

**Minutes of the Council meeting held on the 11th December 2008
In PHECC Offices, Naas, Co. Kildare**

Present: Tom Mooney – Chairman
Michael Garry
Gerry Tuohy
Frank O' Malley
Tom Tinnelly
Michael Dineen
Patricia Fitzpatrick
Barry O' Brien
Michael Brennan
Cathal O' Donnell
Macartan Hughes
Conor Egleston
Frank McClintock
Zelie Gaffney
Valerie Small

Apologies: Mary McClelland
Karen Healy

In Attendance: Mr. Goeff King, Director
Mr. Barry O' Sullivan, Registrar
Ms. Marion O' Malley, Acting Council Secretariat

1. Chairs Business

The Chairman opened the meeting by discussing the recent controversy surrounding the issue of expenses for statutory bodies. The Chair has been in contact with the Department and has indicated that PHECC have followed government directions regarding this issue and wanted to reassure Council of same. The Director emphasised that PHECC has a very effective internal auditor and audit committee and feels that PHECC will not be exposed in any manner.

1.1 Membership of Council Committees and Working Groups, progress.

The Chairman outlined that meetings have been scheduled for MAG (11th December, 2pm) and Accreditation (12th December, 10am). All current Council members who had expressed an interest in joining the committees were appointed. The Director indicated that the previous Council endorsed the framework of all existing standing committees and advisory groups within PHECC following the review of roles, functions and memberships to meet a broader remit going forward. Gerry Tuohy expressed a concern that there were not enough operational or Paramedic level representatives considered for MAG. Macartan Hughes advised that his understanding is that the West will be nominating an operational Paramedic as one of the HSE representatives.

The Director advised that there are a few appointments outstanding on both the MAG and Accreditation committees and once these have been finalised the Director will concentrate on the Clinical Care Committee.

2. Minutes and Matters arising

With reference to the minutes of the Council meeting 17th October, Item 4, the Deputy Director circulated details of expenditure in the EMS and R&D budgets. The Chairman requested that Council note the breakdown of expenditure.

Resolution:

That Council approves the minutes of the meeting held on the 17th October 2008.

Proposed by: Gerry Tuohy

Seconded by: Frank O' Malley

Carried without dissent

3. Cardiac First Response

3.1 CFR Le Cheile Conference October 2008

The Director expressed his satisfaction at the positive feedback received from the CFR conference for community, voluntary and auxiliary service providers. He acknowledged the huge energy and effort the PHECC team put into the organisation of the event. Valerie Small congratulated all PHECC staff on running a very successful conference.

3.2 CFR Le Cheile for OFA Instructors November 2008

The Director acknowledged that the OFA Conference was also very well organised and run. The candidate feedback was also positive if not overwhelmingly so. He outlined however, that the conference was very informative both to PHECC and the OFA instructors and while there is still some work to be done in the area of occupational health, we are now in a better position to progress the comprehensive incorporation of the CFR standard in OFA.

4. Register

The Registrar tabled a list of 43 names for awarding of the NQEMT. The Register also tabled a list of 90 names for ratification bringing the total on the Register to 2531.

Proposed: Michael Dineen **Seconded:** Michael Garry

Carried without dissent

5. Education and Training Standards

The Director asked the Council members to review the accreditation documentation in the papers with a view to provisionally approving the institutions listed below, subject to the approval of the Accreditation Committee at a meeting to be held on Friday 12th December 2008.

Resolutions

That Council approves: Academy of Emergency Medical Education: Recognition of Institution and Courses: Cardiac First Response, Responder and Practitioner and Emergency First Response subject to approval by the Accreditation Committee.

That Council approves: Heartbeat Safety: Recognition of Institution and Courses: Cardiac First Response, Responder, Practitioner and Instructor subject to approval by the Accreditation Committee.

That Council approves: JMC Health & Safety: Recognition of Institution and Course: Cardiac First Response – Instructor subject to approval by the Accreditation Committee.

That Council approves: MAR Consultants Ltd, T/A Advancedrive: Recognition of Institution and Course: Advanced Driver Programme for Drivers of Emergency Response Vehicles subject to approval by the Accreditation Committee.

Gerry Tuohy noted that driver training was now incorporated into the programme for recruit Paramedic candidates. This was to be welcomed but was not without logistical implications.

That Council approves: Order of Malta Ireland: Recognition of Course: Emergency Medical Technician subject to approval by the Accreditation Committee.

That Council approves: Sionnach Fire & Safety Training Ltd: Recognition of Institution and Courses: Cardiac First Response Responder and Emergency First Response subject to approval by the Accreditation Committee.

That Council approves: St. John Ambulance Brigade: Recognition of Courses: Cardiac First Response- Responder, Practitioner and Instructor subject to approval by the Accreditation Committee.

Proposed: Tom Tinnelly

Seconded: Valerie Small

Carried without dissent

6. Clinical Practice Guidelines

6.1 Paramedic Upskilling

The Director advised that the previous Council recommended that there should be 1 registered Paramedic on every emergency ambulance, with immediate effect, and by 2010 there should be 2 registered Paramedics on every emergency ambulance. He asked Council whether it was prudent to reconsider this decision with a view to shortening the timeframe. Following a detailed discussion among Council members the Chair emphasised that the 2010 date was currently achievable and at present there was no compelling reason to change the timelines, but would keep it under review.

The Director expressed his concern that 10 persons currently registered at Paramedic level have refused to complete the up-skilling. Following further discussion it was resolved that Macartan Hughes would look into the reasons and advise Council further at the next meeting in February 2009.

6.2 Knowledge, skills and medications implementation

Following discussion there was general agreement that PHECC, in consultation with the Training Institutions, could develop a distance/interactive package to assist in CPD and upskilling for CPG's.

