

Minutes of the meeting held on 14th November 2002 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present: Mr. Paul Robinson, Chairman
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Ms. Julie Wood by teleconference

Apologies: Prof. Gerard Bury, Vice Chairman
Mr. Michael Lyons
Mr. Tommy O' Doherty
Ms. Julie Woods

In Attendance: Mr. Barry O'Sullivan, Acting Director
Ms. Marian Spence, Council Secretariat

1. Chairman's Business

1.1. The Chairman announced the formal appointment of Dr. Geoff King as Medical Advisor to the Council on a trial basis with effect from 1st May '02.

2. Minutes

Resolution:

That the minutes of the Council meeting held on the 10th October be agreed.

Moved: John Duggan
Carried without dissent

Seconded: Gabriel Glynn

3. Training Institutions

3.1 NEU

It was suggested that certain individuals who have completed EMT training with NEU are still not on the PHECC database. Mr Barry O' Sullivan agreed

to send a priority e-mail to all CAOs and to DFB advising NEU graduates to verify their status on the PHECC database. The urgency of this was stressed due to NEU's expected departure from the jurisdiction.

NATS

The letter to the Chairman of the CEOs group in relation to the Employment Status of Trainee EMTs, which was included in the meeting papers, was discussed. The Chair indicated that this matter was still to be raised at the CEO level.

DFB

PHECC is awaiting a reply from DFB in relation to their application for recognition as a training institution.

4. Statutory Instrument

Mr. Barry O' Sullivan informed members that the redraft of the Statutory Instrument has been submitted to the Department of Health and Children and is currently under review. The Chairman advised that the Minister and his Department are currently conducting an audit on all Health Agencies and this may effect the adoption of the new Statutory Instrument.

5. UCD/Research Partnership

Papers were tabled at the meeting from Professor Gerard Bury in relation to the UCD/Research partnership. These papers outlined two research project proposals to be conducted by UCD under the auspices of PHECC. Members noted the contents and following some discussion concluded that a number of clarifications were required with respect to the proposed Project 1.

Resolution:

That Council agree in principle subject to clarification to support the joint PHECC/UCD Research Partnership proposal.

Moved: Sean Creamer **Seconded:** Mr. Pat Gaughan
Carried without dissent

6. Cardiovascular Strategy

Members noted the contents of Chapter 7 of the Cardiovascular Health Strategy with particular emphasis on the recommendations. The Chairman informed Council that this particular strategy was currently under review by the Department of Health and Children.

Initial discussion concentrated on issues relating to public awareness and public confusion on matters such as emergency telephone numbers. A contributory factor, which was adding to the confusion within the community, was the expansion of GP Co-Operatives with their own control centres. The Chairman advised members that such matters were operational and fall within the remit of the individual Health Boards.

Mr. Sean Creamer suggested that the findings of the UCD/Research Partnership would better position Council to advise the Minister on the effective use of resources to enhance change.

The Chairman concurred and referred to recommendation R7.1 highlighting our responsibility to **'developing professional and performance standards'** and PHECC's legitimacy to carry out research but no direct authority. He suggested that research and standards of information gathering around recommendations R7.2 (3), R7.4, and R7.7 relating to Prioritising, Dispatching, Response Times, and Community CPR training needs a PHECC national initiative to co-ordinate rather than individual Health Boards.

Mr. David Hall suggested there was a gap between the Consumer Associations and the co-ordination in general public health awareness. Mr. Pat Hanafin suggested that the National Health Promotion Unit could issue a national information letter to clarify communication confusion within the community.

Mr Mark Doyle suggested that the section 'approve standards for pre-hospital care' contained in the Statutory Instrument was a powerful tool however it could only be exploited based on accurate information and evidence.

The Chairman in conclusion advised that it was important that PHECC was not perceived as a police force as it was outside PHECC's remit. He reminded members that all relevant issues emerging from the UCD/Research Partnership would be presented to Council.

7. Strategic Plan

The draft Strategic Plan 2002 – 2005 was discussed. Mr. Barry O' Sullivan highlighted three key changes in relation to this draft:-

- (1) Council Function Objective 2 (9) relating to the voluntary sector.
- (2) Council Function Objective 3 (7) relating to the voluntary sector.
- (3) Council Governance Objective 1(6) relating to governance and compliance to code of practice.

He suggested one area that requires to be addressed is PHECC's involvement in Public Access Defibrillation and Best Practice Models. It is proposed to circulate an electronic, final draft copy to all members with an

invitation to review and comment within two weeks before a final draft is agreed and signed of by the Chairman. The Chairman reminded all of the importance of finalising this document.

Resolution:

That Council agree to the proposed re-draft Strategic Plan 2002-2005 subject to review and sign-off by the Chairman

Moved: David Hall
Carried without dissent

Seconded: Gabriel Glynn

8. Report on the First NQEMT Examination

The Chairman congratulated all concerned on the conduct of the first National Examination conducted in October. In doing this he concluded that PHECC had achieved one of its main objectives in auspicing the examination.

Mr. Barry O' Sullivan stressed that the review of the conduct of the examination was an ongoing structured process which was both dynamic and part of a continuing quality improvement process.

Tabled documents were circulated which included an extract from the external report conducted by Professor Paul Finucane, in addition to a synopsis of the feedback from candidates, examiners and staff collated by the Quality Committee. Professor Finucane concluded his report by saying "no examination can be perfect. It is hoped that the recommendations contained in this report will help the Pre-Hospital Emergency Care Council in their efforts to make a very good examination even better" All members present echoed the congratulations.

Mr. Pat Gaughan also congratulated all concerned and questioned whether the latter report would be displayed on the website. The Chairman agreed and recommended that the success and importance of the NQEMT examination should be published and promoted in wider health arena.

The Chairman also emphasised that it is imperative that as a standards organisation, PHECC too needs to be evaluated from an external source and this evaluation from Professor Finucane was worthy of note.

9. Director's Report

9.1 ICT Initiative

The response from the services has been rapid and the programme has commenced.

9.2 Accreditation Committee

A draft of the proposed membership and terms of reference of the accreditation committee were tabled and circulated to members. Mr John Duggan suggested the inclusion of an educationalist from the tertiary sector, preferably a representative from adult education. Members agreed with these suggestions and Ms Julie Woods noted that their inclusion was a matter for the Accreditation Committee to instigate at a later date.

Accreditation Committee

The Accreditation Committee is a Sub Committee of the Pre-Hospital Emergency Care Council.

Terms of Reference:

To make recommendations to Council in relation to:

- Recognition of training institutions for education and training in Emergency Medical Technology.
- Approval of the content of education and training courses run by recognised Training Institutions.
- Setting the standards for National Examinations in Emergency Medical Technology leading to the award of the National Qualification.
- Auspicing an Appeals process for National Examinations, and to ratify National Examination results.
- Ratification of the Recognition of Equivalence of Professional Qualifications obtained outside the State in Pre-Hospital Emergency Care, and auspice an Appeals process.
- Setting the standards for the entry onto, and maintenance on, the PHECC Register.
- Auspicing Appeals and Fitness to Practice processes for the PHECC Register, and to ratify names for entry onto, and maintenance on the PHECC Register.

Generic Membership:

1. A representative of consumers (e.g. Patient Focus, Irish Patients Association).

2. A representative from a non-government organisation (NGO) with a community focus (currently Irish Heart Foundation).
3. Training representatives from each of the Training Institutions accredited by the PHECC.
4. A representative from the Northern Ireland Ambulance Service analogous to (3).
5. An invited expert in education and training, nursing.
6. An invited expert in education and training, medical.
7. An invited expert in education and training, adult education.
8. EMTs x 3 (from Council).
9. The Chairs of both the Clinical Care Committee and the Medical Advisory Group (generic).
10. The Chair and Vice Chair of Council (generic).
11. A management representative and registered nurse from Council where not already a member by way of 1-9 above.

With a Member of Council as Chair (by election). Invited memberships would lapse after a period of two years.

Resolution:

(1) That Council approve membership of the Accreditation Committee as outlined above and that 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.

(2) That Council approves the Terms of Reference of the Accreditation Committee.

Moved: John Duggan
Carried without dissent

Seconded: Pat Gaughan

9.3 NQEMT Register

Members discussed the need to clarify and define issues such as 'mentoring' and the application of best practice guidelines. The Chairman

suggested that members approve in principle to allow the consultation process to begin.

Resolution:

That Council approve the initiation of a consultation process for exploring implementation and mechanisms in relation to the induction onto the “PHECC Register” of EMTs currently on the PHECC database.

Moved: David Hall
Carried without dissent

Seconded: Gabriel Glynn

9.4 NQEMT ID. Card

The introduction of an ID Card for EMTs for identification purposes was proposed with its uses and content yet to be determined.

Resolution:

That Council approve the concept and the commencement of an exploratory process for introduction and implementation of an NQEMT ID Card.

Moved: David Hall
Carried without dissent

Seconded: Gabriel Glynn

9.5 E-Communications Strategy

In line with overall communication strategy it is proposed to embark and engage in the development of an e-communication strategy which will fully exploit electronic information resources. A report on this strategy will be prepared for Council.

Resolution:

That Council approve the development of an e-communication strategy to incorporate a value added element to the website for Council, Committee members and NQEMT holders.

Moved: David Hall
Carried without dissent

Seconded: Mark Doyle

9.6 PHECC Newsletter

Members endorsed the issue of a new PHECC Newsletter and it is proposed to release the next issue with the authorisation of the Chairman before the end of this year.

9.7 Brochures/Promotional Material

Drafts of promotional material in relation to employment of EMS and a brochure in relation to the NQEMT examination will be brought to Council through the Committee process.

10. A.O.B.

10.1 EMT-A Workshop

An EMT-A Workshop hosted by UCD/NATS and sponsored by PHECC was held on the 5th November 2002 in The Sheldon Park Hotel, Dublin. Mr Barry O' Sullivan highlighted two key issues which emerged;

- (1) The selection of candidates to undergo the EMT-A training
- (2) The need to maintain currency in and training

Discussions on this latter topic highlighted the uses of simulators in training. After discussion, it was proposed that PHECC consider sponsoring a pilot project to purchase an EMS Manikin Simulator which could possibly be housed at the National Ambulance Training School. This simulator would remain the property of PHECC with suitable access to other recognised training institutions being provided as required. This pilot project would permit evaluation of the equipment for training of EMTs and EMT-As.

Resolution:

Council agree to the purchase of an EMS Manikin Simulator in principle to the value of approximately €50,000 subject to approval by the Medical Advisor and the Chairman.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Pat Hanafin

On the issue of EMT-A selection the Chairman reminded members that PHECC's primary role is to approve the syllabus and it is not necessarily PHECC who make the selection process. However there was consensus that it is important that a common agreed process is developed and applied. Members discussed these issues and it was suggested and

agreed that PHECC would auspice a workshop based in the PHECC office to discuss the issue. Attendance at this consultative would comprise of the main stakeholders to include CAOs, EMT representatives, Training Institutions, HeBE and PHECC executive.

10.2 Mr. Sean Creamer suggested that the 1995 Standards need to be reviewed. He suggested that the CPGs, skill sheets and the job on the road should all mirror each other and highlighted that the gaps between these three were widening. This process should be advanced through the committee structures and the review should take priority over the review of the EMT-A Performance Standards.

10.3 Mr. Pat Hanafin informed members he had recently attended an AAP Conference in Birmingham. He presented a collection of manuals for evaluation by PHECC and informed members of UK interest in PHECC and its operation. The next conference for the AAP in Ireland will be held on the 8/9th March 2003.

10.4 The next meeting of Council will be on the 12th December if deemed necessary by the Chair otherwise the meeting will be on the **9th January 2003.**

Signed _____
Mr. Paul Robinson
Chairman

Date _____

Minutes of the meeting held on 10th October 2002 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present: Mr. Sean Creamer
Mr. John Duggan
Mr. Karl Farrell
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. Paul Robinson, Chairman

Apologies: Prof. Gerard Bury
Mr. Mark Doyle
Mr. Michael Lyons
Dr. Hugh O'Neill
Mr. Tommy O' Doherty
Mr. James Walker
Ms. Julie Woods

In Attendance: Dr. Geoff King
Mr. Barry O'Sullivan
Ms. Liz Dempsey

1. Chairman's Business

1.1. The Chairman advised that on behalf of the Council best wishes would be conveyed to Tommy O'Doherty.

1.2. The Chairman congratulated Pat Gaughan on his appointment as C.E.O. of the Midland Health Board.

2. Minutes

A revised set of minutes of the meeting held on the 12th September 2002 was circulated. The Chairman pointed out the change to "Special Leave" to read " the Chairman's recommendation that the Director be granted special leave for a period not exceeding six months".

Resolution:

That the minutes of the Council meeting held on the 12th September be agreed.

Moved: Pat Hanafin
Carried without dissent

Seconded: Sean Creamer

3. Training Institutions

3.1 NEU

NEU has now submitted the appropriate paperwork on NEU letterhead and under NEU signature regarding the completion of outstanding training. NEU is seeking to formally conclude their presence in Ireland as soon as PHECC advises that the information provided fulfils requirements. The office have been somewhat distracted by the National Examination at present but aim to satisfy itself as to the completeness of what has been provided as soon as possible.

The Director reminded Council that the matter of reviewing the annual Accreditation monitoring fee had been taken under consideration by Council. It was thought prudent that NEU retain some capability to sign off on successful completion of training for a discrete period lest there be any outstanding trainees who are currently lost to the system.

Resolution:

That Council waive the accreditation monetary fee outstanding from NEU in consideration of NEU retaining the ability to sign off on any outstanding training until the end of 2002.

Moved: Sean Creamer
Carried without dissent

Seconded: John Duggan

3.2 NATS

It was highlighted that 46 of the 50 trainees will be attending the first NQEMT Examination. The remaining four will not be sitting the examination due to non-completion of Stage 2 training; all four due to personal or individual employment issues unrelated to access difficulties to clinical placements.

The Director advised that the letter sent to CAOs included with the meeting papers was an outstanding matter and unrelated to the Resolution at the last Council Meeting that the Chairman write to CEOs regarding access to clinical placements. Important issues are outstanding however with respect to the employment status of trainees in Health Boards. Terms and conditions of employment in relation to their training and in particular their being successful or not in the various stages of their training vary and this needs to be regularised.

Resolution:

That the Chairman write to CEOs outlining that it is PHECC's expectation that:

- ***Persons recruited to the Ambulance Services who are not New Entrant Trainees should be on the “PHECC register”.***
- ***New Entrant Trainees who do not successfully complete stage 1 (or the initial 7 weeks of block training) should not be allowed to progress to stage 2 (i.e.26 weeks of experiential training).***
- ***New Entrant Trainees who do not successfully complete stage 2 (experiential training) should not be allowed to progress to stage 3 (or the final 2 weeks block training) and will not be allowed to sit the PHECC National Examination.***
- ***New Entrant Trainees who do not successfully complete all aspects of their training and do not pass the PHECC National Examination must remain as a Trainee until they are successful and this should be within reasonable time limits as determined by the PHECC National Examination Policy.***

Moved: John Duggan
Carried without dissent.

Seconded: David Hall

3.3.DFB's Application

The Director spoke on progress with DFB's submission for recognition as a Training Institution. Most of the clarifications and reassurances sought have been provided and the summary position and recommendation considered and approved by the Accreditation Committee at its meeting on 8th October was tabled. Council noted that there appears to be on DFB's part an absolute determination to meet PHECC's requirements and achieve the necessary standard. The Accreditation Committee has approved recognition in principle subject to certain clarifications and reassurances and that course material can now be submitted for approval.

4. Council Policies

The Director highlighted the amendments to the draft Council National Examination Policy issued at the last Council meeting.

1. A new section has been added to accommodate Special Needs candidates.
2. Appeals for timeframes practical and theory have been added.
3. Security – A sentence has been added in relation to candidates breaching security.

The new draft had been presented to the Clinical Care and Accreditation Committee Meetings on the 8th. Ms. Julie Woods had suggested that the sentence on security in relation to candidates

breaching security should be strengthened to read “shall be deemed to have failed all sections of the examination and would need to show cause to the Appeals Committee as to why they should be allowed to re-sit the examination”

Resolution:

That the amended National Examination Policy be adopted.

Moved: Sean Creamer
Carried without dissent.

Seconded: Pat Gaughan

5. Review of Statutory Instrument

Additional material for incorporation in the review of the Statutory Instrument was tabled. The material was prepared in consultation with PHECC’s solicitors and relates to establishing the “PHECC register” and a Fitness to Practice Committee. It was pointed out that these are vital to support the recommended changes to regulations regarding the administration of medications. The Chairman stated that PHECC had now fulfilled all that could be required of it in preparing the way for EMT-A and making it safer.

Moved: Pat Hanafin
Carried without dissent

Seconded: John Duggan

6. NATS Proposal

The Director spoke on the correspondence to NATS in the meeting papers in response to their funding proposal. Further clarification and reassurances is being sought on proposed expenditure on equipment, courses and the CD ROM. Mr. Gabriel Glynn suggested that it should be well highlighted that PHECC are supporting these initiatives to add to the credibility of the courses etc. especially regionally. The Chairman advised that any funding PHECC provides should be conditional on appropriate recognition.

Resolution:

That the proposal from NATS be funded to the amount of approx. €100,000 subject to clarification and reassurances as outlined.

Moved: David Hall
Carried without dissent

Seconded: Gabriel Glynn

7. EMT-A Workshop

PHECC have been approached by Professor Gerry Bury /UCD to fund a day workshop to consider issues around the implementation of EMT-A training as outlined. Anticipated costs are €5,000.00 maximum. The Chairman advised that all Council Members should be invited and that it should be suggested to UCD that interested parties be invited by name rather than position so that those with the most to contribute attend.

Resolution:

That PHECC agree to fund the UCD EMT-A workshop

Moved: David Hall
Carried without dissent

Seconded: Pat Gaughan

The Director tabled further correspondence from Professor Gerry Bury outlining some research initiatives UCD would like to undertake with PHECC support. The benefits of establishing a time limited research partnership with UCD similar to that commenced with RCSI was outlined. It is envisaged that the parameters of a formal proposal would be developed by the next Council Meeting.

Resolution:

That a time limited research partnership with UCD be approved in principle.

Moved: David Hall
Carried without dissent.

Seconded: Sean Creamer

8. Director's Report

8.1 The Quality Project

The Director advised that the initial pre-certification visit by the NSAI took place the week before and went well. The PHECC office will most likely seek formal certification about the middle of 2002.

8.2 National Examination

All staff are busy preparing for next weeks Examination and everything appears to be on falling into place. MCQ and T/F test items have been statistically analysed; skills list has been finalised; skills stations have been selected and are with the examiners; Quality and Appeals Sub-committees have been formed; NATS and DFB names have been secured. The Director paid tribute to every staff member's diligence and ability. The Chairman congratulated the Director and all the staff for the professionalism of the preparation of the Examination. Gabriel

Glynn recommended there be a PHECC information brochure that outlines the National Examination and its implications for the New Entrant Trainees.

8.3 Building Capacity Project

The Director spoke on the Building Capacity Project and explained that this was going very well. Nearly 70 stations have now been visited and PHECC have met with over 500 personnel. PHECC are engaging Private and Voluntary Ambulance Services Organisations one by one. PHECC has already met with the Order of Malta and the Irish Mountain Rescue Service.

9. AOB

9.1 Draft Strategic Plan

The Chairman requested that Council review the Draft Strategic Plan and provide feedback so that further consideration can be given at the next Council Meeting.

9.2 Committee Meeting Attendance

David Hall expressed concern in relation to attendance at Accreditation Committee Meetings being down of late; he suggested that consideration should be given in reviewing the membership. The Chairman recommended that any review should take cognisance that a core of Council Members is needed to ensure the Committee's directions stay aligned to those of Council. The Director advised that it was timely to complete the review of Council Committees by determining a generic membership for the Accreditation similar to what was done for the Clinical Care Committee and the Medical Advisory Group and this process would begin in consultation with the Chair of the Accreditation Committee.

9.3 Cardiovascular Strategy Report

John Duggan recommended that the Council should allow time at the next meeting to review the Cardiovascular Strategy Report, in relation to its recommendations on Prehospital Emergency Care.

9.4 Communications

Sean Creamer raised the issue that had come to the attention of the MAG that the training institutions are not necessarily teaching the 1995 standards. It was recommended that teaching in communication should be enhanced both training institutions.

Resolution:

That the Director write to NATS recommending that teaching be enhanced and that this be taken into consideration by any new applications for accreditation.

Moved: Sean Creamer **Seconded:** Pat Hanifan
Carried without dissent.

9.5 Station Visits

The Director highlighted that the visits to all stations including DFB has raised the issues of lack of computers which will be increasingly required for

- education and training including Continuing Professional Development
- data collection, collation and analysis
- Interaction e.g. with PHECC's website when enhanced.

Resolution:

That subject to funds being available, approval in principle is given for PHECC to fund one computer in each station providing the computer is available for uses as outlined.

Moved: David Hall **Seconded:** Sean Creamer
Carried without dissent.

9.6 Special Leave

Special leave not exceeding 6 month has been granted to the Director. Barry O Sullivan Head of Corporate Services will be acting as Director in the interim.

The Chairman on behalf of the Council wished the Director well and said that he looked forward to his return at the earliest possible date.

Pat Hanafin expressed thanks to the Director for his recent visit to Dingle and his presentation at the weekend conference there.

Minutes of the meeting held on 12th September 2002 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present: Mr. Paul Robinson, Chairman
Mr. Sean Creamer
Mr. John Duggan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. Tommy O'Doherty
Ms. Julie Woods

Apologies: Prof. Gerard Bury
Mr. Mark Doyle
Mr. Karl Farrell
Mr. Pat Gaughan
Mr. Michael Lyons
Dr. Hugh O'Neill
Mr. James Walker

In Attendance: Dr. Geoff King
Mr. Barry O'Sullivan
Sylvia O'Mahony

1. Chairman's Business

1.1 Resolution :

That the HEMS feasibility study be submitted pending any changes suggested by the Medical Advisory Group at their meeting on 17th, as agreed to by the Chair.

Moved: Mr. Tommy O'Doherty **Seconded:** Ms. Julie Woods
Carried without dissent

1.2 The Annual Report was circulated for perusal.

Resolution:

That the annual report be adopted.

Moved: Mr. Paul Robinson **Seconded:** Ms. Julie Woods
Carried without dissent

1.3 Mission Statement

The Director advised that Professor Gerry Bury on giving his apologies had advised that he was happy with the statement and Ms. Julie Woods had also indicated support.

Resolution:

That the Mission Statement be adopted

Moved: Mr. John Duggan
Carried without dissent.

Seconded: Mr. Pat Hanafin

1.4 Observer Status

The Department had raised the issue with the Chairman of having a representative of the DFB as an observer at Council meetings. It had been previously discussed and agreed that it would be inappropriate for the NATS nominee to the Minister (Mr. Maccartan Hughes) be given observer status. It was agreed to leave things until statutory change and Ministerial appointment. There was consensus that there should be a mechanism to keep Mr. Macartan Hughes informed formally on a regular basis. The Director undertook to do this.

2 Minutes

2.1 HEMS feasibility Study Report: Mr. David Hall questioned whether this report was due in October? The Director informed the meeting that the original timelines and date have been put back and the Final Report can be expected late November at the earliest.

2.2 North Eastern University: Ms Julie Woods asked if Mr. Jim Walker had resigned and was informed by the Director that it was hoped that NEU would not formally advise they had ceased training until all parties were satisfied that all outstanding training had been completed and the necessary paperwork submitted.

2.3 Driver Training: The Director advised that an early draft had been prepared of the background paper being prepared for Council.

Resolution:

That the minutes of the Council meeting held on 11th July 2002 be agreed.

Moved: Mr. Tommy O'Doherty
Carried without dissent.

Seconded: Ms. Julie Woods

3 **NQEMT Register**

Mr. Barry O'Sullivan made a presentation on the new PHECC register. This concentrated on the concept of an applicant database and a NQEMT register. The presentation outlined pathways to accede on to the applicant database and register, uses of the PHECC register and flexibility of the NQEMT register. Tenders had been shortlisted.

4 **Training Institutions**

NEU

Mr. Sean Creamer stated that it is important to get sign off on outstanding trainees. The Director advised that the Vice Provost of NEU was now in contact by email and had given reassurances.

NATS

Mr. Tommy O'Doherty stated that it would appear that a number of trainees were not ready for the National Examination due to operational contingencies interrupting their clinical placements. This was also impeding on the goodwill of the hospitals providing the placements. The Director advised that he could take this matter up with NATS. The Chair advised that this is a serious matter and it would be more appropriate if he write to the CEO's .

Resolution:

That the Chair write to the CEO's advising that it is imperative that trainees are facilitated to complete their training including clinical placements during the prescribed experiential placement.

Moved: Pat Hanafin
Carried without dissent

Seconded: Sean Creamer

DFB

The Director advised that DFB were addressing the issues identified by the Accreditation Committee and their revised application for recognition as a training institution should be ready for consideration at the next Accreditation Meeting in late September.

5 **Council Policies – National Examination**

The Director advised that a few minor amendments are necessary to the draft.

Resolution:

That the Council Policy – National Examination be approved in principle and be brought back to the next meeting with any amendments for formal adoption.

Moved: Julie Woods
Carried without dissent.

Seconded: Gabriel Glynn

6 Report of the Strategic Planning Workshop

The Chair praised the Director and staff for the enormous amount of valuable work put into this report. The Director commented that the earlier draft had been amended to incorporate code and scope of practice and to standardise the Council prioritisation of strategy directions. The Director would come back to Council with a Strategic Plan derived from this report.

Resolution:

That the report of the Strategic Planning Workshop be adopted.

Moved: Sean Creamer
Carried without dissent.

Seconded: Pat Hanafin

7 Review of Statutory Instrument 109 of 2000

The Chair emphasised the importance of the review of the S.I. and the opportunity given to Council in this regard. He suggested the document be examined thoroughly.

Ms. Julie Woods congratulated Mr. Barry O’Sullivan for thoroughly examining both Statutory Instruments and identifying the important differences between the two.

The draft was examined paragraph by paragraph. Changes were suggested to: the numbers to achieve quorum; the order of the membership categories, to group nominated members together; and some wording refinements.

Pursuant to this detailed examination it was decided that a new draft incorporating changes discussed would be circulated to all Council members, especially to those not in attendance, in the immediate future. Members would be requested to respond promptly with comments or suggestions. The Director will also obtain legal advice as appropriate in regard to the proposed amendments. This process should result in a final draft being prepared for the DOHC.

The Director advised that he and Mr. David Hall had discussed the potential for appropriate representation of bodies representing the public being invited on to the Clinical Care and Accreditation Committees. The Director will investigate further and bring to Council for consideration.

Resolution:

That the review of the S.I. be finalised in consultation with the Chair and forwarded to the DOHC.

Moved: David Hall
Carried without dissent.

Seconded: Sean Creamer

8 Internal Audit

The Chair acknowledged that the 6 monthly Internal Audit Report was extremely good.

Resolution:

That the Internal Audit Report be adopted by Council

Moved: Pat Hanafin
Carried without dissent.

Seconded: Mr. David Hall

9 Director's Report

The Director advised Council of PHECC's intention to seek ISO accreditation. It is hoped to achieve this by early next year.

The Chair of the Clinical Care Committee tabled a draft for the membership of the Working Party to develop the framework for NQEMT (Controllers). It was put forward that either Mr. Sean Creamer or Mr. Gabriel Glynn as Council members would Chair this Committee. Mr. Sean Creamer advised that he had approached Mr. Gabriel Glynn and that he was willing to be Chair.

Resolution:

That the proposed membership of the Controller Working Party be endorsed.

Moved: Mr. David Hall
Carried without dissent

Seconded: Ms. Julie Woods

ISIC

The Director advised members that the report prepared by Ciarán Craven is available to read: a copy was tabled. A Spatial Analysis Report had been distributed with the meeting papers; the value of the data in informing the rationale for EMT-A and targeting first responder models was discussed.

Resolution:

That obtaining analogous data for the rest of the country and refining the approach with respect to targeting priority areas for first responder models be progressed.

Moved: Mr. John Duggan **Seconded:** Mr. David Hall
Carried without dissent

NATS Funding

The Director advised that one of the most striking findings in the consultations with the Building Capacity Project is that training is not occurring to any substantive extent in regional and local areas. In the Development of Training Project, Council invited Training Institutions to be innovative in suggesting approaches to conversion courses and bridging courses to target those not accessing the training. The NATS proposal fits in with the virtual training institution concept being developed for consideration by the committee process.

Mr Sean Creamer spoke of the necessity to address the shortcomings in the implementation of the standard operational procedures. He said that conversion needs to be addressed and that the money needs to be targeted accordingly.

Mr. David Hall said that he was not altogether happy with providing operational funding to a training institution and questioned PHECC providing the funding for the project. He was not questioning the value of what is proposed.

The Chair suggested that as good governance this item should come in under a formal item on the agenda rather than under the Director's Report.

The Director stated that there is an imperative to move towards more flexible training and that funding development costs that would lead to doing things differently and better is different to operational funding. He advised that it was within PHECC's remit to develop and promote innovative curricula.

Mr. Pat Hanafin thought that it was an excellent idea to bring conversion courses to the various localities. Mr. Tommy O'Doherty said that it was an opportunity to be facilitative and expect better quality of standards at the end of the project.

The Chair stated that it was not for decision today and advised that this item should come up again under a formal agenda item. It should be developed further and in particular examined to ensure it fits in with Council's remit under the S.I.

Building Capacity Project

The Director advised the members that the Building Capacity Project was going very well. One of the biggest benefits was that the EMTs were being informed about the “register” and it was being well received and that there was a higher level of awareness of PHECC and its initiatives.

He advised Council that it would be desirable to extend the secondment of Mr. Sean Creamer for a further 6 months and that we were successful in obtaining ongoing Partnership funding of €25,000 to do so. In addition a further €50,000 of Partnership funding towards technical expertise in progressing the Building Capacity Project to further facilitate Health Board’s ability to implement has been secured. HeBE would be fully briefed on this project as soon as the Ambulance Project Manager is appointed.

Resolution:

That secondment of Sean Creamer for a further 6 months be sought from the ECAHB.

Moved: Ms. Julie Woods
Carried without dissent

Seconded: Mr. Gabriel Glynn

10 AOB

- The Chair advised members that the problem in relation to attachments and the email system had been resolved.
- Council Members Manuals were distributed.
- Reference was made to the benefit of issuing the Council papers earlier; the Director concurred and advised every effort would be made to do so.
- Next meeting 10 October 2002.
- The Director, Head of Corporate Services and Support Officer, General Administration left the meeting and Council in camera agreed to the Chairman’s special leave for a period not exceeding six months and that the Chairman make the necessary administrative arrangements with the Director.

Minutes of the meeting held on the 11th July 2002 in the office 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. Gabriel Glynn
Mr. David Hall
Mr. Karl Farrell
Mr. Tommy O' Doherty

Apologies: Mr. Mark Doyle
Mr. John Duggan
Mr. Pat Gaughan
Mr. Pat Hanafin
Mr. Michael Lyons
Dr. Hugh O'Neill
Mr. James Walker
Ms Julie Woods

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 Chair informed members that two members of Council Mr. David Hall and Mr. Gabriel Glynn had attended the Ambex conference in the UK. The feedback from both members was very positive.
- 1.2 The Working Group to consider the Mission Statement will be convened as soon as practicable.
- 1.3 According to correspondence from NEU (included in meeting papers), the resignation of Mr. James Walker can be expected in August.
- 1.4 The Chair announced the promotion of Mr. Pat Gaughan to Chief Executive Officer of the Midland Health Board and Council would send a formal letter of congratulations.

2. Minutes

Resolution:

That the minutes of the Council meeting held on the 3rd May 2002 be agreed.

Moved: Mr. Sean Creamer **Seconded:** Mr. Gabriel Glynn
Carried without dissent

3. HEMS

Mr. Steve Kanowski of Booz Allen Hamilton presented and answered questions on the HEMS Feasibility Study. This was followed by a discussion by members. There was general agreement that a submission be made similar to that outlined. The Chair made the points that it must be clarified that PHECC is speaking from the Southern perspective, and that funds must also not be instead of future Ambulance Service enhancements. It was agreed that the submission would be finalised by the Chair and the Director after the Call for Public Submissions has been made and the Consultants have presented to the Medical Advisory Group.

Resolution:

That a submission be made to the HEMS Feasibility Study that outlines Council's position on key principles.

Moved: Mr. Sean Creamer **Seconded:** Mr. Gabriel Glynn
Carried without dissent

4. Training

Members noted that UMBC are not proceeding with their application at this time; and that an application from the Dublin Fire Brigade for institutional recognition in their own right was being progressed.

The advice was welcomed that the number of DFB personnel who will have only completed Module 1 is 40 (when NEU ceases training) rather than up to 90 as anticipated.

The Director advised that there has been no further correspondence received from WHB/GMIT regarding their application for institutional recognition.

5. Dublin Fire Brigade

Members noted the correspondence and restated the importance of engaging DFB in Council and Committee processes.

6. Council Policies

A draft policy for the National Examination was circulated to members for review and feedback. Support materials will be available for the next meeting. The Director informed members that some further policies including the charging of fees, recognition of equivalence of qualifications obtained outside the state, and the review of SOPs will be available in draft form for the next meeting with several more in development.

Members discussed various aspects of the policy. The Director reminded members that the specific criteria and content are dealt with under Committee processes. Professor Gerry Bury suggested that separate sub-committees handle Quality and Appeals and that requests for remarking be distinguished from Appeals. Mr. Tommy O' Doherty suggested that 4 weeks may be inappropriately long to wait for results but accepted that every effort will be made to issue results early but allowing some room to move for the first examination in case of contingency is prudent. The Chair suggested that an independent evaluation of the exam process be carried out. Members agreed this would be prudent. Mr. Gabriel Glynn asked if there was a requirement to be able to conduct the examination in the Irish language. The Chair and Professor Gerry Bury advised there is no obligation to do so.

The Director asked that members provide any additional feedback so that the draft policy could be refined.

7. Driver Training

The letter to the Chair from Mr. Tommy O' Doherty outlined perceived shortcomings in the current approach to training with regard to driving training, including the requirement for a D1 licence. The Chairman informed members that he was aware NATS have made recommendations for a special driving course and he agreed that the D1 criteria was not appropriate. The Chair recommended that the Director prepare a paper to look at the issues involved. Mr. David Hall advised that a Driver Training Working Group had previously been convened under the Accreditation Committee. The Director advised that he had not been aware of that this, and that he already has someone started on this work.

8. Two EMT Crewing

Mr. Sean Creamer proposed that a timeframe for the minimum requirement (as outlined in the Strategic Review of the Ambulance Services 2001 "that all emergency vehicles should be crewed by EMT qualified ambulance personnel" be considered by Council. The Chairman reminded members it was not within the remit of PHECC to enforce this operational issue. He informed members that the CEOs Report 2001 referred to this issue as one that needed to be achieved. He suggested that Council strongly recommend this to HeBE.

Resolution:

That it be strongly recommended to HeBE that a timeframe be determined for the minimum requirement “that all emergency vehicles should be crewed by EMT qualified ambulance personnel”.

Moved: Mr. David Hall
Carried without dissent

Seconded: Mr. Tommy O’Doherty

9. HeBE

The Chairman emphasised the importance of PHECC forming a good working relationship with HeBE. He would be organising a meeting of himself and the Director with Mr. Denis Doherty.

Council members were supportive of the intent and direction in the correspondence between PHECC and RCSI over a potential Research Officer position in evidence based health care.

Resolution:

That a short-term arrangement be entered with the RCSI to conduct research into evidence based health care in support of PHECC initiatives.

Moved: Mr. Gabriel Glynn **Seconded:** Mr. David Hall
Carried without dissent

10. National Health Strategy/DOHC Audit

The Chair congratulated Mr. Barry O’Sullivan on the submission to the Department.

11. Annual Report

It was agreed that the Chair and Director finalise the Annual Report for 2001. Mr. Tommy O’ Doherty advised that the Partnership Review Group also jointly auspiced the Bundoran Conference with the Chief Ambulance Officers Association and the Association of Ambulance personnel. The Director undertook to review the wording.

12. Report on the Strategic Planning Workshop

A draft report on the Strategic Planning Workshop held on the 1-3rd May was circulated to members. The Director asked that members review the draft and that feedback be provided so that the Report can be finalised and a draft Strategic Plan can be prepared for the next Council meeting.

13. Director’s Report

13.1 Communication

A copy of the June Information Sheet was circulated to members. The Chair and Council members were very impressed with the website and had received positive feedback; they congratulated Mr. Barry O' Sullivan and Mr. John Lally on their efforts.

13.2 Standard Operating (sic) Procedures

Council Members endorsed the Medical Advisory Group and Clinical Care Committee's suggestion re replacing the term SOPs. Council also recognised the opportunity to introduce the term 'standards' into the Statutory Instrument.

Resolution:

That in discussions regarding regulatory change for the administration of medications, the feasibility of changing Article 4 (o) to incorporate 'Clinical Practice Guidelines (or Protocols) and Pre-Hospital Emergency Care Standards' and the concept of approval by the PHECC, with the consent of the Minister, be explored.

Moved: Mr. Tommy O'Doherty **Seconded:** Mr. Sean Creamer
Carried without dissent

13.3 Building Capacity Project

The team from the office consisting of the Director, Mr. Sean Creamer and Ms. Pauline Dempsey have now conducted 33 visits including 24 stations in the Building Capacity Project consulting 144 EMTs/176 Ambulance Personnel in the process. He acknowledged the support of the Chief Ambulance Officers and their Senior Team in each Health Board in giving unfettered access and facilitating the process. The Director advised that although a lot of work, the consultative process was very much appreciated by those consulted and was of vital importance in developing a national PRF template and for bringing EMTs on board with Council initiatives (including the National Examination; signing up for the NQEMT; the requirement for Continuing Professional Development; Standard Operating Procedures; and service based Research). The Director emphasised that whereas the issue for EMTs will be their willingness to complete PRFs to a standard, an equally if not more challenging issue for management will be prudent record management and providing adequate access to information obtained from PRFs and the data collection process.

13.4 Controllers

Council at its Strategic Planning Workshop highlighted Controller issues as a high priority.

Resolution:

That the Clinical Care Committee convenes an appropriate sub committee and consultative processes to consider Controller issues.

Moved: Mr. Gabriel Glynn **Seconded:** Mr. Tommy O’Doherty
Carried without dissent

14. A.O.B.

14.1 A working draft of the Council Members Manual was displayed for members present and all members will be presented with a copy at the next meeting. The Chair complimented Ms Marian Spence on her efforts.

14.2 It was agreed that there would not be a meeting on the 2nd Thursday in August but with the National Examination approaching, and other developments should a need be identified by the Chair and Director, a meeting will be called in late August.



Minutes of the meeting held on the 3rd May 2002 in Tulfarris Hotel, Blessington Co. Wicklow.

Present: Mr. Paul Robinson, Chairman
Prof. Gerard Bury, Vice Chairman
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. Michael Lyons
Mr. Tommy O' Doherty

Apologies: Mr. Karl Farrell
Dr. Hugh O'Neill
Mr. James Walker
Ms Julie Woods

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

1. Chairman's business

The Chairman advised that there will be no meeting in June and that the next meeting is scheduled for Thursday 11th July.

2. Minutes

Recommendation: *That the minutes of the Council meeting held on the 11th April 2002 be agreed.*

Moved: Mr. Gabriel Glynn
Carried without dissent

Seconded: Mr. John Duggan

3. EMT-A Submission

To date there has been no indication from the Minister or the Department regarding EMT-A and regulatory change as submitted by the Chairman in April.

4. Community Survey

Council members noted the results of the community survey commissioned by MRBI to ascertain public perception and usage of titles for Emergency Ambulance Personnel.

5. Director's Update

The Training Institutions status remains as per last meeting.

The Director informed members that the National Examination was being trialled

The Building Capacity Project is being progressed with a major consultative process about to begin now that Sean Creamer is on staff.

6. Strategic Planning Workshop

The Director advised that a draft Report of the Strategic Planning Workshop will be prepared for the next Council Meeting, and a Strategic Plan will be drafted from this Report.

It is also intended to have a Manual for Council Members by then as well as the interim website operational.

7. A.O.B.

The Chairman complimented the Director and staff on the smooth running, format and content of the Workshop.

The next meeting will be held on Thursday 11th July 2002

Mr. Paul Robinson
Chairman

Date: _____

Minutes of the meeting held on the 11th April 2002 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present Mr. Paul Robinson, Chairman
Mr. Sean Creamer
Mr. John Duggan
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. Tommy O' Doherty
Dr. Hugh O'Neill
Mr. James Walker
Ms. Julie Woods

Apologies: Prof. Gerard Bury
Mr. Mark Doyle
Mr. Karl Farrell
Mr. Michael Lyons

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

1. Chairman's business

The Chairman advised that he had written to the Department recommending the inclusion on Council of the CAO of the ERAS.

2. Minutes

Recommendation: *That the minutes of the Council meeting held on the 14th March 2002 be agreed.*

Moved: Mr. Jim Walker
Carried without dissent

Seconded: Mr. Pat Hanafin

3. Training Institutions

3.1 NEU

The Director informed members that following a discussion with Ms Pat Meservey, NEU are now willing to stay until the end of July preferably and until the end of August if necessary to complete outstanding training. It is envisaged that the only group who will not complete training are the approximately 90 trainees who NEU is insistent only had Module 1 training. NEU will formally confirm this to PHECC in consultation with DFB. It was agreed that the request by NEU for waiving of the accreditation monitoring fee be more appropriately considered by Council when the training was nearing completion.

The problems surrounding maternity placements, for NEU, and in general, were discussed. NEU will be submitting alternative maternity training experiences for consideration by the committee processes.

Mr. David Hall expressed concern that PHECC's proactive role was not fully acknowledged. The Chairman suggested that it could be addressed in the next PHECC newsletter.

3.2 Development of Training Proposal

The Director advised members that both NATS and WHB/GMIT have been funded for stage 2 of the Development of Training Proposal. To date no revised WHB/GMIT application for accreditation has been received.

Mr. David Hall asked what is the current position with regard to the nomination of the NATS Director on Council, and wondered if it was appropriate to invite him to Council meetings as an observer in the meantime. In reply the Chairman informed members that there was no further news from the DOHC following the formal recommendation. It was agreed that Council should wait until official Ministerial appointment.

Mr. Sean Creamer questioned the UCD position expressed on entry criteria for the EMT-A. The Director explained that PHECC decides the requirements for the NQEMT and UCD for the Higher Diploma. The ideal is to have both aligned and part of the rationale for the Development of Training Proposal was to facilitate this alignment.

Mr. Tommy O' Doherty expressed further concern regarding EMT's who have not undertaken conversion training. He suggested that it would be prudent to establish how many EMT's are concerned. The Chairman reminded members it is important not to confuse PHECC's statutory remit with operational matters. The Director suggested it may be possible to collate this information for the purposes of facilitating Council taking a more targeted approach in promoting innovative curricula.

The Chairman suggested that clarification should focus on the actual costs incurred by the training institution as most of the costings listed were salaries and expenses and matters for the employing Health Boards.

Dr. Hugh O' Neill suggested that Cork University Hospital should be informed regarding the opportunity to apply for accreditation. The Director advised that it is not Council's role to invite institutions to apply but that the office will appropriately advise anyone who expresses interest as to the process involved.

4. ISIC Conference

The Director advised he will be chairing the Day 2 workshop on "First Responder Modules/ Public Access Defibrillation". Legal advice had been sought about liability issues to inform the workshop. Mr Tommy O'Doherty inquired about Council members attending. The Chairman advised members, so intending, should approach the Director.

Mr. John Duggan proposed that the Chief Ambulance Officers be contacted and asked to subsidize staff to attend. The Director advised members that the CAO's had been kept

informed and that Mr. Pat Grant and Mr. Barney Callaghan were both presenting. Mr. David Hall suggested that the conference documents could be put on our website and downloaded by those visiting. The Director advised that the PHECC website is not operational as yet but an interim site will be operational soon but unlikely prior to the ISIC Conference.

5. Strategic Planning Workshop

The dates of the 1-3rd May were formally accepted for the Strategic Planning Workshop, which coincides with the PHECC being 2 years in existence. The Chairman welcomed it as an opportunity for Council to address: Council's role and that of its Committees; the executive functions of the office; review progress to date and set direction for the future; and recommend any changes for the Statutory Instrument for the consideration of the Minister.

Mr. John Duggan suggested that the Prehospital Emergency Care section of the Cardiovascular Health Strategy be included in discussions. The Chairman suggested that the relevant section of the National Health Strategy be included also.

The Chairman advised also that the CEO's report on the Ambulance Services is to be launched before the workshops and asked the Director to obtain copies for distribution after the launch.

Mr. Hugh O' Neill asked that the burden of RTA's be given consideration and Mr. Sean Creamer suggested rather the broader role in prevention in general.

The Director offered to act as facilitator at the workshop and this was agreed. Council agreed to some staff members attending but the workshops be limited otherwise to Council members.

6. Director's Report

6.1 National Examination

Mr. David Hall suggested that in the interest of the trainees and to ensure the public patients are not put at risk the training institutions be notified to ensure that training standards including field placements are adhered to.

The Chairman confirmed that field placements do form part of the accredited training and this fact needs to be emphasized to both Chief Ambulance Officers and Training & Development Officers. He advised that PHECC has a role to highlight any shortfalls to the training institutions and that it could put their accreditation at risk. Mr Pat Gaughan suggested that at the accreditation stage Council can formalize this matter. Mr. Sean Creamer reminded members that it was within PHECC's brief to accredit the training institution and it is in the institution's interest to ensure trainees are provided a complete course of training. Ms. Julie Wood suggested spot survey checks be included in the revised accreditation process.

6.2 EMT-A Regulatory Change

The Director informed members that a submission to the Minister was being prepared for the Chairman's signature. The stage 1 submission by NATS/UCD suggests that they could have been ready to accept the first cohort for EMT-A training as early as June but with a 3 month lead time. Discussions have commenced regarding the EMT-A assessment process.

6.3 Building Capacity Project

There was general agreement that terminology conventions were an important issue needing to be addressed.

6.4 Awarding of NQEMT

The Chairman suggested that the graduation of trainees for the first National Examination should be formally marked in an appropriate way; perhaps a public function and invite the Minister.

Mr John Duggan raised and there was some discussion regarding the naming of the 4 levels of NQEMT. The Director advised that PHECC had commissioned one question in a community omnibus survey in regard to public/community perception surrounding the terms "paramedic" and "emergency medical technician"

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

The next meeting will be held on Friday 3rd May 2002 following on from the Strategic Planning Workshop.

**Minutes of the meeting held on the 14th March 2002 in the office 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. Pat Gaughan
Mr. Pat Hanafin
Mr. Michael Lyons
Mr. Tommy O' Doherty
Ms Julie Woods
Mr. James Walker

Apologies: Mr. Karl Farrell
Dr. Hugh O'Neill
Mr. David Hall
Mr. Gabriel Glynn

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

1. Chairman's business

1.1. Mr. Michael Lyons correspondence

Mr. Michael Lyons spoke regarding the correspondence.

Recommendation:

That inclusion on Council of the Chief Ambulance Officer of the Eastern Regional Ambulance Service is recommended to the Minister.

Moved: Mr. Michael Lyons
Carried without dissent

Seconded: Mr. Tommy O'Doherty

1.2. Attendance at Council meeting by teleconference/videoconference

The Director advised that our solicitors had reviewed the administrative procedures and approved their content, as well as their being separate to, rather than incorporated in, the Standing Orders.

Recommendation:

That the Standing Orders be amended by adding the following:

“A meeting of the Council shall not be invalidated by reason of some or all of the members participating in the meeting by teleconference or videoconference. Such members shall be deemed present and entitled to vote and have such vote recorded at the meeting in pursuance of and for the purpose of these Standing Orders”

Moved: Mr. Tommy O’ Doherty **Seconded:** Mr. Sean Creamer
Carried without dissent

2. Minutes

Recommendation:

That the minutes of the Council meeting held on the 14th February 2002 be agreed.

Moved: Mr. Sean Creamer **Seconded:** Mr. Pat Hanafin
Carried without dissent

2. Training Institutions

3.

The Chairman suggested that Mr. Jim Walker could remain in the meeting while this item was being discussed but may need to leave if any matters of a potential conflict of interest nature arose.

Members discussed the correspondence from Ms Patricia Meservey Vice Provost Northeastern University, which outlined their intent to cease training in Ireland on 31st May. The Director advised that advice had been sought from our solicitors and a company search was being done but there is little PHECC can do if they are resolute.

The Director advised that further to the correspondence with Ms Pat Meservey it would appear that:

- a number of the approximately 90 Dublin Fire Brigade personnel referred to who have been provided Module 1 training, have also received Module 11 training;
- the 42 trainees whose training was found to be incomplete may not complete their outstanding requirements by 31st May;
- some of the Recruit Course 1/’01 and/ or Recruit Course 2/’01 may also analogously not have completed all clinical/field placements by 31st May.

The Director advised he would seek further clarifications on all outstanding training. As NEU may no longer be in a position after that date to complete or sign-off training the issue is how to facilitate affected trainees to complete their training without

compromising PHECC processes/training standards. It was agreed “ the recognition of prior learning “ process was the appropriate process to apply.

The Chairman suggested to members that both he and the Director should meet with DFB management and the ERHA (to whom the DFB are contracted) to offer reassurances and seek assistance to ensure that everything possible is done to facilitate the trainees affected and to ensure that training capacity is not diluted. Mr. Michael Lyons requested that the East Coast Area Health Board was also included in these discussions.

Mr. Jim Walker in response to questions informed members that he was not aware if those affected have been formally notified of the 31st May deadline.

Mr. Sean Creamer wondered would it be possible whilst discussions are taking place to facilitate those affected by talking to NATS or UMBC. The Director advised that it was unlikely that either UMBC or WHB/GMIT would be accredited by 31st May.

Mr. Mark Doyle suggested that a condition be included in the revised accreditation guidelines that a training institution cannot cease training without having completed all outstanding training, to avoid a recurrence. Members supported this.

The Director further assured members that there was a rigorous accreditation process in place and revised guidelines in development will include ongoing monitoring; options including performance bonds are also being explored. The Chairman confirmed that the process would incorporate looking at the financial status of the organization and that accreditation would not be for an indefinite period but subject to periodical review. In relation to the outstanding trainees he confirmed that whilst PHECC had no legal obligation there was a moral obligation.

When the position is clarified about final numbers of outstanding trainees it was agreed that the Director speak with the Director of the National Ambulance Training School to inform and seek advice as to their ability to facilitate outstanding training, noting that after 31st May, NATS may be the only currently accredited institution still providing training.

4. Director’s Report

4.1 National Examination

The Director informed members that he and Brian Power met with the NATS trainees who are to sit the first National Examination in October. There is a lot of understandable anxiety about being the ‘guinea pigs’ and that aspects of the examination are still in development. Assurances were given that:

- a paper based option will be offered if so requested by the group because of difficulty with computer methodology;

- the skills list is unlikely to be changed but will not be changed for the purposes of the October examination;
- the skills sheets so far developed and others when developed will similarly not be changed unless there is valid input from the trainees group to do so;
- the issue of choice in answering short answer questions will be looked into and advised.

The Director and Project Officer undertook to visit again two weeks later.

The selection criteria for potential examiners have been approved by the committee process and the first cohort of examiners has been short listed and are being approached to attend the first training workshop. The Director advised that a differential amount to be paid to examiners is proving problematic. It was agreed that €300 per day (plus expenses) be paid to all examiners.

4.2 EMT-A

The Director advised that it seemed that regulatory change to authorize the implementation of the conceptual framework developed by MAG/CCC would only be easily achievable if the title NQEMT is used to encompass all three levels proposed in the framework (EMT-A; EMT; and Ambulance Personnel who do not convert/"First Responder"). This would devalue the title EMT and blur the distinction between "First Responder" and EMT/EMT-A. This could be restored by adding the title Paramedic to the EMT and EMT-A levels.

Mr. Tommy O' Doherty suggested that the Ambulance Service is keen to professionalise and that such an approach would assist in this development.

A discussion took place regarding levels within the NQEMT. Mr. Pat Hanafin suggested that it would be inappropriate to include full-time Ambulance Personnel who have not converted with "First Responders". This was agreed.

Prof. Gerard Bury expressed concern if the term Paramedic is applied that it must not be used by the Dept. to inappropriately suggest that, for example, advanced training has been delivered.

The Chairman clarified that the factors to consider are:

- the need to keep proposed amendments to the regulations (especially as there are likely to be exemptions) as simple as possible and conforming to the current format of the regulations and utilizing terminology with statutory status wherever possible;
- the earlier intent expressed by Council and its Committees that the 'First Responder' level be the entry level to the PHECC database/register;
- the Statutory Instrument in Article 4 (b) states "conduct examinations leading to the award of the N.Q.E.M.T at such levels of competence as may, with the consent

of the Minister, be determined by the Council” so the term ‘First Responder’ may only be used in the context of N.Q.E.M.T;

- the intent by Council and its Committees to encompass the needs of groups such as the Irish Mountain Rescue in the amendment to the regulations;
- the need for flexibility to accommodate levels that Council may recommend in the future.

The Director suggested that the issue may largely be one of semantics as the term Paramedic may already be largely associated with Ambulance Personnel by the community/public. A community survey to ascertain the public perception of the terms Paramedic and EMT was being considered.

There was general agreement that there should be 4 levels (not 3) in the NQEMT.

4.3. Recognition of Training

The Director advised that being on the PHECC database/register be a desirable criteria for promotion may not be straightforward and needs further consideration. The draft recommendation was amended accordingly.

Recommendation:

That Council write to CEO’s /CAO’s outlining process, fees and including application forms and request that being on the PHECC database/register be an essential criteria for the recruitment of EMT’s.

Moved: Mr. John Duggan
Carried without dissent

Seconded: Mr. Pat Hanafin

4.4. Building Capacity Project

The Director had sought the advice of Mr. John Duggan as the Chairman of the SIPTU National Ambulance Council and the public sector EMT’s on Council and proposes to utilize the Partnership funds to second Mr. Sean Creamer (as a SIPTU nominee on Council and Chairman of the Clinical Care Committee) as a Project Officer for a 6 month period to take a lead role in a major consultative exercise to support and deliver on the Building Capacity Project.

This was welcomed and supported by members.

Recommendations:

- 1. That Mr. Sean Creamer be seconded for a 6 month period to assist the Building Capacity Project.*
- 2. That the Building Capacity Project be broadened to include the development of agreed national forms and electronic templates.*

Moved: Prof. Gerard Bury **Seconded:** Mr. John Duggan
Carried without dissent

The Chairman suggested that, following the official launch by the Minister of the Review of the Ambulance Services Report, he and the Director meet with the Health Board Executive to ensure there was commonality of approach and no duplication and to ensure there were clear and agreed protocols regarding ownership and access to data.

4.5. Fees

Members noted the recognition of prior learning fee and the examination fee. It was suggested the fees be waived for the trainees affected by the decision of NEU to cease training in Ireland on the 31st May 2002.

Recommendation:

That the applicable fees be waived for the trainees affected by the decision of NEU to cease training in Ireland.

Moved: Mr. Sean Creamer **Seconded:** Mr. Tommy O'Doherty
Carried without dissent

4.6 Candidates for EMT database/register

The Director advised that in contingent circumstances, the process could be facilitated without compromising its integrity by Council/Accreditation Committee authorizing the Chair of the Accreditation Committee in consultation with the Director to approve the entry of names on the database/register in the interim.

Recommendations:

- 1. That the names be entered on the PHECC database/register***
- 2. That the Chair of the Accreditation Committee and the Director in contingent circumstances can jointly approve names to be entered on the PHECC database/register subject to formal ratification at the next Accreditation Committee /Council meetings.***

Moved: Mr. Tommy O'Doherty
Carried without dissent

Seconded: Mr. Sean Creamer

5. A.O.B.

5.1 Council Strategic Planning Workshop

The forthcoming Strategic Planning Workshop proposed dates are 1-3rd May 2002 starting on the Wednesday evening and concluding at lunchtime Friday. The venue has yet to be decided and an outline of the programme will be available for the next meeting.

The next meeting will be held on Thursday 11th April.

Mr. Paul Robinson
Chairman

Minutes of the meeting held on the 14th February 2002 in the office 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. John Duggan
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. David Hall
Mr. Pat Hanafin
Mr. Tommy O' Doherty
Dr. Hugh O' Neill
Ms Julie Woods
Mr. James Walker

Apologies: Mr. Karl Farrell
Mr. Michael Lyons
Mr. Mark Doyle

In Attendance: Dr. Geoff King, Director
Ms Marian Spence, Council Secretariat

1. Chairman's business

- 1.1. In view of Mr. Michael Lyons absence, the correspondence is to be held over for consideration at the next Council meeting.
- 1.2. The Chairman advised that Mr. Macartan Hughes has been appointed Director of the National Ambulance Training School and he has been recommended to the Minister for appointment to the PHECC.
- 1.3. The Chairman informed members that following legal advice an amendment to the Standing Orders has been drafted to allow attendance at Council meetings by teleconference/videoconference. The Director will additionally prepare draft parameters for usage for Council's consideration at the next Council meeting.

2. Minutes

The following amendments were noted:

- (1) Prof. Gerry Bury recommended that the wording in his comments in Chairman's business (section 1.1.) be changed to read "it was important that there was uniformity with the existing accreditation process"
- (2) Dr. Hugh O'Neill recommended that the wording in his comments in Chairman's business (section 1.1.) be changed to read "should encourage the formation of Irish Institutions which are accredited for training".

Recommendation: That the amended minutes of the Council meeting held on the 13th December 2001 be agreed.

Moved: Mr. Sean Creamer **Seconded:** Mr. Tommy O'Doherty
Carried without dissent

3. Presentation : National Examination October 2002

Mr Brian Power (Project Officer) gave a presentation on the National Examination scheduled for October 2002. Discussion ensued around the following issues:

- Appeals process
- Examination fee (€60)
- Fitness to practice

Prof. Gerry Bury reminded members that the appeal process is under the auspice of the Accreditation Committee and of the importance of distinguishing between checking process and appeal process.

The Director reminded members that Council had approved in principle the charging of a fee. The suggested amount is €60. The fee includes initial entry on to the PHECC database/register.

The Director advised that fitness to practice issues are not covered by the Statutory Instrument and therefore not part of PHECC's remit. The Chairman confirmed this and advised that article 4 in the Statutory Instrument sets out PHECC's responsibilities.

The Chairman concluded the discussion by advising members that a date will be fixed shortly for the Strategic Planning Workshop and key issues would be addressed there including considerations regarding the scope of the Statutory Instrument.

4. Training Institutions

4.1 NEU

The Director informed members that in the process of validating information on approximately 150 trainees who had been purported to have finished their training, it has been confirmed that 104 have indeed done so but that 42 have further training to undertake before finishing and being recommended for the PHECC database/register.

4.2 Dublin Fire Brigade

Members expressed support for Council to establish direct dialogue with DFB.

5. **Funding & Planning**

Council members noted in particular the letter of determination and the inclusion of funding for the Irish Heart Foundation.

6. **HEMS**

The tenders for the proposals close on Friday 15th February. The Director will be a member of the evaluation panel and the steering committee. The final reporting is due in June. The Director explained that the dates on the paperwork have shifted back.

The Chairman informed members that PHECC was asked for advice by the Minister of Health & Children. Initial enquiries were made and it was discovered that Northern Ireland were considering looking at this in an analogous manner, and both Departments agreed to do it jointly.

Prof. Gerry Bury questioned the role of PHECC in the process and if the report would come back to the Council for comments before finalisation and was concerned that PHECC not assume any responsibility if this did not occur. The Chairman advised that the report would go directly to the North/South Ministerial Council. The latter will ultimately own the report and it was the prerogative of the Minister to refer the report to PHECC for advice. The Director's role on the panel is a role independent of Council.

The Director responded by adding that as PHECC were not auspicing the report no responsibility was assumed.

7. **Director's Report**

7.1 PHECC Office

The Director informed members that following a tender process the AIB bank has been appointed to handle PHECC finances from the 1st January 2002.

Recommendation:

That the appointment of AIB bank be approved for 5 yrs subject to a satisfactory internal review of banking arrangements after 3 yrs.

Moved: Mr. David Hall
Carried without dissent

Seconded: Mr. Tommy O'Doherty

7.2 Council Committees & Working Groups

The Director suggested that the Clinical Care Committee membership be examined and enhanced to reflect a role as an industry group. The intention is to achieve the following over time and not for individual Council members to step down.

- 1) Representative of consumers (generic, from Council)
- 2) Representative from an a non government organisation (NGO) with a community focus (currently Irish Heart Foundation)
- 3) Representative from a Private Ambulance Service (for the present from Council)
- 4) Representative of the Chief Ambulance Officer's (CAO's) Association (generic)
- 5) Representative of Dublin Fire Brigade (generic)
- 6) Public sector EMTs x 3 (from Council)
- 7) Honorary (Joe Foy) (individual)

- 8) The Chairs of both the Accreditation Committee and the Medical Advisory Group (generic)
- 9) The Chair and Vice Chair of Council (generic)

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

Recommendations:

1. *That membership of the Clinical Care Committee is approved to reflect a role as an industry group and, that where the membership is generic as in representing a position or an organisation, that Council need not individually approve membership should there be a change in the individual occupying the position or representing the organisation.*
2. *That the terms of reference of the Clinical Care Committee be approved as:*

“To consider and advise on operational aspects of clinical care matters for/under consideration by MAG, the Accreditation Committee and Council.”

Moved: Mr. Sean Creamer
Carried without dissent

Seconded: Mr. Jim Walker

7.3 Accreditation

Recommendation:

That the charging of a fee, to an individual to process an application for recognition of training obtained outside the state, be approved in principle.

Moved: Ms Julie Woods
Carried without dissent

Seconded: Mr. Sean Creamer

The Chairman advised that in addition to the applicant institutions being charged accreditation fees, the currently accredited training institutions should be charged the maintenance fees in the interest of transparency and fairness.

7.4 ISIC

The forthcoming national conference of the Irish Society for Immediate Care (ISIC) sponsored by PHECC is scheduled for the 9th/10th May. It has been indicated that PHECC would be keen to be involved in/facilitate the workshop on First Responder Models.

A discussion ensued with regard to the need to promote and endorse public access defibrillation, and the legal liabilities of first responders. The Director acknowledged it was an important issue and informed members that the office has engaged solicitors to clarify the legal liability issues and Council can then proceed in an informed manner.

8. A.O.B.

8.1 Mr. Sean Creamer suggested that Council approach the CEO's to ensure all ambulances are staffed by two trained EMT's. The Chairman deferred the discussion to a later Council meeting.

8.2 Mr. Pat Hanafin, Chairman of the Association Ambulance Personnel informed members of their forthcoming conference on the 8th/9th May. The Chairman and the Director are to address the conference.

The next meeting will be held on Thursday 14th March 2002.

Mr. Paul Robinson
Chairman

