

**Minutes of the meeting held on 11th November 2004 in the Mont Clare Hotel,
Merrion Square, Dublin.**

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury
Mr. Sean Creamer
Mr. John Duggan
Mr. Michael Garry
Mr. Martin Gallagher
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Frank O'Malley
Ms. Julie Woods

Apologies: Mr. Mark Doyle
Mr. Macartan Hughes
Mr. Pat Hanafin
Mr. Pat McCreanor

Present: Dr. Geoff King - Director
Ms. Marian Spence - Council Secretariat

1. Chairman's Business

The Chairman advised that correspondence is pending to Council members regarding a requirement to complete a declaration of interests; this was identified by the C&AG in the most recent audit.

2. Minutes

Resolution:

That the minutes of the Council meeting held on 14th October 2004 be adopted.

Moved: Frank O Malley
Carried without dissent

Seconded: David Hall

3. GPs, GP-Co-operatives & Ambulance Services: Collaboration Proposal

The Director advised that the project outline as tabled is acceptable to the NorthWest and the auspicing body. Formal Council approval is sought to ratify the in principle approval given at an earlier Council meeting.

The Chairman suggested that formal agreement will have to be obtained in the North West promptly to avoid complications associated with the transition to the HSE in the New Year.

Resolution:

Council ratifies the approval in principle to proceed with this project as outlined subject to:

- (i) Sufficient funds being available;**
- (ii) Agreement to the project parameters by participating agencies;**
- (iii) Agreement to a Steering Committee/Group being formed as part of project management and PHECC being represented on same.**

Moved: David Hall
Carried without dissent

Seconded: Frank O'Malley

4. Spatial Analysis

The draft report on spatial analysis to identify options that will assist in reducing the cumulative times for the delivery of emergency care to patients in the Mid-Western Health Board was circulated with the meeting papers. It was suggested that the context be reworded in relation to the 'golden hour' to correct any potential misconceptions.

Resolution:

The report be published subject to the Chairmans approval of any rewording.

Moved: John Duggan
Carried without dissent

Seconded: Frank O'Malley

5. Assessment of Equivalence

The amended draft policy on the assessment of equivalence of qualifications, which includes the new terminology in the amended Statutory Instrument, was circulated with the meeting papers. The draft policy is now applicable to candidates from both within and outside the State and incorporates currency of practice provisions.

Resolution:

Council approves the Policy on Assessment of Equivalence of Qualifications, with the substitution of Assessment instead of Recognition in the draft circulated.

Moved: Julie Woods
Carried without dissent

Seconded: Pat Mc Creanor

The Director agreed to include a draft policy on all fees for the next meeting.

6. Interim Recognition DFB

The Director advised that the paper audit is in progress and a site audit will be planned shortly. It is expected that all will be completed in the New Year to recommend full recognition status to DFB.

Resolution:

Council approves interim recognition status be extended for DFB as requested.

Moved: Martin Gallagher
Carried without dissent

Seconded: Pat Gaughan

6. Director's Report

The Director gave a verbal report.

6.1. NQEMT-A

The first part of NQEMT-A examination (Multiple Choice and Short Answer Questions) on the distance education component of the course for the first cohort of candidates will be held on the 26th November. The next PHECC Voice Newsletter will include articles on the progress of EMT-A training.

6.2. PHECC Register

The Council workshop has given direction on the issue of awarding the NQEMT and joining the PHECC Register. Priority work is the development of a Code of Practice (even if an outline version) and rules governing the Register and rules governing the Fitness to Practice process.

6.3 Draft Standards Consultative Process

The Council workshop has given direction on the framework of the draft PHECC standards. The Director sought official approval to start the consultation process with stakeholders in relation to the draft standards and the Register. The process will be complex and incur expenditure.

Resolution:

Council approves commencement of a consultative process regarding the draft PHECC standards and Register.

Moved: David Hall
Carried without dissent

Seconded: Martin Gallagher

6.4. CPGs / Clinical Handbook

The Chairman suggested a letter be sent to CEOs and copied to CAOs seeking commitment to implement the CPG's. Copies of the handbook for distribution will be sent at the same time. It was agreed a timeframe for implementation needs to be given.

The Director stated that a letter including sample copies would be sent to the Private, Auxiliary, and Voluntary services inviting them to apply for approval to use.

Resolution:

Council approves the CPGs and their implementation as per Council policy approved at the last meeting.

Moved: Julie Woods
Carried without dissent

Seconded: Frank O'Malley

7. A.O.B.

This being all the meeting finished. The next meeting will be on the 9th December 2004.

Signed: _____
Mr. Paul Robinson
Chairman

Date: _____

Minutes of the meeting held on 14th October 2004 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Michael Garry
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. David Hall
Mr. Pat Hanafin
Mr. Macartan Hughes
Mr. Pat McCreanor
Mr. Frank O'Malley
Ms. Julie Woods

Apologies: Mr. Martin Gallagher

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

1. Chairman's Business

1.1 Committee Membership

The Chairman asked Members to indicate to the Director if they wanted to be considered for any of the vacancies that have arisen in the committee membership changes.

1.2 Financial Report C&AG 2003

Resolution:

That the Report from the C&AG on the Financial Statements for 2003 be noted by Council.

Moved: Michael Garry
Carried without dissent

Seconded: David Hall

1.3 Draft Annual Report

The Chairman advised that there had been no feedback from members on the draft annual report. The extent of the requirement to translate into Irish will be determined and publication will proceed.

1.4 Proposed Strategy Workshop

The Chairman suggested it was now timely to organise a workshop to review progress against the Strategic Plan. Furthermore, the workshop would provide the opportunity to give consideration to a number of items including the draft 2004 Standards, the implication of the amended Statutory Instrument and key components of the Data Set/Glossary of Terms. The Director would progress and organise same.

2. Presentation

Barry O'Sullivan presented on the prototype e PRF. There was much interest shown by Council members and the prototype was considered to have great potential.

3. Minutes

Resolution:

That the minutes of the Council meeting held on 21st September 2004 be agreed.

Moved: Frank O' Malley
Carried without dissent

Seconded: Julie Woods

4. Statutory Instrument

Handouts of electronic versions of the original Establishment Order, the Amendment Order and a composite of both were well received by Council. The Director was asked to circulate electronic copies. Council members were delighted that the Amendment Order had at last been finalised and signed.

5. GPs, GP-Co-operatives

Progress will be reported at the next meeting

6. Spatial Analysis

Barry O' Sullivan gave a presentation which built on the original Spatial Analysis work in the Midwest region. It incorporated the utilisation of Ambulance Stations and Hospitals in neighbouring Health Boards and derived potential optimal locations for the implementation of EMT-A, as well as a possible location for a new station, or dynamic deployment of EMTs from existing stations. The methodology could also be used to consider the impact of closing a station.

Council members agreed that the research could assist greatly in the planning process. It was considered imperative to be able to use real data in the analyses as soon as possible.

It was acknowledged that a new model or model(s) of service delivery needs to be developed for small rural stations rather than 2 person 24/7. Caution was expressed in interpreting the significance of intervention time to suggest equivalence of intervention at scene to arrival at an acute secondary care centre. It was thought that the PTS work could mean that the real situation is much worse than the research, as developed thus far, indicates. It was also thought the priority dispatch research will add information on possible inappropriate workloads on Ambulance Services.

Resolution:

That Council approves:

- (i) **Finalisation of the draft report on the Midwest.**
- (ii) **Further development of the Spatial Analysis methodology.**
- (iii) **Consideration be given to developing appropriate models for small rural ambulance stations and for EMT-A deployment.**

Moved: Julie Woods
Carried with dissent

Seconded: John Duggan

7. Building Capacity Project

Members discussed the Building Capacity Project as per the Director's Report and Barry O'Sullivan's presentation and in the context of the imperative to obtain real time data under the previous item.

Resolution:

That Council approves expenditure of up to €250,000 on the further development of the Building Capacity Project subject to sufficient funding being available.

Moved: Frank O' Malley
Carried without dissent

Seconded: Pat Gaughan

8. NQEMT Examination.

The draft amended examination policy was circulated with the meeting papers.

Resolution:

That the amended National Examination for NQEMT Policy be approved.

Moved: Pat Hanafin
Carried without dissent

Seconded: Sean Creamer

9. CPG Preparation

9.1 Council Policy

The draft was circulated with the meeting papers.

Resolution:

That the Clinical Practice Guidelines Policy be approved.

Moved: John Duggan
Carried without dissent

Seconded: Julie Woods

9.2 Medical Oversight

Council was advised that the conceptual model of Medical Oversight would be developed by the committee and consultative process starting with the MAG.

10. Directors Report

10.1 Private Ambulance Seminar.

The Director advised that 5 Private Ambulance Services had attended the seminar and it was a very interactive and worthwhile day. The Private Ambulance Services seemingly are keen to embrace PHECCs' standards agenda.

11. A.O.B.

The next meeting is scheduled for the 11th November; it was agreed to combine the meeting with the Council Strategy workshop if it could be arranged.

Signed _____
Mr. Paul Robinson
Chairman

Date: _____

Minutes of the meeting held on 21st September 2004 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Martin Gallagher
Mr. Gabriel Glynn
Mr. David Hall
Mr. Macartan Hughes
Mr. Frank O'Malley
Ms. Julie Woods

Apologies: Mr. Michael Garry
Mr. Pat Gaughan
Mr. Pat McCreanor
Mr. Pat Hanafin

Present: Mr. Barry O'Sullivan – Head of Corporate Services
Ms. Suzanne Conroy – Council Secretariat

1. Chairman's Business

1.1 Election of Vice-Chairman

It was proposed that Prof. Gerard Bury be re-elected as Vice Chairman.

Moved: Julie Woods
Carried without dissent

Seconded: Gabriel Glynn

1.2 Committee Membership

Members who wish to step down from a Committee must notify the Chairman or the Director prior to the next meeting. A final list of Committees and memberships will be available for the next Council meeting. It was agreed that a copy of the lists and explanatory notes as circulated at the meeting be sent to absent Council Members.

1.3 Financial Report C&AG 2002

Resolution:

That the Report of the C&AG for the year ended 31 December 2002 be noted.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Sean Creamer

1.4 Financial Statements 2003

Resolution:

That the Financial Statements for the period ending 31 December 2003 be adopted by Council subject to no material change by the C&AG.

Moved: David Hall
Carried without dissent

Seconded: John Duggan

1.5 Audit Committee

The membership is to be as follows:

External member qualified in accounting and auditing – Chairman and Director to source
Financial Specialist from a Health Board or similar – Chairman and Director to source
Member of Council – David Hall
Management representative from Council – Martin Gallagher
Staff member of PHECC – Pauline Dempsey
Head of Corporate Services – Barry O’Sullivan (ex-officio)

1.6 Draft Annual Report

Resolution:

That Council approve the draft Annual Report subject to feedback to and sign off by the Chairman.

Moved: Macartan Hughes
Carried without dissent

Seconded: Gabriel Glynn

2. Priority Medical Dispatch

Prof. Bury presented a paper on Medical Dispatch and circulated notes.

It was identified that there is an opportunity to research the existing gaps in the data chain from Medical Dispatch through to post hospital care. The Chairman highlighted that research is a fundamental part of the PHECC remit as per the Statutory Instrument. The Director will discuss the options for further research with Professor Bury.

3. Minutes

Resolution:

That the minutes of the Council meeting held on 12th August 2004 be adopted.

Moved: Macartan Hughes **Seconded:** Sean Creamer
Carried without dissent

4. EMT-A

Council noted correspondence in relation to EMT-A as presented with respect to funding, selection for the second course and registration of Paramedic Instructors. The HeBE report was also presented for information purposes.

5. Statutory Instrument

The Chair updated to say that he had been advised that only minor drafting changes remain to be resolved.

6. GPs, GP-Co-operatives & Ambulance Services

The proposal for a PHECC register for Healthcare Professionals and the suggestions for refinement were reviewed. In particular, the change in emphasis towards MWHB and the targeted outcomes were highlighted.

Resolution:

That Council approve in principle funding the collaborative proposal regarding Ambulance Services, GPs and GP Co-operatives subject to refinement and development as suggested and subject to;-

- **Sufficient funds being available**
- **Co-funding being secured**
- **Maximum funding of €250,000**
- **Ambulance Service budget not being affected**

Moved: Gabriel Glynn
Carried without dissent

Seconded: Frank O'Malley

7. Spatial Analysis

A summary of the proposal was discussed and the potential for analysing real time Ambulance activity from CAD in conjunction with existing Spatial Analysis methodology was highlighted. The possibility of linking this proposal with the PHECC PRF was endorsed.

Resolution

That Council approve the conduct of a tender competition in relation to the spatial analysis proposal subject to a maximum expenditure of €35,000.

Moved: Sean Creamer
Carried without dissent

Seconded: Gabriel Glynn

Resolution:

That Council approve the re-allocation of the EMT-A accrual funding to EMS / EMT-A supporting initiatives.

Moved: Sean Creamer
Carried without dissent

Seconded: Frank O'Malley

8. Director's Report

The contents of the report were presented and Ms. Julie Woods briefed the Council on the last meeting of the Accreditation Committee.

Resolution

At the request of the Clinical Care Committee, Council approved that the HeBE Ambulance Project Manager be invited to join the Clinical Care Committee as a generic member.

Moved: Julie Woods
Carried without dissent

Seconded: David Hall

9. A.O.B.

9.1 Council were advised that the following would be included on the agenda for the next Council meeting:

- Proposals re roll-out of the PRF

- Draft 04 standards
- Revised Council Members' handbook and Ethics Declaration

9.2 Trainee Issues – Concern was expressed regarding experiential training and eligibility to undergo examinations. Issues with respect to rostering trainees with trainees had been the subject of correspondence between PHECC, NATS and a Health Board some months previously. The “04 Standards” should assist in clarifying the issues. Council agreed that in the interim period the Chairman will advise relevant individuals of the implications and the possible introduction of a penalty system at future NQEMT examinations.

9.3 The issue of the status of the CPG-As and also a Code of Practice for EMT-A training were discussed. Clarification of the process for authorising documents will be addressed at the next Council meeting.

Resolution:

That Council empower the Chair of the Medical Advisory Group in consultation with the Chairs of Accreditation and Clinical Care Committees and the Director to authorise draft CPG-As for interim instructional purposes.

Moved: Sean Creamer
Carried without dissent

Seconded: Gabriel Glynn

9.4 The Chairman advised that future meetings would be held on the second Thursday of each month at **11.00am.**

Next Meeting Thursday 14th October 2004 @ 11am.

Signed _____
Mr. Paul Robinson
Chairman

Date: _____

**Minutes of the meeting held on 12th August 2004 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. Martin Gallagher
Mr. Michael Garry
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. David Hall
Mr. Pat Hanafin
Mr. Macartan Hughes
Mr. Frank O'Malley
Ms. Julie Woods

Apologies: Prof. Gerard Bury
Mr. Pat McCreanor

Present: Dr. Geoff King – Director
Mr. Barry O'Sullivan – Head of Corporate Services
Ms. Suzanne Conroy – Council Secretariat

1. Chairman's Business

1.1 New Members

The Chairman welcomed new members and congratulated re-appointed members of the Council. It was agreed to acknowledge the contribution of members not re-appointed in an appropriate manner.

It was recommended that the Director organise an induction programme for new members; re-appointed members may wish to attend also.

Now that a new Council has been appointed, the following need consideration and will be listed for the agenda of the next meeting:

- Appointment of Vice Chairperson of Council
- Membership of Clinical Care Committee and Accreditation Committee
- Appointment of Audit Committee

A workshop will be organised later in the year to review progress against the Strategic Plan.

1.2 Financial Statements

The Financial Statements for 2002 were presented including amendments to the Council membership.

Resolution:

That the Financial Statements for the period ending 31 December 2002 be adopted by Council subject to no material change by the C&AG.

Moved:
John Duggan
Carried without dissent

Seconded:
Sean Creamer

1.3 Next Meeting

The next meeting is scheduled for w/c 20th September 2004. The office will circulate options and the exact day will be determined by members' availability. The office will also circulate to establish if members want to continue with Council meetings on the morning of the 2nd Thursday of the month.

2. Minutes

The Chairman advised that the matter of meeting with the Minister was not progressed as the DOHC advised that funding for EMT-A was available. In any case the Chairman's appointment to Council lapsed.

Resolution:

That the minutes of the Council meeting held on 4th May 2004 be agreed.

Moved:
Gabriel Glynn
Carried without dissent

Seconded:
John Duggan

3. EMT – A

- 3.1 Funding is now available and training will proceed in NATS w/c 6th September 2004. The first course will be to 'train the trainers'. An announcement will be made by NATS regarding initial course list once it is finalised.

Course dates which are to be funded by PHECC are as follows:

1 st	w/c 6 th September 2004
2 nd	w/c 20 th December 2004
3 rd	w/c 4 th April 2005

Members asked questions about selection criteria and deployment models of EMT-A. A copy of the HEBE "Introduction of EMT-A in the Irish Ambulance Service" report will be circulated to Council members.

4. Statutory Instrument:

- 4.1 The DOHC has advised that the Statutory Instrument is currently under legal consideration.

5. UCD Research

5.1 GP Cooperatives

The Chairman suggested that the Director review the document in consultation with Philip Lane (HEBE) and Anne-Marie Hoey (NEHB) to determine how to refine and progress the proposal.

5.2 EMT Continuing Professional Development

It was noted that the practice in the more developed models was for a requirement for approximately two weeks of Continuing Professional Development per annum. Council

referred the issue of CPD and appropriate models for EMT's in the Irish context to be progressed by the Clinical Care Committee.

5.3 Priority Medical Dispatch

A detailed discussion on Priority Medical Dispatch was deferred until the next meeting when Professor Gerard Bury is in attendance.

6. Director's Report

6.1 Council was advised that a paper audit is currently underway with DFB / RCSI and an audit of NATS will follow. The Accreditation Committee are due to meet early September.

6.2 A double exam will be run in September to facilitate the number of candidates.

6.3 The Director was asked to progress the possibility of a joint launch for the Clinical Handbook and EMT – A. However, the Chairman advised that there would be no Minister available on 6th September. The Council specifically thanked the Medical Advisory Group and Clinical Care Committee members for their efforts in developing the Clinical Practice Guidelines.

6.4 The Director advised that this is a crucial time for all to review the data set / definitions and glossary of terms as it is proposed to present a finalised version to Council for formal approval within 6 months. A Council member highlighted the importance of recognising the public's perception of certain terminology and incorporating as appropriate.

6.5 A seminar for Private Ambulance Services is being scheduled.

7. Any Other Business

David Hall, on behalf of Council members acknowledged and endorsed the Minister's reappointment of the Chairman and thanked Paul Robinson for all his hard work and commitment to date and looks forward to another successful term with him as Chairman.

That being all the meeting ended.

Signed: _____
Mr. Paul Robinson
Chairman

Date: _____

**Minutes of the meeting held on 4th May 2004 in the office of the Council,
Abbey Moat House, Abbey Street, Naas, Co Kildare**

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury
Mr. Sean Creamer
Mr. Mark Doyle
Mr. Gabriel Glynn
Mr. Pat Hanafin
Mr. Macartan Hughes
Mr. Tommy O' Doherty
Ms. Julie Woods

Apologies: Mr John Duggan
Mr. Karl Farrell
Mr. Pat Gaughan
Mr. David Hall
Mr. Michael Lyons

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

1. Chairman's Business

1.1. Code of Practice for the Governance of State Bodies

Resolution:-

That the Code of Practice for the Governance of State Agencies be formally adopted.

Moved: Pat Hanafin **Seconded:** Sean Creamer

Carried without dissent

1.2 Audit Committee

The Charter for the Audit Committee as included in the meeting papers was discussed.

Resolution:-

That PHECC convenes an Audit Committee as per Charter.

Moved: Macartan Hughes **Seconded:** Gerry Bury
Carried without dissent

1.3 Financial Statements 2001

The Chairman advised that the C&AG has completed the audit. There were no material changes. The Minister will now be provided with signed copies.

1.4. Council Membership

The Chairman and Director have been in contact with Denis O'Sullivan regarding Council membership. The understanding is that members who wish to continue after 8th May 2004 will have their membership extended. This is now with the Minister but may not be finalised by 8th May.

Resolutions:

(a) Council authorises expenditure by the Director in providing services consistent with the business plan adopted by Council, within available funding.

(b) That Council Members whose term of office expires on the 9th May be co-opted onto PHECC Standing Committees of which they are currently members, pending reappointment.

Moved: Sean Creamer **Seconded:** Macartan Hughes
Carried without dissent

1.5 Medical Advisor

A paper was circulated defining the relationship of the Medical Advisor to the Medical Advisory Group.

Resolution:-

Council approves the temporary appointment of the Director Dr Geoff King to the position of Medical Advisor for a period of two years, at which time the position and the appointment will be reviewed.

Moved: Julie Woods **Seconded:** Pat Hanafin
Carried without dissent

2. Minutes

Resolution:-

That the minutes of the Council meeting held on the 2nd March 2004 be agreed with an amendment in 7.1 Licence Issue that the word “temporary” be deleted.

Moved: Macartan Hughes **Seconded:** Sean Creamer
Carried without dissent

3. Statutory Instrument

The Director advised that the PHECC SI – Amendment Order is with Paul Barron of the DoHC and will be shortly sent to the Attorney General’s office.

A discussion arose amongst members regarding the Minister’s speech at the AAP conference in which he stated that the funding was now available for the commencement of EMT-A and that he expected training to commence without waiting for the resolution of the legislative issues. This had put Council members in an awkward position. Furthermore the first Council is at the end of its 4 years and it is over a year since the Minister announced policy approval for EMT-A yet this sentinel initiative of PHECC has not yet been delivered on.

It was agreed that the Chairman will formally write to the Minister seeking a meeting of the Minister with the Chairman and Director regarding this issue.

4. NQEMT Examination Review

The NQEMT Examination Review document prepared by Julie Woods and circulated with Council papers was discussed. The Chairman congratulated Julie on her excellent work.

A discussion arose regarding trainees. A question arose as to whether there would be any merit in trainees enrolling on the PHECC Register as trainees. The need to formalise mentor training and mentor arrangements for trainees was identified. The Director agreed to explore these issues in the context of the review of the 1995 standards and the implementation of the PHECC register, and to keep Council informed.

It was also suggested that there is a need for clarification of the indemnification status of trainees. The Chairman advised this would need to be taken up with the CEOs.

5. Levels of NQEMT/”Paramedic” terminology

The terminology paper and MRBI/survey results included in the meeting papers were discussed in the context of the Director's Report.

Resolution:-

That the amendments to the SI include "paramedic" terminology at what has been to date referred to as the EMT and EMT-A levels.

Moved: Pat Hanafin
Carried without dissent

Seconded: Tommy O'Doherty

6. Director's Report

6.1 PRF

The Director informed members that draft edition 2 of the PRF and the electronic proof of concept is progressing. The data items and definitions are being refined for finalisation by MAG.

6.2 Sean Creamer's Secondment

The Director informed Members that Sean Creamer's secondment is nearing completion. He asked that Council approve seeking an extension.

Resolution:-

Council approves that Sean Creamer's secondment be extended to the end of July.

Moved: Tommy O'Doherty **Seconded:** Gabriel Glynn
Carried without dissent

6.3 Pauline Dempsey's New Arrival

The Director informed Members of Pauline Dempsey's new arrival, baby Liam. Council sends their congratulations.

7. A.O.B.

7.1 HEMS

The press release and sample newspaper reports on the HEMS Feasibility Study were circulated to Members. Members would be provided with copies of the Feasibility Study.

7.2 Next Meeting

The next Council Meeting is due to take place on the 10th June. This coincides with the ISIC Conference to be held in the Connemara Coast Hotel. It was agreed that the Council Meeting should take place in Connemara also. The office will circulate members with details and make necessary arrangements.

7.3 Final Meeting

As this was the final meeting of the current Council membership; the Chairman expressed his gratitude for all the hard work done by Council members, those at the end of 4 year terms, and those whose 3 year terms had been extended. The Chairman made mention of the many successes of Council. He also expressed his thanks to the Director, Acting Director and all PHECC staff for their enthusiasm and skill. The Director advised that, in consultation with the Chair, it is planned that when Council is reconstituted, to hold a workshop to assess PHECC's progress against the Strategic Plan 2002-2005, and map the priorities for the last 12 months of the 3 year plan. This will also be a useful prelude to Council's next Strategic Plan in 2005.

Signed: _____
Mr. Paul Robinson

Date: _____

**Minutes of the meeting held on 8th April 2004 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
Mr. Macartan Hughes
Mr. Tommy O' Doherty
Ms. Julie Woods

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

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

1. Chairman's Business

1.1. Financial Statements

The Financial Statements for the year ending 31 December 2001 were circulated.

Resolution:

That the Financial Statements for the period ending 31 December 2001 be adopted by Council subject to no material change by the C&AG.

Moved: Sean Creamer
Carried without dissent

Seconded: John Duggan

1.2. Audit Committee

The Chairman advised that there is a requirement for PHECC to convene an Audit Committee; this will be formally considered at the next Council Meeting.

1.3. Code of Practice

The Chairman asked Members to read the Code of Practice previously provided as part of the Member's manual; it was intended that the Code of Practice be formally adopted at the next Council meeting.

1.4. Next Meeting

The Chairman suggested and it was agreed that the next meeting be scheduled for the 30th April 2004 at 2.00pm.

1.5. Membership

The Chairman reminded members that most of the current member's term of appointment is due to expire soon and the Minister will need to make new appointments, or to extend existing. Members were requested to inform the Chairman or the Director if they did not wish their membership of Council to be extended after 8th May 2004.

2. Minutes

Resolution:

That the minutes of the Council meeting held on the 2nd March 2004 be agreed.

Moved: John Duggan
Carried without dissent

Seconded: Pat Hanafin

3. Statutory Instrument

A copy of the PHECC SI – Amendment Order was included in the papers. This is with the Department at the moment being prepared for the Attorney General's Office and the Director is pursuing.

A discussion arose amongst members regarding the introduction of the title "Paramedic". There was general support for the concept. The Chairman advised that it was important to establish that there would be no negative implications for the amendment of the Statutory Instrument.

It was agreed that the Director prepare a paper on this issue for the next Council meeting.

4. Health Service Reform Programme

The final report of the "Streamlining of Agencies Action Project Committee"

was included in the papers, and is referred to in the Director's Report. On the Sequencing Schedule table, it was noted that PHECC was listed as a longer-term agency. It was agreed that this was positive for PHECC and its current works in progress.

5. ERAS Incident Response Team

PHECC has been approached to sponsor an ERAS Incident Response Team as distributed in the meeting papers. A discussion arose.

It was agreed that ERAS should be complimented on their initiative but that it would be inappropriate for PHECC to sponsor this project as it is an operational matter.

6. Director's Report

6.1. Auxiliary & Voluntary

A special newsletter on the Auxiliary and Voluntaries Conference was circulated to Council Members. Barry O'Sullivan was congratulated on his excellent work in both organising the conference and collating the information for the special edition newsletter.

Mark Doyle felt the conference indicated that some of the organisations would benefit from a greater sense of direction. Pat Gaughan suggested there is a need for engagement of these organisations by the Hanly II process and the National Ambulance Office established within HeBE.

6.2. Private Ambulance Seminar

It was noted that PHECC are planning to hold a seminar at the end of June to engage the Private Ambulance Service providers.

6.3. 6th NQEMT Examination

Summary results of the 6th NQEMT Examination were distributed to Council Members for their information. Gabriel Glynn who attended the examination as an observer complimented the PHECC staff for their hard work, and the quality assurance in operation at the exam. It was agreed that PHECC staff be congratulated for their excellent work at the examination.

6.4. Control Working Group

Gabriel Glynn as Chair outlined the current work of the Working Group. He welcomed the addition of a representative of the NIAS.

A proposed letter to Controllers as included in the meeting papers was noted.

It was noted there is significant disparity in training in Ireland versus international and that there will be significant challenges for PHECC and Ambulance Services in devising and implementing appropriate training standards for Controllers.

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

7.1. Licence Issue

Tommy O'Doherty asked for clarification on the issue of temporary employment with a Health Board with respect to driving licence requirements. The Chairman agreed to follow-up.

8. **Medical Advisor**

The Director and the Head of Corporate Services left the meeting.

9. Council considered proposals for the appointment of Medical Advisor. A discussion arose about the relationship of the Medical Advisor to the Medical Advisory Group. The Chairman agreed to define this for the next meeting.

Subject to the Chairman defining this it was agreed that Council will approve the temporary appointment of the Director Dr Geoff King to the position of Medical Advisor for a period of two years, at which time the position and the appointment will be reviewed.

Minutes of the meeting held on 2nd March 2004 in the Kilkenny River Court Hotel, Kilkenny.

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

Apologies: Prof. Gerard Bury
Mr. Karl Farrell
Mr. Pat Gaughan
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

- 1.1 The Chairman informed members that correspondence received from Karl Farrell advised he is unavailable for re-appointment to Council from May this year. The Department of Health & Children have been notified accordingly and a letter of appreciation of service to the Council will be sent to Karl.
- 1.2 The Chairman noted receipt of a letter from the Department of Health & Children confirming the Minister's intention to provide the Council with the necessary additional funding to support the roll out of the EMT-A training programme. The Chairman proposed that the Director draft a press release advising of the contents of the letter. The Chairman also proposed that a formal letter be sent to both NATS and the CEOs' Group to advise that the PHECC Statutory Instrument and approval of funding to start training is pending.

2. Minutes

Resolution:

That the minutes of the Council meeting held on the 12th February 2004 be agreed.

Moved: John Duggan
Carried without dissent

Seconded: Gabriel Glynn

3. Draft Business Plan

The draft business plan was tabled for consideration.

Resolution:

That the Business Plan be adopted subject to adjustment by increasing the allocation to EMS R&D Projects to €375,000.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Macartan Hughes

4. A.O.B.

Nil

5. Medical Advisor

The Director and the Head of Corporate Services left the meeting.

The Chairman outlined two issues: the role and job description; and the appointment of a Medical Advisor. Council Members discussed the circulated draft of the job description and suggested some amendments. The Chairman undertook to review and bring back to the next meeting. Members felt that the appointment of a Medical Advisor should be considered at the next meeting when the role and job description have been finalised.

Signed: _____

Mr Paul Robinson
Chairman

Date: _____

Minutes of the meeting held on 12th February 2004 in the office of the Council, Abbey Moat House, Abbey Street, Naas, Co. Kildare.

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury
Mr. Sean Creamer
Mr. Mark Doyle
Mr. John Duggan
Mr. Pat Gaughan
Mr. Gabriel Glynn
Mr. Pat Hanafin
Mr. David Hall
Mr. Macartan Hughes
Mr. Michael Lyons
Ms. Julie Woods

Apologies: Mr. Tommy O' Doherty
Mr. Karl Farrell

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

1. Chairman's Business

- 1.1 The Chairman extended his sympathy to John Duggan on the recent death of his mother.
- 1.2 The Chairman noted receipt of a letter of engagement from the Controller and Auditor General re audit for 2003.

2. Presentation

A presentation was given to members by Prof. Gerry Bury on "A preview of PHECC commissioned research on GPs and A/H co-operatives". Council members found the presentation very interesting and congratulated him on his work. The Chairman requested that each Council Member receive a copy of the presentation; this was agreed but it was requested that the information not be disseminated prior to proposed publication. The Chairman alluded to other research currently looking at outcomes of a GP cooperative including an apparent reduction in A&E attendances. Council looks forward to the formal report of the research. Gerry advised that as a follow-up, a proposal was in development for consideration by PHECC as a pilot project, re institutionalising arrangements between GP's involved in pre-hospital emergency care and ambulance services.

3. Minutes

Resolution:

That the minutes of the Council meeting held on the 11th December 2003 be agreed with an amendment in the Chairman's Business that "the 2000 Financial Statements as approved by the Comptroller and Auditor General were noted by Council" be added.

Moved: Pat Hanafin
Carried without dissent

Seconded: Sean Creamer

4. Funding

The Chairman informed members that the letter of determination from the Department of Health & Children was recently received. There has been an increase of approximately 6% since last year. The Director advised that a business plan would now be prepared for Council's next meeting.

5. Office Accommodation

The Director spoke of the pressures on the existing office space and advised Members that some additional office space has become available downstairs in Abbey Moat House which PHECC would like to avail of. The office space also comes with additional car parking spaces. The lease is initially for a 12 month period and it was agreed that it was prudent to avail of the extra space.

Resolution: That the additional office space be leased for 12 months initially.

Moved: Gabriel Glynn
Carried without dissent

Seconded: David Hall

6. Conferences

6.1 Auxiliary & Voluntary Emergency Care Providers Conference

Members were informed that organisation for the conference Sharing the Vision – Auxiliary & Voluntary Emergency Care Providers was progressing well and Barry O'Sullivan was taking the lead role in same.

It was agreed that this conference would give PHECC an opportunity to engage with the Auxiliary & Voluntary groups and make them aware of Council's activities and outline our current and future developments.

Michael Lyons suggested that it would be a good idea for someone to present to the conference outlining the changing environment that will affect all

providers including auxiliary and voluntary viz Health Service Reform, Hanly etc. The Director undertook to organise this.

6.2 AAP Conference – Cork

Members were asked to note the dates of the AAP Conference in Cork.

7. EMT-A

7.1 Fitness to Practice

Members were updated on the legal issue which had arisen with respect to the “Fitness to Practice” provisions in the proposed amended Statutory Instrument.

Senior Council had been engaged on this matter and revised amendments drafted in consultation with our solicitors. The Director and Head of Corporate Services met with the Department on 11th February 2004, the outcome of which was that the Department is comfortable with our legal opinion and proposed amendments.

A discussion arose about Senior Council’s Opinion in relation to the wording of (o) and (p). It was agreed that the wording should change to differentiate misconduct and unfitness and revised amendments be brought to the Department for their consideration provided such revision does not unduly delay progress of the amended S.I.

Paul Barron suggested an additional amendment regarding the approval of service provider organisations for use of CPG’s; this was thought to be prudent and the office is currently drafting the wording for the Dept.

7.2 EMT-A Deployment

A paper on the “Initial Deployment of EMT-As” by Alan Murray was distributed with the meeting papers as well as Mark Doyle’s précis of same.

The Chairman informed Members that he was disappointed that in the letter of determination there was no provision of funding for EMT-A. The Director advised that verbal reassurances were given by the Department in the meeting the day before and formal advice is expected in the very near future. The Department advised that the Minister had given direction that the legislation be facilitated and that EMT-training be commenced. Paul Barron was particularly interested in how the Hanly pilot areas would be allocated early positions for training and how long it would take to train sufficient EMT-A members for Hanly. It was acknowledged that it would be helpful if training commenced in the second quarter.

John Duggan raised the issues of selection, deployment and pay for EMT - A. The Chairman advised that selection & deployment were under consideration

by the CEOs working group and pay was a matter for the HSEA. The expectation that EMT-A will be paid at a higher rate was acknowledged.

8. Research

8.1 Public Access Defibrillation.

A review document on “Public Access Defibrillation (PAD)” was distributed with the Council Papers.

A general discussion arose in relation to PAD. David Hall made mention of the role of the Irish Heart Foundation and the Director advised how the IHF was being engaged accordingly, with a very positive response to date.

The Director informed Members that the literature search is being further scoped and that a matrix would be prepared for the April Council Meeting to guide Council in advising Government on how to prioritise and target PAD and First Responder Models.

8.2 Cathal O’ Donnell’s proposal.

The Director advised that Cathal O’Donnell had submitted a proposal for funding for €8,000 and that, in consultation with Mark Doyle, Cathal was refining his submission.

Resolution:

That Council approves funding of €8,000 to Cathal O’Donnell subject to a proposal being received that is satisfactory to the Chair of MAG and the office.

Moved: David Hall
Carried without dissent

Seconded: Pat Hanafin

9. Director’s Report

9.1 Spatial Analysis Reports

The spatial analysis reports for the ERHA and five Health Boards were distributed to all Members.

Mr Michael Lyons was concerned about the distribution of these reports. It was agreed that at this point in time the spatial analysis reports should only be circulated to the Hanly Group, Department of Health & Children, HeBE and the CEOs of Boards.

9.2 Acute Hospitals Review Group

The Director informed Members that he had been appointed to the Acute Hospitals Review Group or Hanly Phase 11. This was welcomed by Members.

Copies of the Pre-Hospital Emergency Care Council Annual Report 2002 and ISIC Newsletter were circulated to all Members.

The PHECC Directory of Pre-Hospital Emergency Care Providers (CD-Rom) was circulated to all Members. The CD-Rom is to be distributed widely.

The Director informed Members that a comprehensive review of the NQEMT Examination is well underway and that the Clinical Handbook of Clinical Practice Guidelines is going to the printers next week. Council Members were given a preview of the draft 2nd edition PRF.

A draft copy of the next issue of PHECC's Newsletter was circulated to all Members and will be finalised early next week.

10. A.O.B.

The Chairman requested that a meeting of the Council take place before the conference on the morning of the 2nd March. This was agreed.