7. Cross-Border Services Model

The Chairman endorsed the progress made to date in the Cross-Border Services Model. The Director emphasised that in principle Co-operation and Working Together (CAWT) supported the initiative and that PHECC is confident that the Northern Ireland Ambulance Service (NIAS) work south of the border can be legitimised where their drug sets matched those in the Republic. The Health Professionals Council (HPC) UK is looking at analogous arrangements for National Ambulance Service (NAS) work north of the border. The Director also stated that at present the focus is on statutory organisations working across the border. In the future other agencies could be looked at.

Council were in agreement that the Cross-Border Services Model is a very positive initiative for PHECC and the Director agreed to keep Council updated on progress.

8. Directors Report

The Directors report was referred to throughout the meeting. The Director added that following the proposal to subsume PHECC into the Health and Social Care Professionals Council (HSCPC) he has engaged with the Department of Health and Children and has met with the CEO of the HSCPC, and indicated that PHECC are mindful of policy and are anxious that their functions are preserved. The Chair emphasised that the Department are information gathering at the moment and have not gone any further in the process. The Director advised Council that he would be liaising closely with the Department.

9. AOB

9.1 Patricia Fitzpatrick enquired as to whether or not PHECC were interested in setting up a helpline for CFR trained personnel who are seeking CISM assistance as she felt that there is a need for it, especially for members of the public who are not part of a large institution. The Director indicated that while PHECC do not have any plans to set up a helpline they are the main sponsor of the Clinical Incident Stress Management (CISM) Project and will seek their advice on the matter. Both Michael Dineen and Frank McClintock stressed that at local level there are in- house policies set up to deal with any issues that CFR trained personnel may have.

9.2 The date for the next Council meeting was agreed for Thursday 12th February 2009 at 10am in the PHECC Offices, Naas, Co. Kildare.

The Chair concluded the meeting by wishing all Council members a Happy Christmas and New Year and thanking them for their help and co-operation to date.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 17th October 2008
In The Sheraton Hotel, Athlone, Co. Westmeath**

Present: Tom Mooney – Chairman
Frank O'Malley
Tom Tinnelly
Michael Garry
Michael Dineen
Cathal O'Donnell
Barry O'Brien
Mary McClelland
Michael Brennan
Patricia Fitzpatrick
Valerie Small
Zelie Gaffney
Macartan Hughes

Apologies: Karen Healy
Frank McClintock
Gerry Touhy
Conor Egleston

In Attendance: Mr. Barry O' Sullivan, Deputy Director & Registrar
Ms Claire Finn, Acting Council Secretariat

1. Introductions

The Chairman opened the meeting by discussing the recent budget announcement and the associated rationalisation of state agencies proposal. It is proposed to subsume PHECC into the Health and Social Care Professionals Council. The Chair indicated that this was not a new move and indeed it had previously been proposed four and a half years ago. He indicated that this would take a length of time to implement and that he and the Director will be liaising closely with the Department of Health and Children. The Chair also emphasised the need to closely monitor the process to ensure the continued existence of the PHECC functions other than those of registration to consolidate the gains and improvements to pre-hospital emergency care for people in Ireland.

2. Chairman's Business

2.1 Memberships of Council Committees and Working Groups, progress:

The Chairman outlined that the Director had been in touch with the Chairs of the various groups and progress had been made particularly with respect to the Medical Advisory Group and the Accreditation Committee. It is the Chair's intention that the membership of the two standing committees and the Medical Advisory Group will be presented in full at the November meeting..

3. Minutes & Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 11th September 2008.

Proposed by: Frank O' Malley

Seconded by: Patricia FitzPatrick

Carried without dissent

4. Finances

The Chairman reminded members that under Financial Governance and the duties of Council members that they should be mindful and aware of financial issues in so far as they relate to Council. The Deputy Director and Registrar outlined the sequence of correspondence between PHECC and the DoHC with respect to the original letter of allocation and the revised letter of allocation and outlined the draft financial projection to the end of the year. This projection contains the revised plan for the cash drawdown and the details of income and expenditure to date. He also undertook to bring back for the November Council meeting material items for expenditure in the EMS and R&D budgets. The Council members noted the contents of the projection.

5. Risk Management Framework

The Chairman introduced the risk management documentation and set it in context along with the governance of the organisation against the current financial climate. The Deputy Director and Registrar highlighted that the Risk Framework Document is a general framework document covering the eight specific areas and it is accompanied by the Risk Assessment Register which deals with each one of these areas in particular. Mr. O'Sullivan also advised Council members to pay particular attention to the items highlighted as H (high risk) contained in the Risk Registers. Council noted the contents of the Risk Management Framework and the Chairman commented on the necessity to identify risks and ensure that these risks are appropriately managed.

6. Cardiac First Response

Mr. O'Sullivan outlined the PHECC CFR Strategy and the need to amend the standard to permit practitioner courses to be delivered by instructors who are not necessarily registered health professionals. Both Ms. McClelland and Ms. FitzPatrick expressed concern about OFA instructors and the adequacy of the training which was provided to them. Following a detailed discussion among Council members it was resolved to address this issue through the provision of refresher courses as required. The outline of the proposal which was arrived at was that PHECC through the HSA would offer additional refresher training / upskilling to OFA instructors who didn't feel confident or competent in CFR/AED training. This measure was to be aimed principally at individuals who have not had prior training on either of these two skills.

Resolution:

That PHECC organise and co-ordinate refresher CFR/AED upskilling for OFA Instructors on a regional basis.

Proposed: Michael Garry

Seconded: Frank O'Malley

Carried without dissent

Resolution:

That Council approve that CFR Practitioner Courses can be delivered by CFR Instructors who are not necessarily registered health professionals.

Proposed: Michael Dineen

Seconded: Patricia FitzPatrick

Carried without dissent

7. Report of the Commission on Patient Safety and Quality Assurance

The Chair emphasised the importance of the "Building a Culture and Patient Safety" document and underlined the key role that this will be playing in the future. He also praised the report which was prepared by the Executive addressing each of the issues as outlined in the paper. Ms. Small and Mr. O'Brien both commented favourably on the contents of the evaluation and recommended that it be submitted to the DoHC formally and also placed on the PHECC website.

The contents of the report were noted and the Chair emphasised that this was an issue which would have to be revisited and monitored in the future.

8. Register

The Registrar tabled a list of 22 names for awarding of the NQEMT. The Register also tabled a list of 26 names for ratification bringing the total on the Register to 2440.

Proposed: Frank O'Malley **Seconded:** Cathal O'Donnell

Carried without dissent

9. Clinical Practice Guidelines

The Deputy Director advised that two Clinical Practice Guidelines, Stroke and Acute Coronary Syndrome for Paramedics and Advanced Paramedics were being reintroduced for approval on the basis of feedback in relation to their suitability. Macartan Hughes emphasised that there were some anomalies that would need to be addressed particularly in the Acute Coronary Syndrome CPG.

Resolution:

That Council approve the Acute Coronary Syndrome and Stroke CPGs for Paramedics and Advanced Paramedics in principal only and that final sign off on these two CPGs would be on the basis of agreement between the Director and the Chair of the Medical Advisory Group.

Proposed: Valerie Small

Seconded: Zelig Gaffney

Carried without dissent

10. CLEAR

The Deputy Director outlined the roles and functions of the CLEAR Organisation and circulated documentation with respect to their conference which was being conducted in Dublin in July. He also advised that he had been appointed as Co-Chair of the Health Committee of CLEAR. Council noted the contents of the documentation.

11. A.O.B.

11.1 Council were advised that the outstanding items in relation to the applications by NASC/UCD and Civil Defence College for recognition of courses have been resolved.

Resolution:

That Council approves the recognition of course for the Civil Defence College (EFR Course) and NASC/UCD (Module for Thrombolysis)

Proposed: Patricia Fitzpatrick

Seconded: Michael Dineen

Carried without dissent

11.2 The new edition of the PHECC Voice was circulated along with the updated edition of the PHECC View document.

Signed: _____

Mr. Tom Mooney
Chairman

Date _____

Minutes of the Council meeting held on the 11 Sept 2008
PHECC Offices, Naas, Co. Kildare

Present: Mr. Tom Mooney – Chairman
Mr. Frank Mc Clintock
Mr. Michael Dineen
Ms. Patricia FitzPatrick
Mr. Michael Garry
Mr. Macartan Hughes
Dr. Zelig Gaffney
Ms. Mary McClelland
Mr. Barry O' Brien
Dr. Cathal O' Donnell
Mr. Frank O' Malley
Dr. Conor Egleston
Mr. Tom Tinnelly
Mr. Gerry Tuohy

Apologies Mr. Michael Brennan
Ms. Valerie Small
Ms. Karen Healy

In Attendance: Barry O' Sullivan, Deputy Director & Registrar
Deirdre McHugh, Acting Council Secretariat

The Chairperson opened the meeting by welcoming all and with special mention of members attending their first council meeting.

1. Presentation: The National Prehospital Research Strategy (Dr Cathal O'Donnell)

Dr Cathal O'Donnell gave the Council a brief presentation on The National Pre-Hospital Research Strategy, detailing the background and priorities of the project.

The Council discussed the benefits of issues such as scientific writing workshops and increasing the importance of research to practitioners within the pre-hospital care services.

Dr O'Donnell will keep the Council informed on the processes and progress of the programme in the coming months and indicated that he would be available to all Council members to give further information about the project at any stage.

2. Chairman's Business

2.1 Chairs & Memberships of Council Committees and Working Groups

The Chair gave details of those who have indicated an interest in the positions of Committee Chair and Vice Chair of Council.

Resolution:

That Council approve the following appointments

Vice Chair of Council;
Chair of Clinical Care Committee;
Chair of the Accreditation Committee;
Chair of the Medical Advisory Group;

Ms Valarie Small
Mr. Frank O'Malley
Mr. Michael Garry
Dr. Cathal O'Donnell

Moved: Macartan Hughes
Carried without dissent

Seconded: Michael Dineen

Chair proposed that the individuals appointed in conjunction with the Director agree composition of committees.

2.2 October Council Meeting

It was agreed the next Council meeting will be held in The Sheraton Hotel Athlone on October 17th at 3.00pm.

3. Minutes & Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 24th July 2008.

Moved: Cathal O'Donnell
Carried without dissent

Seconded: Michael Dineen

4. Cardiac First Response

4.1 DVD and Training Manual

The Registrar notified the Council about the completion of the PHECC suite of training tools, including the Cardiac First Response DVD and Manual. A discussion ensued regarding the level of skills involved and the manual, and the need to explore the idea of producing a simplified version and corresponding training course.

Dr O'Donnell and Dr Egleston complimented the quality of the work gone into the manual but expressed a concern that the level of detail may put off some users from attempting to undertake CPR skills for fear of not adhering to the standards. Dr. Egleston suggested that a CPR publicity campaign be undertaken by PHECC. The Council discussed at length the issues involving "simplified" CPR courses. The Registrar advised that such a proposal for uncertified training could be evaluated and examined by the Clinical Care Committee.

Mary McClelland expressed a concern as the confusion that may be caused in the general public by the variety of courses and standards currently available nationally and suggested that one standard be adhered to.

The Registrar informed the Council that PHECC will host a conference specifically targeted to OFA instructors in the Osprey Hotel in Naas on November 5th which should help resolve any confusion that may exist, particularly involving Occupational First Aiders work and PHECC.

Resolution:

The Council instruct the Clinical Care Committee to investigate and examine the merits of developing a "citizen" level CPR programme.

Moved: Dr Cathal O'Donnell

Seconded: Macartan Hughes

Carried Without dissent

4.2 Schedule of fees

The Registrar notified the Council of the proposals to change a number of fees, primarily to ensure that cost is not a prohibitive factor in utilising PHECCs services

Resolution:

That Council approve and adopt the schedule of fees as proposed

Moved: Barry O'Brien

Seconded: Michael Garry

Carried without dissent

4.3 CFR le Chéile 2008

The Registrar notified the Council about CFR le Chéile conference which PHECC will host in the Sheraton Hotel Athlone on 17th October. Training Institutions, Voluntary and Auxiliary services will be invited. The Council members agreed that this would be an excellent opportunity to meet with representatives involved with CFR groups from throughout the country.

4.4 ILCOR Signage

The International Liaison Committee on Resuscitation (ILCOR) has launched a new “Worldwide” AED sign. The Registrar informed the Council that the previous council had adopted the UK version. However the Executive recommends moving to the International Signage.

Macartan Hughes raised a concern that the use of “AED” rather than “Defibrillator” may cause confusion. This issue was discussed at length and it was determined that a publicity campaign could resolve this.

Resolution:

That Council adopt the new ILCOR AED signage.

Moved: Barry O’Brien
Carried without dissent

Seconded: Frank McClintock

5. Report of the Commission on Patient Safety & Quality Assurance

The report “Building a Culture of Patient Safety” was introduced by the Registrar. A report on how it impacts on PHECC will be presented at October’s Council meeting. Mr Barry O’Brien expressed his opinion that this report will have an impact on PHECC work particularly in the area of Credentialing and competency of practitioners.

6. Register

The Registrar tabled a list of 10 names for awarding of the NQEMT and a list of 24 names for ratification on the Register bringing the total on the Register to 2414.

Moved: Michael Dineen
Carried without dissent

Seconded: Frank O’Malley

7. Education & Training Standards

7.1 NASC/UCD; Recognition of Course: Advanced Paramedic Upskilling Module (Thrombolysis)

Resolution:

That Council approve in principle; NASC/UCD; Recognition of Course: Advanced Paramedic Upskilling Module (Thrombolysis) subject to approval from the Chairs of Council, MAG, Accreditation, and Clinical Care Committee along with the Director.

Moved: Frank O’Malley
Carried without dissent

Seconded: Zelig Gaffney

7.2 Civil Defence College; Recognition of Course; EFR

Resolution:

That Council approve in principle; Civil Defence College; Recognition of Course; EFR subject to approval from the Chairs of Council, MAG, Accreditation, and Clinical Care Committee along with the Director.

Moved: Macartan Hughes
Carried without dissent

Seconded: Tom Tinnelly

7.3 IATI; Recognition of Course: CFR Responder and Practitioner – Instructor Course

Resolution:

That Council approve; IATI; CFR Responder and Practitioner – Instructor Course

Moved: Cathal O'Donnell
Carried without dissent

Seconded: Zealie Gaffney

7.4 Emergency Care; Recognition of Course: CFR Responder and Practitioner – Instructor Course

Resolution:

That Council approve; Emergency Care; Recognition of Course: CFR Responder and Practitioner – Instructor Course

Moved: Macartan Hughes
Carried without dissent

Seconded: Mick Garry

7.5 MAR Consultants Ltd, T/A Advancedrive; Recognition of Institution & Course: Driving

Resolution:

That Council refer; MAR Consultants Ltd, T/A Advancedrive; Recognition of Institution & Course: Driving to the Accreditation Committee for review.

Moved: Frank McClintock
Carried without dissent

Seconded: Macartan Hughes

7.6 DFB/RCSI; Recognition of Course: EMT

Resolution:

That Council approve DFB/RCSI Recognition of Course: EMT

Moved: Frank O'Malley
Carried without dissent

Seconded: Macartan Hughes

8. CPGs

8.1 Upskilling Paramedics

The Registrar informed the Council that the previous Council had approved a budget of €200,000 for upskilling of Paramedics. The South and Mid West were identified as priority areas. The target for the completion of upskilling is the end of the year.

Mr. Frank McClintock confirmed that the HSE has upskilled 750 staff to date and monies will be available for further upskilling in 2009.

Resolution:

That Council approve roll out and funding of €200,000 for upskilling as proposed.

Moved: Barry O'Brien
Carried without dissent

Seconded: Cathal O'Donnell

8.2 3rd Edition CPGs

Changes outlined in the 3rd Edition of the CPGs were tabled for the Councils information and noted..

9. CPG Approval

The application made by Dublin Fire Brigade for approval to implement the 3rd Edition CPGs was discussed. The registrar informed the Council that one of the main changes to the terms of approval was the onus on the employers to assess the English language competency of their staff.

Resolution:

The Council approve Dublin Fire Brigades application to implement the 3rd Edition CPGs

Moved: Frank O'Malley
Carried without dissent

Seconded: Mary McClelland

10. AAP Conferences

The Registrar notified Council that the Association of Ambulance Personnel will hold it's conference in The Malton, Killarney on November 21st-23rd

11. The Directors report

All issues were dealt with during the meeting.

12. AOB

12.1 FTP

Mr Michael Garry referred to the recommendations of the recent FTP hearing in relation to service deficiencies identified namely

- A mechanism or system be established for obtaining medical advice.
- A timely clinical audit system of pre-hospital care be established
- A self referral system and structures should be put in place.
- An SOP be implemented for the printing and inclusion of electronic data obtained pre-hospital for the patient on handover to the hospital.

Council agreed that DFB should also be advised of these recommendations for implementation by their own service.

12.2 PHECC Voice

The Registrar advised that a new edition of the PHECC Voice continuing information on the membership of the new Council was being printed and should be circulated next Friday.

12.3 PHECC View

The Registrar advised that a new edition of the PHECC View was also being printed and should be available for the next Council meeting.

The Chair thanked the Members for their attendance.

Signed: _____
Mr. Tom Mooney, Chairman

Date _____



Minutes of the Council meeting held on the 24th July 2008
PHECC Offices, Naas, Co. Kildare

Present: Mr. Tom Mooney – Chairman
Mr. Michael Brennan
Mr. Michael Dineen
Ms. Patricia FitzPatrick
Mr. Michael Garry
Mr. Macartan Hughes
Ms. Karen Healy
Ms. Mary Mc Clelland
Mr. Barry O' Brien
Dr. Cathal O' Donnell
Mr. Frank O' Malley
Ms. Valerie Small
Mr. Tom Tinnelly
Mr. Gerry Tuohy

Apologies: Mr. Frank Mc Clintock
Dr. Conor Egleston
Dr. Zelig Gaffney

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

1. Introductions

The Chairman opened the meeting by welcoming all and congratulating members on their appointment. Introductions were conducted.

2. Overview by Director

The Director presented an overview of PHECC including achievements and recommended priorities.

3. Chairman's Business

The Chairman expressed appreciation on behalf of himself and the members for the outstanding work of the previous Council and the legacy of achievements left for this new Council.

3.1 Council Membership

The Chairman informed members that the DoHC have confirmed all members will have a four year term of office.

3.2 Council Meeting Schedule

A brief discussion took place on the scheduling of meeting dates and times. Continuance of the existing arrangements (2nd Thursday of every month, starting at 10.30 a.m.) was proposed and members agreed. It was agreed that no meeting will take place in August. The next meeting is scheduled for Thursday 11th September.

3.3. Election of Vice-Chair and Committees

The Chairman outlined the role of the Vice-Chair. He suggested any interested members contact the Director in the first instance and the formal process can occur at the September meeting. The Director outlined the role of Chair and membership of the Standing Committees. The Chairman suggested any interested member contact the Director in the first instance.

4. **Minutes & Matters arising**

The Director confirmed that matters pertaining to both agenda item 3 on Fitness to Practice and AOB under Salary and Conditions of Director have been dealt with.

Resolution:

That Council approves the minutes of the meeting held on the 26th June 2008.

Moved: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

5. **Information for New Council**

A copy of the "Due Diligence" document and correspondence with Professor Drumm was included in the meeting papers for information purposes.

6. **Register**

6.1 Membership ratification

The Registrar tabled a list of 4 names for awarding of the NQEMT, 3 at Paramedic level and 1 at Advanced Paramedic level. The Register also tabled a list of 37 names for ratification bringing the total on the Register to 2393.

Moved: Michael Garry
Carried without dissent

Seconded: Frank O' Malley

7. **Council Members Manual**

A Council Members Manual was given to each member. The Chairman asked members to read the Code of Practice for the Governance of State Bodies before the September meeting as it will be proposed to formally adopt the Code then. Member's obligations pertaining to confidentiality was discussed.

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

There was no AOB.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

Minutes of the Council meeting held on the 26th June 2008
PHECC Offices, Naas, Co. Kildare

Present: Mr. Paul Robinson – Chairman
Prof. Gerard Bury – Vice- Chair
Mr. John Duggan
Mr. Macartan Hughes
Mr. Pat Gaughan
Mr. Frank O'Malley
Ms. Julie Woods

Apologies: Mr. David Hall
Mr. Sean Creamer
Mr. Mark Doyle
Mr. Pat Hanafin
Mr. Gabriel Glynn
Mr. Michael Garry
Mr. Pat McCreanor

In Attendance: Barry O' Sullivan, Deputy Director & Registrar
Marian Spence, Council Secretariat

1. Chairman's Business

1.1 Council Membership

The Chairman informed Members that to date there is no confirmation from the DoHC regarding new member appointments but indications are that this matter is being progressed.

1.2 Minister's Visit

The Chairman acknowledged the visit of the Minister Mary Harney T.D. to a session with Council on the 16th June. He commented on the success of the visit in general.

1.3 Letter to Professor Drumm

Correspondence was circulated by way of an acknowledgement letter from Prof. Drumm's office and the Chairman's response.

1.4 C&AG Financial Report

The Chairman advised that the C&AG have requested some minor changes to the finalised accounts in relation to revenue and expenses transfer to capital accounts which does not constitute any material changes. The revised sets of accounts have been duly signed.

2. Minutes

Resolution:

That Council approves the minutes of the meeting held on the 16th June 2008 with amendment to Item 3 discussion and resolution to read 'register to the end of 2008'.

Moved: Julie Woods
Carried without dissent

Seconded: Frank O' Malley

3. Register

3.1 Membership ratification

The Registrar tabled a list of 5 names for awarding of the NQEMT, 4 at Paramedic level and 1 at Advanced Paramedic level. The Register also tabled a list of 48 names for ratification bringing the total on the Register to 2359.

Moved: Frank O' Malley
Carried without dissent

Seconded: John Duggan

3.2 Fitness to Practice

The Registrar, Mr Barry O' Sullivan presented the findings and all associated documentation in relation to an investigation of an allegation of professional misconduct which was conducted by the Fitness to Practice Committee.

Members were informed that the Registrant had declined to be present at this meeting and a nominated representative would act on his behalf and that the Registrant had waived his right under article 11 to have a legal representative present and also waived his rights to a 21 day stay on the ruling.

After a period of reflection the Chairperson invited the Registrant's representative to make representations to the Council, The representative confirmed the Registrant's agreement to his representation and to the waiving of the 21 day period notification period. The representative then made a submission to the Council and departed.

Consideration and discussion of the issues followed and the Chair of the Preliminary Sub-Committee, Mr Pat Gaughan abstained from participation in the discussion or voting on the ruling.

Resolution:

That Council on the basis of the Report and all of the evidence provided accepts the findings of the Report compiled by the Fitness to Practice Committee.

Moved: Gerry Bury
Carried without dissent

Seconded: John Duggan

Council then commenced to consider what sanctions if any should be applied. Following further deliberations Council arrived at the following resolutions.

Resolution:

Council have accepted and confirmed a finding of professional misconduct against Mr Mark O'Sullivan (PIN 4115) with respect to his administration of morphine.

Moved: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

Resolution:

Council have determined that Mark O'Sullivan (PIN 4115) be admonished in relation to his conduct and that his administration of morphine and clinical practice in future must be in line with current Clinical Practice Guidelines.

Moved: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

Resolution:

That Council agrees and recommends–

- **not to publish the Report**
- **that the particulars of case are noted on the Register**
- **that the registrant, the complainant and the CEO of the HSE be notified of the findings**
- **that the CEO of the HSE be advised of the recommendations contained in the Report of the Fitness to Practice Committee identifying service deficiencies.**

Moved: Julie Woods
Carried without dissent

Seconded: John Duggan

4. AOB

4.1 Salary and Conditions of Director

The Council considered this item in committee in the absence of Staff Members.

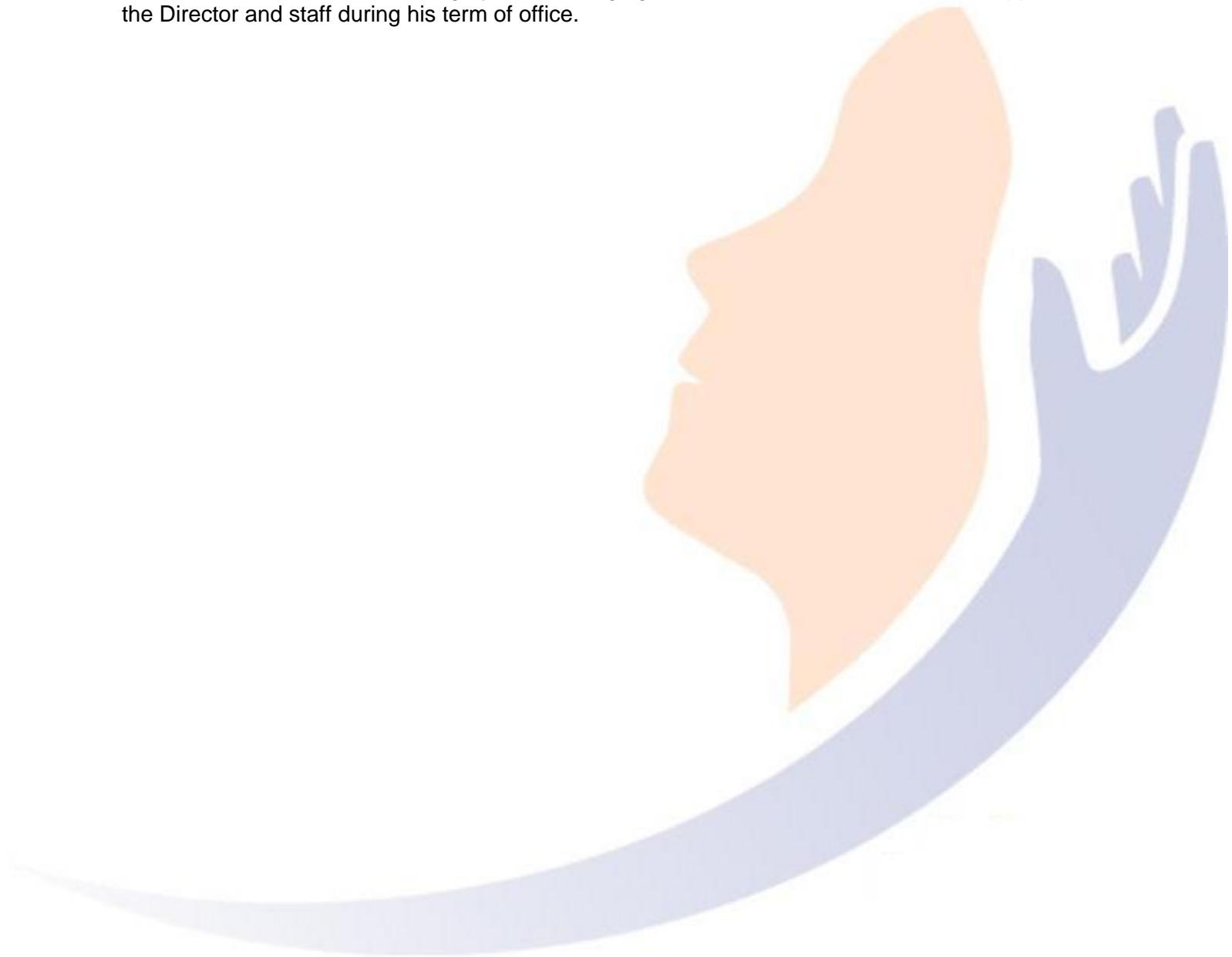
The Chair advised Members that Report No. 42 of the Review Group on Higher Remuneration had recommended that a scheme of performance-related awards should be applied to the chief executives of all non-commercial state-sponsored bodies where the necessary conditions are in place. Unfortunately, this Council does not have sufficient time to formulate a scheme, but he would recommend this to the new Chair. In the meantime, having regard to the achievements outlined in the Due Diligence report compiled by Council, he suggested requesting sanction of the Department to payment of an *ex gratia* award related to the proposed scheme. Members acknowledged the commitment and achievements of the Director and unanimously supported making the application.

4.2 Members Farewell's

John Duggan thanked the Chairman, Members and the Director and all the PHECC staff for their support and commitment over the past 8 years. He acknowledged the work so far and wished the new Council well during their term of office. He recommended that the successes achieved by this Council be built upon and that the new Council continues the worthwhile work.

Julie Woods echoed these sentiments and also wished the new Council well with their future work. Gerry Bury also expressed his well wishes to the new Council Members.

The Chairman ended the meeting by acknowledging the work of this Council and the support of the Director and staff during his term of office.



Minutes of the Council meeting held on the 16th June 2008
Alexander Hotel, Merrion Street, Dublin

Present: Mr. Paul Robinson – Chairman
Mr. Sean Creamer
Mr. John Duggan
Mr. David Hall
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. Mark Doyle
Mr. Frank O'Malley
Mr. Michael Garry
Mr. Pat Mc Creanor
Ms. Julie Woods

Apologies: Prof. Gerard Bury – Vice-Chair
Mr. Macartan Hughes
Mr. Pat Hanafin

In Attendance: Dr. Geoff King, Director
Mr. Barry O' Sullivan, Deputy Director
Ms. Marian Spence, Council Secretariat
Mr. Joe Foy (Former Member)

1. Chairman's Business

1.1. Minister's Visit

The Chairman updated members on arrangements regarding the visit of the Minister for Health & Children, Mary Harney, TD following the meeting. Members were reminded that the last meeting for this Council has been scheduled for the 26th June.

1.2 May Workshop

1.2.1 Due Diligence

A "Due Diligence" report compiled from the May Workshop which outlines PHECC sentinel achievements, recommended priorities performance review, committee review and image/communications audit was included in the meeting papers.

1.2.2 Correspondence Professor Drumm

The correspondence to brief Professor Drumm in relation to PHECC's current developments and matters of mutual concern which was agreed at the workshop was included in the meeting papers.

2. Minutes & Matters arising

Resolution:

That the minutes of the Council meeting held on the 22th May 2008 be agreed.

Moved: Frank O Malley
Carried without dissent

Seconded: Pat Gaughan

3. Register

3.1 Recognition of Equivalence

The Director spoke on the matter raised at the last Council meeting and offered suggestions to apply a more precise and workable understanding of “professional experience” to comply with the requirements of the Council Policy on Recognition of Equivalence of Professional Qualifications in Pre-Hospital Emergency Care Obtained Outside the State. A discussion ensued; it was agreed the policy will remain unchanged with “professional experience” to mean:

- within Ireland: experience obtained at a recognised training site of a recognised training institution
- outside Ireland; within EU: postgraduate experience recognised by the appropriate competent body;
- outside EU: postgraduate experience as a registered emergency care practitioner.
-

Resolution:

That Council approves a working definition of “professional” experience for the purposes of Council Policy for Assessment of Equivalence of professional qualifications in pre-hospital emergency care obtained outside the State; “professional experience” to mean:

- within Ireland: experience obtained at a recognised training site of a recognised training institution
- outside Ireland; within EU: postgraduate experience recognised by the appropriate competent body;
- outside EU: postgraduate experience as a registered emergency care practitioner.

Moved: Sean Creamer
Carried without dissent

Seconded: Pat Mc Creanor

The Director briefed the Council on the number of HSE and DFB personnel joining the Register at EMT and Paramedic levels since September 07 and since December 07 in the context of the data presented to the December Council meeting on numbers of HSE front line personnel registered and not registered. In the light of the few numbers remaining Council agreed to facilitate entry onto the register to the end of 2007, to coincide with the first 3 year registration cycle.

Resolution:

That Council approves HSE and DFB ambulance personnel to be facilitated onto the register under current arrangements up to the end of 2007.

Moved: Sean Creamer
Carried without dissent

Seconded: Pat Mc Creanor

3.2 Membership ratification

The Registrar had tabled a list of 8 names, for awarding of NQEMT at EMT and Paramedic levels and to be ratified onto the PHECC Register, bringing the total number on the Register to 2335.

Resolution:

That Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions on the PHECC Register

Moved: Pat Mc Creanor
Carried without dissent

Seconded: Sean Creamer

3.3 Fitness to Practice – appointments

The Registrar, Barry O Sullivan reported that an allegation on fitness to practice has been received. Nominations were sought from Council for a Chair of the Preliminary Proceedings Sub-Committee and the Fitness to Practice Committee.

Resolution:

That Council approves Pat Gaughan as Chair of the Preliminary Proceedings Sub-Committee and Mark Doyle as Chair of the Fitness to Practice Committee.

Moved: Michael Garry
Carried without dissent

Seconded: Frank O'Malley

4. Advanced Paramedic Course

4.1 Draft Standard

The Director informed members that the draft Advanced Paramedic Standard has been consulted on and is recommended for approval. NASC-UCD feedback has been incorporated into the main document with non content issues being included in the Review Framework approved by Council. The latter arrangement is agreeable to NASC-UCD.

Resolution:

That Council approves the Advanced Paramedic Standard subject to liaising with the training institution on implementation timeframe.

Moved: Michael Garry
Carried without dissent

Seconded: Julie Woods

4.2 Evaluation-Canada

A comparison review evaluation of the Advanced Paramedic Programme in Ontario, Canada commissioned by PHECC and conducted by Prof. Paul Finucane was included in the meeting papers, for information.

5. Funding Approval

Council considered priority projects for funding approval to facilitate continuance of work programmes.

5.1 Advanced Paramedic Programme

5.2 MERIT Project

5.3 Spatial Analysis Research

5.4 e-PCR implementation

5.5 CPD

5.6 Irish Heart Foundation

5.7 Office Lease and Fit-out (A copy of the cost of the new lease and fit out was included in the meeting papers).

Resolutions:

(1) That Council approves funding up to €500,000 for the Advanced Paramedic Programme, subject to funds being available and suitable contractual arrangements being agreed.

(2) That Council approves funding up to €250,000 for the MERIT Project as infrastructural funding targeted towards the development NQEMT – Medical Practitioner framework, subject to funds being available and suitable contractual arrangements being agreed.

(3) That Council approves funding of up to €75,000 for Spatial Analysis Research to allow the completion of two more regions, subject to funds being available and suitable contractual arrangements being agreed.

(4) That Council approves funding of up to €300,000 to continue the roll-out of the PCR/ePCR Information System, subject to funds being available and suitable contractual arrangements being agreed.

(5) That Council approves funding of up to €200,000 for upskilling CPD on a once-off basis targeted at areas with particular need, subject to funds being available and suitable contractual arrangements being agreed.

