB. It was agreed that Accreditation Committee would deal with the matter.

10. Date of Next Meeting

It was agreed that the next meeting of the Council would take place on the 10th May, 2001, venue to be arranged.

Signed:


Chairman

Date:

10th May 2001.

**Minutes of Meeting held on 1st February, 2001
Harbour Hotel & Restaurant, Harbour View, Naas, Co. Kildare.**

Present: Mr. Paul Robinson, Chairman
Professor Gerard Bury, Vice Chairman
Mr. Karl Farrell
Mr. Pat Hanafin
Mr. Sean Creamer
Mr. David Hall
Mr. Joseph Foy
Ms. Julie Woods
Mr. John Duggan
Mr. Gabriel Glynn
Professor Michael Walsh
Mr. James Walker

Apologies: Mr. Pat Gaughan
Mr. Michael Lyons
Dr. Hugh O'Neill
Mr. Tommy O'Doherty
Mr. Mark Doyle

In Attendance: Mr. Ray Mitchell, A/ Administrator
Ms. Katherine Cregan, Secretary

1. Minutes

On the proposal of Mr. Joe Foy and seconded by Mr. Pat Hanafin the minutes of the meeting held on 15th November, 2000 were agreed.

2. Appointment of Director

The Chairman presented a report (copy appended to official minute) on the appointment of the Director.

Following a lengthy discussion on the report the following was agreed:

- On the proposal of Mr. David Hall and seconded by Ms. Julie Woods that the candidate proposed to Council be accepted subject to clarification on references, qualifications, verification of experience and background checks and that Mr. Paul Robinson, Professor Gerry Bury and Mr. Pat Gaughan examine them and should any difficulty arise from this, a special meeting of the Council would be convened.

- Members agreed that a formal performance review be put in place for the Director. The Chairman to present a draft performance appraisal for the next meeting.
- On the proposal of Mr. Gabriel Glynn and seconded by Mr. Pat Hanafin that the post be offered on a permanent basis but with an initial twelve month probation period.
- That in the event of the proposed candidate not accepting the post, the Chairman is to ask Mr. Dermot Rushe to prepare a process for dealing with the three candidates who were recommended as joint second.
- That the Chairman inform those recommended on the panel.

3. Report from Accreditation Committee

Ms. Julie Woods, Chairperson, Accreditation Committee presented a report (copy appended to official minute) on the work of the Accreditation Committee.

The members in the course of the discussion of the report agreed the following:

- That the Accreditation Committee draw up proposals for discussion on the register and present them to Council for consideration.
- That the operational and financial autonomy issues be referred to the Corporate Services Committee for consideration and proposals.
- On the proposal of Mr. Gabriel Glynn and seconded by Mr. Joe Foy to proceed with marking candidates.

4. Report from Clinical Care Committee

Mr. Sean Creamer, Chairperson of the Clinical Care Committee presented a report (copy appended to official minute) on the work of the Committee.

During the course of the discussion on the report and in particular the proposals to Council were agreed.

- That the report on drugs administration which was prepared by the NAAC and submitted to the Department be referred to the Clinical Care Committee for examination and recommendation to the Council. The report should then be submitted to the Department of Health & Children for agreement/approval.
- That the proposed paramedic brain storming day proceed.
- That the Medical Advisory Group have representation of training officer and medical advisor equivalents from N.I. Ambulance Service.
- That a budget of £1,000 be allocated to the Clinical Care Committee for the production of a CD Rom on the SOPs. The Committee not to exceed their budget.
- That request for operational and finance autonomy be referred to the Corporate Committee for consideration and proposal.

5. **Report from Seminar Sub Group**

The report was presented by Mr. Sean Creamer (copy appended to official minutes) who thanked all who assisted with the Seminar. The Chairman added his thanks and congratulated all concerned for a very professional job.

6. **Corporate Services Report**

The A/ Administrator presented a progress report (report attached to official minute) which dealt with:-

Corporate offices

Website

Service Plan

The report was noted.

The Council was informed that the Minister for Health & Children had indicated that he would launch the SOPs on 26th February in Cork. It was noted that the Minister had also indicated that he would open the Association of Ambulance Personnel Conference on the 3rd March, 2001. After a brief discussion it was agreed to ask the A.A.P. to have the launch as part of their Conference. A/ Administrator to put this proposal to the Ministers office.

7. **Accreditation Standards - GMIT**

Council agreed that the Chairman write to the GMIT outlining concerns in relation to a published brochure which indicated that the Council had accredited courses.

8. **A.O.B.**

Mr. James Walker presented a letter from the Irish Heart Foundation seeking representation on the Council's Accreditation and Clinical Care Committees.

It was agreed to refer the matter to the Clinical Care Committee to consider and bring a proposal to the Council. It was also agreed that the Chairman write to the Chief Executive of the Irish Heart Foundation informing him of this and seek additional information on how the Irish Heart Foundation can assist the Council.

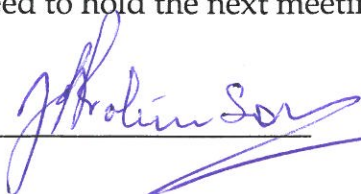
Helicopter Emergency Medical Services

The Chairman informed the members that the Minister for Health and Children has asked the Council to advise on this issue. It was agreed to defer this item to the next meeting for detailed discussion and consideration.

Date of Next Meeting

It was agreed to hold the next meeting on 8th March, 2001.

Signed:



Date:

