

**Minutes of the Council meeting held on the 9th December 2010
in the PHECC Office, Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Patricia FitzPatrick
Michael Garry
Macartan Hughes
Frank O' Malley
Valerie Small
Gerry Tuohy

Apologies: Conor Egleston
Mary McClelland
Zelie Gaffney
Karen Healy
Tom Tinnelly
Cathal O' Donnell

In Attendance: Geoff King, Director
Barry O' Sullivan, Deputy Director and Registrar
Marion O' Malley, Acting Council Secretariat

1. Chair's Business

The Chairman opened the meeting and apologies were acknowledged. He informed members that the Department of Health & Children have officially notified the office regarding the integration of PHECC into the Health & Social Care Professionals Council (HSCPC). The Department have agreed that the matter be kept under review and will be re-visited in three years time, with the aim of preparing appropriate legislation to integrate PHECC into the HSCPC at that stage. The Director gave credit to the Chairman for his efforts in liaising with the Department on this matter.

2. Minutes and matters arising

Gerry Tuohy raised a query regarding the use of computers in the ambulance bases. The Deputy Director informed the Council that PHECC paid for the computers in November 2009. He tabled information detailing the provision of the PC's throughout the country. It was agreed that the Deputy Director write to the Director of the National Ambulance Service to express PHECC's concerns relating to this matter.

The Chair indicated that in relation to Item 6 of the October 2010 minutes, it was now prudent to develop a new Strategic Plan and asked the Director make preparations with a view to holding a workshop in April 2011.

Resolution:

That Council approves the minutes of the meeting held on the 14th October 2010.

Proposed: Michael Garry
Carried without dissent

Seconded: Frank O' Malley

3. Governance

3.1 Audit Committee Letter

A letter from the Chair of the Audit Committee to the Chair of Council was included in the papers. This letter was forwarded to the Department of Health & Children. It was agreed that the Chair of Council write to the Audit Committee to inform them of the decision of the Department regarding the continuance of the agency.

3.2 Risk Management Item: Information Management

The operational risk assessment for Information Management was included in the meeting papers; members noted the contents.

4. Finances

4.1 C&AG

Included in the papers was a letter from the Comptroller and Auditor General stating that the 2009 audit was completed. The C&AG issued PHECC with a certificate and copy of the report for presentation to the Houses of the Oireachtas. The Deputy Director stated that PHECC are still awaiting a management letter from the C&AG and sought a resolution from Council to approve the system of internal financial controls within the organisation.

Resolution:

That Council approve the system of internal financial controls within PHECC.

Proposed: Michael Garry
Carried without dissent

Seconded: Michael Dineen

5. Register

- Awarding of NQEMT ratification:
 - By examination
 - By recognition of equivalence

- Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3348.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Patricia FitzPatrick

Patricia FitzPatrick requested details on the number of EMT's affiliated with the voluntary organisations and the number of EMT's who trained privately. The Registrar agreed to bring this information to the next meeting. He also invited Council members to attend the next Clinical Care meeting as each of the voluntary organisations were making a presentation to PHECC, with a view to enhancing links with PHECC.

6. Projects

6.1 CISM – for information

Correspondence to the CISM programme in relation to funding approval was included in the meeting papers, for Council's information. A brief discussion ensued relating to future funding and the Director indicated that Council could consider at the Strategic Planning Workshop what PHECC's priorities are for funding projects going forward.

7. Recognition of Institutions and courses

7.1 Letter to Recognised Institutions EMT level

Included in the papers was a letter to recognised institutions at EMT level advising them to inform prospective students of:

1. Ongoing requirements to maintain PHECC registration
2. Scope of practice and the issue of being employed or volunteering for a CPG approved organisation.

7.2 Driving standards and the RSA

The RSA have agreed to engage with PHECC on the issue of driving standards and correspondence between both PHECC and the RSA was included in the papers for Council's information.

7.3 Applications for approval

Applications for recognition of institutions and courses were considered by the Accreditation Committee and are now recommended to Council for approval.

- New applicant Institutions:

DAA Fire & Rescue Services at Dublin Airport: Recognition of Institution and Course: EFR

- Existing Recognised Institutions:

Heartsafety Solutions, Recognition of Course: CFR – Instructor

Dx2 Training Solutions Limited, Recognition of Course: Cardiac First Response (CFR) – Instructor

Irish Ambulance Training Institute, Recognition of Course: Emergency First Response (EFR) - Instructor

Resolutions:

That Council approves DAA Fire & Rescue Services at Dublin Airport: Recognition of Institution and Course: Emergency First Response (EFR).

That Council approves Heartsafety Solutions: Recognition of Course: Cardiac First Response (CFR) – Instructor.

That Council approves Dx2 Training Solutions Limited for recognition of course: Cardiac First Response (CFR) – Instructor.

That Council approves Irish Ambulance Training Institute for recognition of course: Emergency First Response (EFR) – Instructor.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O' Malley

8. Priority Dispatch Standard

Included in the papers was the EMS Priority Dispatch Standard which has been further refined by the Medical Advisory Group (MAG) and the Director sought formal approval of the standard from Council.

Resolution: That Council approves the EMS Priority Dispatch Standard.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Michael Dineen

9. Education and Training Standards

9.1 CFR Training Package

A paper detailing the project plan for the Centre for Prehospital Research/Academy for Emergency Medical Education for the CFR 2011 Standards (community and advanced levels) was tabled and the Director sought Council's approval for funding to the value of €49,000 with provision for a further €16,000 subject to satisfactory arrangements being agreed regarding the e-learning package.

Patricia FitzPatrick asked what the cost of the package would be to the end user. The Director explained that PHECC would base their price on cost recovery and handling only.

Resolution: That Council approves funding of €49,000 for the development of the CFR 2011 Standards (community and advanced levels), with provision of a further €16,000 subject to satisfactory arrangements being agreed regarding the e-learning package.

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

9.2 Draft recognised courses for consideration:

- CFR (community & advanced levels)
- EMC (call taker & dispatcher levels)
- Fire First Response
- EMT
- Paramedic
- Advanced Paramedic

Draft 2011 standards were included in the papers for Council's approval following their consideration by the Accreditation Committee on 7th December. The EMC (call taker and dispatcher levels) have been thoroughly consulted on and refined and are now recommended for approval by the Control Working Group and Accreditation Committee. The CFR, EFR, EMT, Paramedic and Advanced Paramedic Standards are the developed versions of those issued in 2007 and the Director sought Council's approval of these standards subject to some minor technical amendments made by the Medical Advisory Group (MAG). The Emergency Care and Fire First Response drafts the new Standards and further consultation will occur before they are to be considered for approval.

Michael Garry complemented PHECC on the formatting and modulation of the new standards which he felt was of a high standard.

Resolution: That Council approves the EMC (call taker and dispatcher level) standards and approves the CFR, EFR, EMT, Paramedic and Advanced Paramedic standards subject to minor technical amendments made by the Medical Advisory Group (MAG).

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Frank O' Malley

10. Council Policy

10.1 & 10.2 Assessment of Equivalence of Professional Qualifications obtained outside the State – Policy Assessment of Equivalence of Professional Qualifications obtained in Ireland – Policy

The Director detailed the amendments to the Council Policies for Assessment of Equivalence of Professional Qualifications obtained outside the State and obtained in Ireland which have been updated and are recommended by the Accreditation Committee for Council's approval.

Resolution: That Council approves Policy for the Assessment of Equivalence of Professional Qualifications obtained outside the State.

Proposed: Valerie Small
Carried without dissent

Seconded: Gerry Tuohy

Resolution: That Council approves Policy for the Assessment of Equivalence of Professional Qualifications obtained in Ireland.

Proposed: Valerie Small
Carried without dissent

Seconded: Frank O' Malley

11. Appeals Committee

Included in the papers, for Council's consideration are the Appeals Committee Terms of Reference which have been amended to broaden their remit to cover CPG approved organisations, recognition of institution and courses and the assessment of equivalence as well as NQEMT examinations. The Accreditation Committee at its meeting on 7th December recommended that Council approve the revised Terms of Reference.

A brief discussion ensued regarding the types and number of appeals the office receive and the Chair enquired regarding the issue of English competency amongst practitioners. The Registrar advised that the EU directive is currently under review and will advise the group of any update relating to language competency in due course.

Resolution: That Council approves the Revised Terms of Reference of the Appeals Committee.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O' Malley

12. Directors Report

The Directors report was referred to throughout the meeting.

The Director indicated that PHECC corresponded with HIQA regarding its draft Response Time Standards and their reply was that our concerns have been noted.

The Director advised that there has been agreement with NASC regarding the CPG's to be covered using the on-line facility and agreements will follow with DFB and other potential recognised institutions as to which CPG's require on-line upskilling only and which require a proposed follow up two day workshop. Feedback from users of the on-line facility has been very positive. The Director praised the efforts of Barry O' Sullivan in the development of the e-learning package. Michael Garry complimented PHECC on the system and suggested that in the future perhaps an on-line facility be put in place for other levels (CFR, EFR and EMT).

13. AOB

Frank O' Malley enquired whether there was any further training planned for paramedics to increase their scope of practice. The Director indicated that there was no request to increase the scope of practice for paramedics, only EMT's, and that there were no current plans to do so beyond the 2011 Standards. A discussion ensued regarding CPD/CPC. Michael Garry suggested setting a timescale for all paramedics to be upskilled to 3rd Edition CPG's before speaking about further training. Gerry Tuohy confirmed that from an IR point of view further training and advancement is encouraged.

Gerry Tuohy requested that the letter from the Department regarding the integration into the HSCPC be distributed to practitioners to reassure them of PHECC's status. The Chair agreed that the Director write a statement to be distributed by email and in the newsletter, stating the details of the letter.

The next meeting will be held on the 10th February 2011 in the PHECC Offices, Naas. The Chair thanked members for their assistance and co-operation throughout the year and wished all Council members a Happy Christmas and New Year. The Chair asked the Director to convey his formal thanks to the staff for all their hard work and dedication throughout the year.

There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 9th September 2010
in the PHECC Office, Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Patricia FitzPatrick
Conor Egleston
Macartan Hughes
Tom Tinnelly
Barry O' Brien
Frank O' Malley
Cathal O' Donnell
Gerry Tuohy

Apologies: Michael Garry
Valerie Small
Zelie Gaffney
Karen Healy
Mary McClelland

In Attendance: Geoff King, Director
Barry O' Sullivan, Deputy Director and Registrar
Marion O' Malley, Acting Council Secretariat

1. Chair's Business

The Chairman opened the meeting and acknowledged all apologies.

- Correspondence Voluntaries
Included in the papers, for information, was a copy of a letter from the Joint Voluntary Ambulance Services Committee requesting representation on the Council of PHECC. The Chair indicated that this was a matter for the Department to follow up.
- Protocol for Nominees to Non-Commercial State Bodies
The "Protocol for Nominees to Non-Commercial State Bodies" was included for Council's information. The Chair noted that the Protocol applied to Civil servants.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 24th June 2010

Proposed: Frank O' Malley
Carried without dissent

Seconded: Patricia FitzPatrick

3. Prospectus Report

- Final Draft

The final draft of the Prospectus Report was included for information. The Chair informed Council that he contacted the Department for a status report on the proposed subsuming. The response was that it was under active consideration. Cathal O' Donnell suggested that the proposed subsuming was futile given that the Prospectus Report suggests the formation of a new entity, responsible for all the functions that PHECC currently provide, with the exception of the register. The Chair confirmed that the provision of a new independent entity is not an option for the Department. The Director stated that it was vitally important for PHECC's credibility with recognised training institutions, approved service provider organisations as well as staff morale that a decision be made soon.

- UK Research Brief and Costs

Included in the papers was a proposal for the Centre for Health Information, Research and Evaluation from Swansea University. The Director sought Council approval of funding to the value of £22,427.80 STG to conduct research into Ireland's experience of pre-hospital emergency care regulation and governance compared to other international systems. It is hoped that this research will inform the Department of the importance of PHECC's work, and may guide the consideration as to where PHECC's functions could best be housed.

Resolution:

That Council approves funding of £22,427.80 STG for the comparative study – Models of regulation and governance of pre-hospital emergency care responders and practitioners, providing sufficient funding is available.

Proposed: Barry O' Brien
Carried without dissent

Seconded: Macartan Hughes

4. Register

4.1& 4.2 Awarding of NQEMT ratification and approval and ratification of names entered on the Register

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3267.

He also included the amended list of AP and P NQEMT Certificate issue list from the June 2010 Council meeting.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Patricia FitzPatrick

4.3 FTP

The Registrar, Barry O Sullivan informed members that the Preliminary Proceedings Committee (PPC) convened to review allegations of misconduct involving two incidents. The PPC found that there was no case to answer and both the complainant and the registrant have been informed of the outcome.

The Registrar tabled a draft Practitioner Re-Registration Policy for Council's consideration.

Resolution: That Council approves the PHECC Re-Registration Policy.

Proposed: Barry O' Brien
Carried without dissent

Seconded: Macartan Hughes

5. Centre for Pre hospital Research

- Report and funding submission

A report and funding request from the Centre for Prehospital Research was included for consideration by Council. At the June 2010 Council meeting, Cathal O' Donnell gave a synopsis of the research areas identified for prioritisation, and welcomed any further questions from Council. The Director sought approval of funding to the value of €181,728 subject to satisfactory agreement on proposal and budget detail.

Resolution: That Council approves funding up to the value of €181,728 for the Centre for Prehospital Research, subject to funding being available.

Proposed: Tom Tinnelly
Carried without dissent

Seconded: Frank O' Malley

6. MERIT

Included in the meeting papers, for information of Council, was the MERIT Project report, which summarises its achievement and objectives to date.

7. Education & Training Standards

7.1 Application for Approval

New applicant Institutions:

- Institute of Advanced Motorists of Ireland (IAMI) for Recognition of Institution and Courses: Driving (Non emergency and Advanced driving) courses.
- DX2 Training Solutions Ltd. for Recognition of Institution and Courses: cardiac first response (CFR) responder and practitioner levels.

Existing Recognised Institutions:

- City of Dublin Vocational Education Committee (CDVEC) for Recognition of Course: Cardiac First Response (CFR) – Instructor level.
- Sinnott Training and Certification (STAC) Ltd. for Recognition of Course: Cardiac First Response (CFR) - Practitioner level.
- DFB/RCSI for Recognition of Courses: non –emergency driving and advanced driving courses.

A report on the submission from the Red Cross for Recognition of Course: Cardiac First Response (CFR) Instructor level was tabled.

A report on the application to implement 3rd Edition CPG's on behalf of MediLink Ambulance was tabled.

The Accreditation Committee considered the above applications and all were recommended for Council approval with the exception of the DFB application, where the Accreditation Committee sought further

information prior to recommending them for course approval: non – emergency driving and advanced driving courses.

Resolutions:

That Council approves Institute of Advanced Motorists of Ireland (IAM); Recognition of Institution and Courses: Driving (Non Emergency and Advanced Driving) levels

That Council approves DX2 Training Solutions Ltd.; Recognition of Institution and Courses: Cardiac First Response -Responder and Practitioner levels

That Council approves City of Dublin Vocational Education Committee (CDVEC); Recognition of Courses: Cardiac First Response- Instructor level

That Council approves Sinnott Training and Certification (STAC) Ltd.; Recognition of Course: Cardiac First Response- Practitioner level

That Council approves Irish Red Cross; Recognition of Courses: Cardiac First Response- Instructor Level

Proposed: Macartan Hughes
Carried without dissent

Seconded: Michael Dineen

That Council approves DFB/RCSI; Recognition of Courses: Driving (Non Emergency and Advanced Driving, subject to the requirements of the Accreditation Committee being met.

Proposed: Michael Dineen
Carried without dissent

Seconded: Patricia FitzPatrick

Resolution: That Council approves the application from MediLink Ambulance to implement 3rd Edition CPGs.

Proposed: Gerry Touhy
Carried without dissent

Seconded: Patricia FitzPatrick

7.2 Draft Responder Framework 2011

The Director detailed the proposed PHECC Responder Course Awards 2011 which was included in the papers. Draft copies of courses (CFR, EFR, EMT, Paramedic and Advanced Paramedic) were distributed to members, along with draft Council Rules for recognised institutions and courses, draft teaching faculty framework and draft recognition of prior learning guidelines. Feedback from the Council is requested by 29th October 2010. The Director indicated that the broader consultation process would include recognised institutions, PHECC committees, CPG approved organisations and OFA Instructors. The draft standards will also be available on the PHECC website and feedback is welcomed.

8. Continuing Professional Development

- Secondment Proposal

Ongoing skills, knowledge, maintenance and development of practitioners had previously been identified as an ongoing concern within PHECC. Included in the papers was a research proposal, from a HSE employee, for a model of Continuous Professional Development for registered Pre-Hospital Practitioners in Ireland. The Director was seeking Council support in principle to engage with the HSE, with a view to releasing the individual on secondment to implement a model of CPD. The Director asked that the individuals name remain confidential until discussions with the HSE are finalised.

Resolution: That Council support in principle the secondment for the implementation of Continuous Professional Development for registered Pre-Hospital Practitioners in Ireland, subject to HSE agreement, and funding being available.

Proposed: Gerry Touhy
Carried without dissent

Seconded: Michael Dineen

9. Director's Report

The Directors report was referred to throughout the meeting.

- Citizen CPR Campaign Review

A review of the Citizen CPR Campaign was included in the papers for information. The Director stated that there was overwhelming support for the project and gave credit to the staff of PHECC, in particular to Deirdre Borland, who coordinated the project.

Patricia FitzPatrick suggested that PHECC enter the advert in the ECCU "Video Minute" Contest, which will take place during the ECCU 2010 conference in San Diego.

Gerry Tuohy requested that the Director consider another stage of the Citizen CPR road shows, to take in small towns and large villages where there is no ambulance situated.

Frank O' Malley asked if PHECC considered introducing the campaign into schools. The Deputy Director advised that currently posters and wallet cards were being distributed to Irish schools throughout the country.

Conor Egleston suggested that PHECC contact the Department of Education with a view to including on their curriculum.

- CISM Network Ireland Conference 2010

Details of the upcoming CISM conference were included in the papers and the Director invited members to attend. The 'Critical Incident Stress Management for Emergency Personnel' booklet was distributed to Council members. This booklet will be officially launched at the conference on 19th October 2010.

10. AOB

Cathal O' Donnell asked whether a previous Council recommendation of a minimum requirement of 2 Paramedics in front line ambulances was due to come into play around now and what the current status is. The Director indicated that he would contact the services and report back to Council at its next meeting.

The next meeting will be held on the 14th October 2010 in the PHECC Offices, Naas. There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 24th June 2010
in the Maldron Hotel, Smithfield, Dublin**

Present: Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Patricia FitzPatrick
Zelie Gaffney
Karen Healy
Mary McClelland
Barry O'Brien
Frank O'Malley
Cathal O'Donnell
Gerry Tuohy
Valerie Small

Apologies: Michael Garry
Conor Egleston
Macartan Hughes
Tom Tinnelly

In Attendance: Geoff King, Director
Barry O'Sullivan, Deputy Director and Registrar
Marian Spence, Council Secretariat

1. Chair's Business

The Chairman opened the meeting and acknowledged all apologies. He thanked the Director, Geoff King and all the PHECC team for the successful Citizen CPR Launch. He acknowledged in particular the work of Deirdre Borland who led the campaign.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 19th May 2010.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Michael Dineen

3. Register

3.1 Awarding of NQEMT ratification and approval and ratification of names entered on the Register

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register. He apologised and advised that 2 clerical errors were contained in the booklet. He stated that the AP NQEMT Certificate issue list should be amended to read P not AP and that the current P list for Certificate issue be replaced with the names contained in the AP Practitioner Registration list.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register subject to the above clerical amendments bringing the total on the PHECC Register to 3157.

Proposed: Valerie Small
Carried without dissent

Seconded: Frank O Malley

The Registrar, Barry O Sullivan informed members that an allegation of misconduct involving two incidents has been received and is currently being investigated. He sought a nomination for Chair for the Preliminary Proceedings Committee to convene a meeting on this matter. The Vice Chair, Valerie Small agreed to chair this committee.

4. Centre for Pre hospital Research

4.1 Research Prioritisation

Cathal O Donnell, Director of the Centre for Prehospital Research gave a synopsis of research areas in pre-hospital care identified by delphi process among the Pre-Hospital Research Network for prioritisation. He informed members the Emergency Medical Journal article in the meeting papers offered a compare and contrast opportunity.

4.2 Emergency Research and Consent

Cathal O Donnell reported on the Position Paper on emergency research and consent. This was a work in progress and invited members to provide feedback over the next few weeks to further develop.

5. Education & Training Standards

5.1 Application for Approval

New applications - Recognition Institution/Course Approvals:

- Alpha Training Limited; Recognition of Institution and Courses: Cardiac First Response -Responder level and Emergency First Response (EFR)
- Respond Training; Recognition of Institution and Courses: Cardiac First Response -Responder and Practitioner levels
- SR Safety & Environmental Services; Recognition of Institution and Course: Cardiac First Response- Responder level

Existing Recognised Institutions/ Course Approvals:

- Defence Forces; Recognition of Courses: Cardiac First Response- Responder and Practitioner levels
- ESTI; Recognition of Course: Cardiac First Response- Practitioner level
- Heartbeat Safety Limited; Recognition of Courses: Emergency First Response (EFR) Responder and EFR Instructor

Resolutions:

That Council approves Alpha Training Limited; Recognition of Institution and Courses: Cardiac First Response -Responder level and Emergency First Response (EFR)

That Council approves Respond Training; Recognition of Institution and Courses: Cardiac First Response - Responder and Practitioner levels

That Council approves SR Safety & Environmental Services; Recognition of Institution and Course: Cardiac First Response- Responder level

That Council approves Defence Forces; Recognition of Courses: Cardiac First Response- Responder and Practitioner levels

That Council approves ESTI; Recognition of Course: Cardiac First Response- Practitioner level

That Council approves Heartbeat Safety Limited; Recognition of Courses: Emergency First Response (EFR) Responder and EFR Instructor

Proposed: Michael Dineen
Carried without dissent

Seconded: Karen Healy

6. 3rd Edition CPGs

6.1 Applications for approval to implement 3rd Edition CPGs

- Medicore Medical Services Ltd
- Star of Life Limited
- Irish Red Cross

Resolutions:

That Council approves Medicore Medical Services Ltd to implement 3rd Edition CPGs

That Council approves Star of Life Limited to implement 3rd Edition CPGs

That Council approves Irish Red Cross to implement 3rd Edition CPGs

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Barry O'Brien

6.2 CPG for Approval

- End of Life – DNR

Council considered the CPGs for End of Life – DNR, one for EMTs and one for P/APs as recommended by MAG.

Resolution:

That Council approves the End of Life – DNR CPGs

Proposed: Zelig Gaffney
Carried without dissent

Seconded: Patricia Fitzpatrick

7. Director's Report

The Director gave a verbal report to members. He reported that both he and the Chair were due to meet with the DoHC on the Prospectus Report but this meeting was delayed. However the DoHC has advised that whereas the Register function of PHECC will ultimately be subsumed into the HSCPC (now CORU), the decision on where other important PHECC functions should reside is under consideration, but remains undecided. Michael Dineen suggested it was vital that the public view of PHECC, as the main prehospital regulatory body remains clear and unaffected.

AOB

8.1 Priority Dispatch Standard

An amendment to the Priority Dispatch Standard recommended for approval by the Medical Advisory Group (MAG) was tabled. It was noted that this document was more technical than substantive and was approved accordingly.

Resolution:

That Council approves the amendment to the Priority Dispatch Standard as recommended by the Medical Advisory Group (MAG).

Proposed: Barry O'Brien
Carried without dissent

Seconded: Valerie Small

The next meeting will be held on the 9th September in the PHECC Offices, Naas. There being no further business the meeting concluded.

**Minutes of the Council meeting held on the 19th May 2010
in the Connemara Coast Hotel, Co. Galway**

Present: Michael Brennan
Michael Dineen
Patricia FitzPatrick
Zelie Gaffney
Michael Garry
Frank O' Malley
Gerry Tuohy
Tom Tinnelly

Apologies: Tom Mooney
Valerie Small
Conor Egleston
Cathal O Donnell
Karen Healy
Macartan Hughes
Barry O Brien
Mary McClelland

In Attendance: Geoff King, Director
Barry O' Sullivan, Deputy Director and Registrar
Marian Spence, Council Secretariat

1. Chair's Business

Both the Chairman, Tom Mooney and the Vice Chair, Valerie Small were indisposed for the meeting and had sent apologies. In their absence Michael Garry was elected by the members to Chair the meeting.

The Chairman opened the meeting by acknowledged all apologies.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 8th April 2010.

Proposed: Frank O Malley
Carried without dissent

Seconded: Michael Brennan

3. Finances

3.1 Financial Statements

Barry O Sullivan, as Head of Corporate Services expanded on the financial statements for 2009 contained in the meeting papers. He provided updated information and invited questions from Members. He advised that the final figures may be altered to reflect a posting error of €2000 which has been noted by the C&AG.

Resolution:

That Council approves the 2009 Financial Statements subject to no material changes by the C&AG.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Patricia Fitzpatrick

4. Register

4.1 Awarding of NQEMT ratification and approval and ratification of names entered on the Register

The Registrar tabled a list of 111 names for awarding of the NQEMT. The Registrar also tabled a list of names for ratification bringing the total on the Register to 3106.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register bringing the total on the PHECC Register to 3106.

Proposed: Michael Dineen
Carried without dissent

Seconded: Patricia Fitzpatrick

5. Prospectus Report

- Redraft

The Director reported that feedback on the content of the Prospectus Report from those engaged with in the DoHC was very positive. He explained the redraft reflected feedback from Council Members to more effectively outline the importance that PHECC's functions are provided for in an appropriate and efficient manner.

Resolution: That Council approves the Prospectus Report subject to no material changes.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O Malley

6. Citizen CPR Launch

Information on the launch of the public awareness campaign of the "Citizen CPR" was included in the papers. The official launch will take place on the 24th June in the Light House Cinema, Smithfield, Dublin with media TV and cinema adverts and road shows going live on the 25th June.

7. CISM Project

7.1 Correspondence

Correspondence from the Chair of the CISM Committee, Paddy Duffy relating to the linkage of CISM with Community First Responder schemes was discussed by Members. As result the Director agreed to correspond on the matter.

7.2 Funding

A funding proposal for 2011-2013 to extend the work of the CISM Project and the development of a CISM network was considered by Members. There was general agreement on the positive value of the overall project and on the high quality Stress Management Booklet being modified for the Irish market by Sharon Gallagher. Following a short discussion it was agreed that funding provision be on the basis of completion of the original project. The Director suggested it would not be possible to provide any guarantees for

extended funding beyond 12 months given the current status of PHECC to be subsumed. He stated it would be prudent to consolidate the project in that 12 months timeframe before escalating it further.

Resolution:

That Council approves funding for the CISM Project for 12 months from January 2011 subject to funding being available, on a project consolidation and no new work basis.

Proposed: Frank O Malley
Carried without dissent

Seconded: Zelig Gaffney

7.3 CISM Report

The fourth CISM Report was circulated in the meeting papers for information.

8. CPGs

8.1 Red Cross correspondence

Correspondence from the Irish Red Cross was considered by Council requesting PHECC to subsidize the application fee for organisational approval to implement CPGs. General consensus was that the organisation was outside the criteria agreed by Council for waiving/reducing the fee. It was suggested a staged payment option be offered.

9. Director's Report

The Director's Report was referred to throughout the meeting. Members agreed to change the next scheduled meeting to the 24th June to coincide with the CPR Launch in the Light House Cinema, Smithfield, Dublin.

10. AOB

The next meeting will be held on the 24th June in the Maldrion Hotel in Smithfield, Dublin to coincide with the Citizen CPR launch. There being no further business the meeting concluded.

Signed: _____
Tom Mooney (Chairman)

Date: _____

**Minutes of the Council meeting held on the 8th April 2010
in the PHECC Offices, Naas, Co. Kildare**

Present: Tom Mooney – Chairman
Valerie Small
Frank O’ Malley
Tom Tinnelly
Michael Dineen
Michael Brennan
Michael Garry
Karen Healy
Macartan Hughes
Barry O Brien
Frank Mc Clintock
Gerry Tuohy
Patricia FitzPatrick

Apologies: Conor Egleston
Zelie Gaffney
Cathal O Donnell
Mary McClelland

In Attendance: Geoff King, Director
Barry O’ Sullivan, Deputy Director and Registrar
Marian Spence, Council Secretariat

1. Chair’s Business

1.1 Governance

- Risk Management Item

The Operational Risk Assessment for Record of Responders and Registration of Practitioners was included in the meeting papers; members noted the contents.

1.2 The Chairman informed members that Frank Mc Clintock will be tendering his resignation as a Member of Council to the Minister for Health & Children. The Chairman acknowledged his contribution and expertise during his tenure on the Council. Tom Tinnelly and Gerry Tuohy wished him and his family best wishes for the future as did members generally. In response Frank Mc Clintock thanked members for the work of Council and for their collegueship and wished PHECC continued success into the future.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 11th March 2010.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

The Director advised that Rescue Organisation have been engaged in relation to their sponsorship request and we are currently awaiting a reply.

3. Finances

3.1 Draft Business Plan

A more detailed Business Plan is being progressed; the Director is planning to meet with the DoHC later this month to discuss it further.

4. Register

The Registrar tabled a Report on the deliberations by Council on the Report of the recent Fitness to Practice Committee hearing, for Council's approval. In response to a question Macartan Hughes, Director of NASC outlined the re-training and supervisory arrangement for the complainant. Barry O' Brien cautioned re wording regarding other agencies. The Report was amended to remove reference to "without due process" and to include Frank O Malley as present. A general discussion followed pursuant to the Fitness to Practice process. The Chairman acknowledged the validity of the process. He also thanked all those involved for their participation on the Fitness to Practice Committee.

Resolution:

That Council approve the Report on the deliberations by Council on the Report of the FTP Committee.

Proposed: Patricia Fitzpatrick
Carried without dissent

Seconded: Michael Dineen

4.1 Awarding of NQEMT ratification and approval and ratification of names entered on the Register

The Registrar tabled a list of 24 names for awarding of the NQEMT. The Registrar also tabled a list of names for ratification bringing the total on the Register to 3053.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register bringing the total on the PHECC Register to 3053.

Proposed: Michael Dineen
Carried without dissent

Seconded: Frank O Malley

5. Prospectus

The Prospectus Report was included in the meeting papers. Members discussed the contents and suggestions were noted to improve its impetus. The Director agreed to reword the document to include input from members and bring back to the next Council meeting for further consideration. The Chairman commended its comprehensiveness. He concluded by asking all members to reflect on the report and offer feedback as appropriate.

6. MERIT

The MERIT Report was included in the papers for information. The Director reported that final year medical students have now been included for the first time and there has been very positive feedback from BLS and CPG workshops attended.

7. CPGs

7.1 Monitoring

- Inspection of Private Ambulance Services

The report on inspections conducted in 7 Private Ambulance Services was included for Council's information. The report concluded that all seven are sufficiently compliant to operate however none were fully compliant with all Council's requirements. The Director advised that each Service will be issued with individual reports with a timescale of 3 months to ensure requirements are met to PHECC's satisfaction. It is proposed to re-visit after this time to check for full compliance. Members agreed the exercise was prudent and sets a benchmark for quality and best practice for Private Ambulance operators.

8. Director's Report

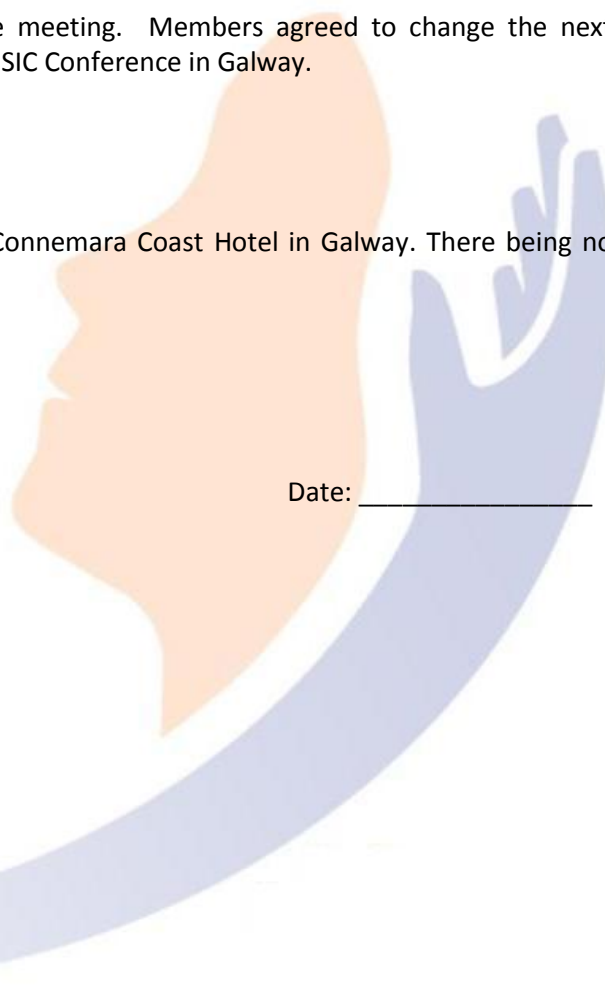
The Director's Report was referred to throughout the meeting. Members agreed to change the next scheduled meeting to the 19th May to coincide with the ISIC Conference in Galway.

11.AOB

The next meeting will be held on the 19th May in the Connemara Coast Hotel in Galway. There being no further business the meeting concluded.

Signed _____
Tom Mooney – Chairman

Date: _____



**Minutes of the Council meeting held on the 11th March 2010
in the PHECC Offices, Naas, Co. Kildare**

Present: Tom Mooney – Chairman
Valerie Small
Frank O’ Malley
Tom Tinnelly
Michael Dineen
Michael Brennan
Michael Garry
Karen Healy
Mary McClelland
Gerry Tuohy
Patricia FitzPatrick

Apologies: Conor Egleston
Zelie Gaffney
Macartan Hughes
Barry O Brien
Frank Mc Clintock

In Attendance: Barry O’ Sullivan, Deputy Director and Registrar
Marian Spence, Council Secretariat

1. FTP Report

The Chair of Council readjusted the meeting agenda to consider the report of the Fitness to Practice Committee to Council on the result of a recent inquiry

2. Chairs Business

The normal meeting recommenced at 1.30 p.m. the Chairman welcomed everybody and any apologies were acknowledged.

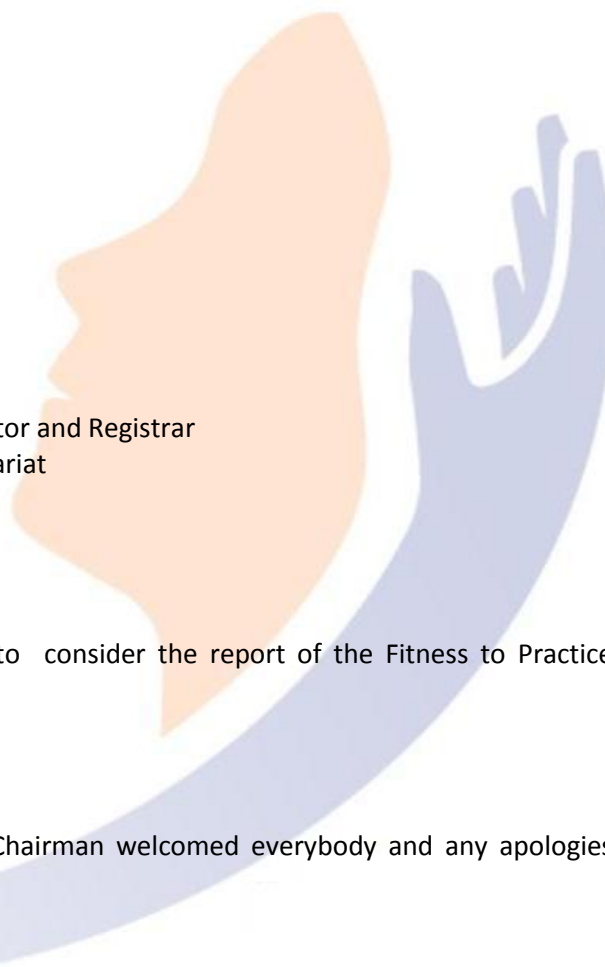
2.1 Governance

- Audit Committee Annual Report

Members noted the 2009 Annual Report from the Audit Committee as discussed at the last Council meeting.

- Risk Management Item

The Operational Risk Assessment for Examination and Certification was included in the meeting papers; the contents and improvements were noted particularly the input from Ricky Ellis as presented at the February meeting.



3. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 5th February 2010.

Proposed: Michael Dineen
Carried without dissent

Seconded: Frank O Malley

4. Finances

4.1 Budget

The Deputy Director, Barry O Sullivan confirmed receipt of the letter of determination from the Department of Health & Children with agreed allocation of €3.161M for 2010.

4.2 Draft Business Plan

Approval in principle was sought for the draft business plan included in the meeting papers.

Resolution:

That Council approves in principle the Draft Business Plan subject to a more detailed supporting case being presented at the next meeting.

Proposed: Frank O Malley
Carried without dissent

Seconded: Michael Garry

5. Citizen CPR – Presentation by Deirdre Borland

Deirdre Borland, Programme Development Support Officer gave a presentation on Citizen (“Compression Only”) CPR. The presentation highlighted key messages and prototype promotional materials for the development of this PHECC initiative. It is expected that other key bodies will be consulted in this process.

Resolution:

That Council approves funding of up to €220,000 for the development and implementation of the Citizen CPR subject to funds being available.

Proposed: Frank O Malley
Carried without dissent

Seconded: Michael Garry

6. Register

6.1 Awarding of NQEMT ratification and approval and ratification of names entered on the Register

The Registrar tabled a list of 62 names for awarding of the NQEMT. The Registrar also tabled a list of names for ratification bringing the total on the Register to 3000.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register bringing the total on the PHECC Register to 3000.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Michael Dineen

7. Prospectus Proposal

The Deputy Director advised that PHECC had engaged with Prospectus Consultants in relation to PHECC being subsumed as per government policy. Some functions of the PHECC which will not transfer to the new organisation and it is important to ensure they are provided for in some other way. He emphasised that the priority in this process was ensuring that PHECC's functions would prevail.

Resolution:

That Council approves expenditure of up to €25,000 to Prospectus Consultants to assist PHECC ensuring the survival of PHECC's functions.

Proposed: Tom Tinnelly
Carried without dissent

Seconded: Gerry Tuohy

8. OHCAR

- Report to PHECC

The Chairman highlighted the overall purpose of the National Out-of-Hospital Cardiac Arrest Register Project (OHCAR). The Deputy Director commented that the Report provides more clarity and makes available Irish data on this important area for the first time.

- Funding Proposal

Council approved funding to OCHAR for a sum not exceeding 1 year to extend the implementation to include the South East, South, Midlands, North-East and Mid-West areas. It was agreed this would be on 1 year basis to be cognisant of the implications of subsuming.

Resolution:

That Council approves funding for 1 year only for the OHCAR Project.

Proposed: Frank O Malley
Carried without dissent

Seconded: Valerie Small

9. Education & Training Standards

9.1 Joint NASC/ UCD and DFB/RCSI AP Upskilling (Part 1) Programme

An overview of the AP Upskilling Programme which is being planned collaboratively by NASC/UCD and DFB/RCSI was included in the meeting papers. Copies of the full draft programme were made available for members perusal. The Deputy Director reported that initial feedback had been positive.

Resolution:

That Council approves the Joint NASC/ UCD and DFB/RCSI AP Upskilling (Part 1) Programme.

Proposed: Frank O Malley
Carried without dissent

Seconded: Michael Dineen

9.2 Responder level Examination Handout (1st Edition)

The Accreditation Committee recommended Council approve the Responder level Examination Handout (1st Edition). Following approval by Council it is proposed to print and circulated to all Recognised Institutions.

Resolution:

That Council approves the Responder level Examination Handout (1st Edition)

Proposed: Gerry Tuohy

Seconded: Michael Garry

Carried without dissent

9.3 Applications for Approval:-

- Operative Training Services Ltd., (OTS Ltd); approval of course: Cardiac First Response (CFR), Instructor
- Cork College of Commerce; approval of courses; Cardiac First Response(CFR),Responder and CFR Responder Instructor
- Sionnach Fire & Safety Ltd., Recognition of Institution at NQEMT level and approval of course; Emergency Medical Technician (EMT)

Members were provided with a tabled document clarifying the affiliation arrangement between Sionnach Fire & Safety Ltd., and NUI Maynooth.

Resolution (1):

That Council approves the application from Operative Training Services Ltd. for approval of Course Cardiac First Response (CFR) Responder Instructor level.

Resolution (2):

That Council approves the application from Cork College of Commerce for approval of Courses, Cardiac First Response (CFR), Responder and CFR Responder Instructor level.

Resolution (3):

That Council approves Sionnach Fire & Safety Ltd., Recognition of Institution at NQEMT level and approval of Course; Emergency Medical Technician (EMT)

Proposed: Frank O Malley

Seconded: Tom Tinnelly

Carried without dissent

10. CPGs

10.1 Application for approval to implement 3rd Edition CPGs

- Cara Ambulance Service

Resolution:

That Council approves Cara Ambulance Service to implement CPGs 3rd Edition subject to insurance certificates and evidence of the relationship between Brian Conlon and Cara Ambulance Services.

Proposed: Michael Dineen

Seconded: Gerry Tuohy

Carried without dissent

10.2 Monitoring

- Inspection of Private Ambulance Services

The Deputy Director informed Members that the inspection of Private Ambulance Services was almost complete and the outcomes will be reported back to the next meeting.

11. Director's Report

The Director's Report was referred to throughout the meeting.

- Journal of Paramedic Practice

Members discussed the merits of this publication with general agreement that it was a worthwhile information and communication resource for EMS Providers. It is proposed to circulate it to all ambulance stations.

Resolution:

That Council approve the distribution of the Journal of Paramedic Practice to all ambulance stations, cost not to exceed €12,000.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Valerie Small

- Rescue Organisation Ireland

A sponsorship request for an event being hosted by Rescue Organisation Ireland a Fire based organisation was considered by Council. A brief discussion took place on this matter and Council agreed in principle to fund subject to certain clarifications.

Resolution:

That Council approves in principle to sponsor Rescue Organisation Ireland for an amount not exceeding €5,000 subject to verification of other sponsors and clarification on the promotion of the PHECC Standards.

Proposed: Frank O Malley
Carried without dissent

Seconded: Tom Tinnelly

12.AOB

Michael Dineen enquired about the deadline for Paramedic upskilling. The Deputy Director agreed to seek clarification in respect to this matter for the next meeting.

Compliments and appreciation were apportioned to Ricky Ellis for all his hard work during his time with PHECC.

Resolution:

That Council acknowledge the work and contribution of Ricky Ellis during his secondment to PHECC particularly his input into the NQEMT process.

Proposed: Tom Tinnelly
Carried without dissent

Seconded: Gerry Tuohy

The next meeting will be held on the 8th April in the PHECC office in Naas. There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 5th February 2010
in the Hodson Bay Hotel, Athlone, Co. Westmeath**

Present: Tom Mooney– Chairman
Valerie Small
Frank O' Malley
Tom Tinnelly
Michael Dineen
Michael Brennan
Cathal O' Donnell
Macartan Hughes
Frank McClintock
Karen Healy
Barry O' Brien
Mary McClelland
Gerry Tuohy
Patricia FitzPatrick
Zelie Gaffney

Apologies: Conor Egleston
Michael Garry

In Attendance: Mr. Geoff King, Director
Mr. Barry O' Sullivan, Deputy Director and Registrar
Ms. Marian Spence, Council Secretariat

1. Chair's Business

The Chairman welcomed everybody and any apologies were acknowledged.

1.1 Governance

- Risk Management Item

Included in the papers was the the Operational Management Template on Education & Standards which highlighted the transition from high to low risk in this area. The Chairman highlighted the need for Council to maintain ongoing oversight of Risk.

- Audit Committee Minutes

The Chairman informed members he had met with the Chairman of the Audit Committee regarding the 2009 Report and was happy with the comprehensive approach taken to Audit, Governance, Risk and Health & Safety. It was noted that in addition to the Audit Committee Annual Report, Audit Committee Minutes are included in Council papers for the timely information of Council

2. Minutes and Matters arising

The Chairman noted the request by Tom Tinnelly to amend the wording of his comments under AOB. The minutes to be changed accordingly.

Resolution:

That Council approves the amended minutes of the meeting held on the 10th December 2009.

Proposed by: Gerry Tuohy
Carried without dissent

Seconded by: Frank O' Malley

3. Finances

3.1 Budget

The Director informed members that the letter of determination from the Department of Health & Children is pending.

4. Register

4.1 Awarding of NQEMT ratification & 4.2 Names entered on Register Ratification

The Registrar tabled a list of 31 names for awarding of the NQEMT. The Registrar also tabled a list of 101 names for ratification bringing the total on the Register to 2938.

A short discussion took place in which Macartan Hughes outlined progress in the implementation of the postgraduate internship, including the assessment process.

Resolution: That Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC register.

Proposed: Frank Mc Clintock
Carried without dissent

Seconded: Cathal O Donnell

5. Projects

The Programme Development Officers, each gave a presentation earlier in the day to update Council members on progress in all 4 streams of programme development including;

- (i) Health Information Management/IT
- (ii) CPGs
- (iii) Education & Training Standards
- (iv) Examination Content

The Chairman thanked all involved for professional and excellent presentations. Zelic Gaffney suggested that members may have benefited from earlier exposure to this update. The Director agreed this was a noteworthy point.

6. Standards

6.1 Interfacility Patient Transfer Standard; for implementation

Presently PHECC is undertaking an Audit of Private Ambulance Services who are CPG approved. This process will appraise the implications for these Services of the new Standard. It is anticipated that implementation will begin shortly thereafter.

6.2 EMS Priority Dispatch Standard; progress on implementation

This is currently with the HSE. Some protocols require further consideration and development.

6.3 Draft Control Standard; progress on consultation

This consultation exercise is progressing and the Director hoped to be able to finalise the Standard soon.

7. Education and Training Standards

7.1 Applications for Approval

- Firstaider.ie

A record of a meeting with the Director, Pauline Dempsey, Programme Development Officer and Monica Schaefer, Director of Firstaider was included in the meeting papers. The Director informed members (a) the term EFR was a brand name rather than a course (b) there were a large number of Instructors currently using this branded product and (c) Firstaider have agreed to modify advertising flyers and posters to ensure no confusion. He concluded that the full removal of the term is not likely. It may be prudent for Council to defer to the Accreditation Committee's original recommendation given the potentially large cohort of CFR Instructors and Providers involved. The Chairman suggested that modifications on their materials be monitored to ensure continued clarity.

Resolution: That Council approves the application from Firstaider.ie for Recognition of Institution and Course CFR Responder level.

This approval is conditional on Firstaider avoiding the use of the brand name EFR in promotional material and where it is used to make explicit that it is not the PHECC Standard or course in Emergency First Response.

Proposed: Michael Garry
Carried without dissent

Seconded: Gerry Tuohy

7.2 Report for CPR re PHECC ICT Initiative

Cathal O Donnell spoke on the report on the audit of the multimedia internet-capable PCs provided by PHECC to ambulance stations around the country. He highlighted the benefits of working with local IT resource facilities for smooth implementation and maintenance of this initiative. Frank Mc Clintock confirmed management's commitment to the provision of this resource and finding solutions to any obstacles.

8. Clinical Practice Guidelines

8.1 'Weight Based calculations for paediatric medications'; for approval

The Director attested that both the Medical Advisory Group and Clinical Care Committee formally recommended Council approve: the updating of Amiodarone and the inclusion of Dextrose 5% in the Medication Formulary; 'weight based calculations for paediatric medications'. Tabled documents were provided for members.

Resolution (a): That Council approves 'weight based calculations for paediatric medications' following recommendation by MAG and Clinical Care Committee.

Resolution (b): That Council approves the inclusion of dextrose 5% and the updating of Amiodarone on the Medication Formulary following recommendation by MAG and Clinical Care Committee.

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

9. Application for approval to implement 3rd Edition Clinical Practice Guidelines

9.1 Monitoring compliance by CPG approved organisations

The Director informed members that a private ambulance company has made representations to PHECC, HSE and HIQA regarding the need for tighter regulations of private ambulance services throughout 2009. In reply the Fitness to Practice and CPG Approved Organisation processes were referenced as important safeguards. Recently specific allegations were made about two Private Ambulances Services and security clearance /Garda vetting. This was investigated by PHECC and the allegations were not substantiated. PHECC was now to undertake inspections of each of the CPG Approved Private Ambulance Services to ensure PHECC's requirements are being met. It is anticipated that PHECC will also then be in a position to issue more specific guidance on the requirements including in relation to security clearance/ Garda vetting.

10. Director's Report

The Director's report was referred to throughout the meeting.

11. AOB

The next meeting will be held on the 11th March in the PHECC office in Naas. There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