(6) That Council approves funding of up to €113,000 for the Irish Heart Foundation as part of a service agreement, subject to funds being available and suitable contractual arrangements being agreed.

(7) That Council approves the new lease arrangements for the PHECC office premises and funding of €45,000 for the new office fit-out.

Moved: Frank O Malley
Carried without dissent

Seconded: Sean Creamer

The Chairman emphasised that the prioritised funding items above are included in the Strategic and Business Plans and were identified as priorities in the May Workshop.

6. Education & Training Standards

6.1 DFB/RCSI request for additional site

An application from DFB/RCSI on the proposed new training site for Paramedic Intern training at Dublin Airport Authority (DAA) Fire Station was included for consideration by Council.

Resolution:

That Council approves Dublin Airport Authority (DAA) Fire Services as an additional training site for DFB/RCSI for Paramedic Interns.

Moved: John Duggan
Carried without dissent

Seconded: Gabriel Glynn

6.2 Clinical Supervision of Students; for information

A document outlining the clinical supervision arrangements for students during internship training was included, for information.

6.3 St. John Ambulance Brigade of Ireland – Institutional Recognition

An application from St. John Ambulance Brigade of Ireland for institutional recognition was tabled at the meeting. The Chairman and the Chair of the Accreditation Committee reviewed the application prior to the meeting and recommended approval.

Resolutions:

That Council approves St. John Ambulance Brigade of Ireland as a recognised institution.

Moved: Sean Creamer
Carried Without Dissent

Seconded: Michael Garry

7. Health & Social Care Regulatory Forum

Correspondence inviting PHECC to join the Health& Social Care Regulatory Forum was included, for information purposes. The Director informed members the invitation has been accepted.

8. CPG Approval – Organisation Applications for Recognition

8.1 & 8.2 Turf Club and Events Medics

Applications from the Turf Club and Event Medical Services for organisational approval to implement usage of the CPGs were considered by Council. A discussion ensued on the responsibilities and role of the HSE and other providers. The Chairman suggested the Code of Practice for Safety and Sports Grounds, Code of Practice for Outdoor Pop Concerts and Other Musical Events and the Code of Practice for Indoor Concerts offered the main guidelines on these matters.

In order to clarify any potential grey areas in relation to this matter it was agreed that all organisation currently approved to implement CPGs be informed that the granting of this approval does not confer any PHECC endorsement other than for implementation of CPGs.

It was also agreed that a similar clarification should be included in the introduction of the 3rd Edition of the CPGs.

Resolution (1):

That Council approves the Turf Club for implementation of CPGs.

Resolution (2):

That Council approves Event Medical Services for implementation of CPGs.

Moved: Sean Creamer
Carried without dissent

Seconded: Michael Garry

9. CISM Project

9.1 CISM Report

The first Report of the Critical Incident Stress Management Committee was included in the meeting papers. The Vice-Chair of the committee, Frank O Malley praised the hard work of Sharon Gallagher for this report and wished her continued success with this progressive and busy project. Pat Mc Creanor echoed these comments.

10. Director's Report

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

11. AOB

Michael Garry informed all he would not be available for the final meeting on the 26th and thanked all for their support during his term of office and wished all well in their future endeavours.

Sean Creamer did likewise as he too will be unable to attend the final meeting.

Signed: _____
Mr. Paul Robinson
Chairman

Date: _____

Minutes of the Council meeting held on the 22nd May 2008
PHECC Offices, Naas, Co. Kildare

Present: Mr. Paul Robinson – Chairman
Mr. Sean Creamer
Mr. John Duggan
Mr. David Hall
Mr. Macartan Hughes
Mr. Gabriel Glynn
Mr. Pat Gaughan
Mr. Frank O'Malley

Apologies: Prof. Gerard Bury
Mr. Mark Doyle
Mr. Pat Hanafin
Mr. Michael Garry
Mr. Pat Mc Creanor
Ms. Julie Woods

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

1. Chairman's Business

1.1. Minister's Visit - June Council Meeting

The Chairman updated members on arrangements regarding the forthcoming visit of the Minister for Health & Children, Mary Harney, TD on the 16th June.

1.2 Additional Council Meeting in June

The Chairman proposed convening an additional Council meeting on the 26th June to facilitate deliberations on any key items prior to end of term for this Council. Members agreed.

1.3 Recognition Event

The Chairman proposed holding the annual staff recognition event on the evening of the 15th June. Members agreed.

1.4 ISIC and Ambex

Members were advised of the forthcoming ISIC and AMBEX conferences and the Chairman invited those wishing to attend to advise the Director or Marian Spence.

1.5 Boston Study Visit

The Chairman informed members that the Boston study visit was a worthwhile information gathering exercise and expressed appreciation to John Duggan for his part in the arrangements. He also extended gratitude to Matt Merrigan for the invitation to attend. The Director agreed to compile a short overview on the findings, for Members information.

2. Minutes & Matters arising

Resolution:

That the minutes of the Council meeting held on the 16th April 2008 be agreed.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Frank O Malley

3. Audit Committee Report to Council 2007

3.1 Directors & Officers Liability

The Director informed Members that our solicitors had formulated a draft resolution for Council's consideration which was included in the meeting papers.

Resolution:

That Council approves that if a member of the Council is the subject of civil proceedings as a result of the carrying out, in good faith, of any of the Council's functions, then the Council shall indemnify the member in respect of all of the following:

- 1. All amounts payable to a plaintiff as a result of the proceedings.**
- 2. All legal costs incurred by the member in relation to the defence of the proceedings.**
- 3. Any other vouched, out of pocket expenses incurred by the member in connection with the matter.**

Moved: Pat Gaughan
Carried without dissent

Seconded: Sean Creamer

4. Register

4.1 Membership ratification

The Registrar had tabled a list of 50 names, for awarding of NQEMT at the three NQEMT levels, and a total of 31 names to be ratified on the PHECC Register, bringing the total number on the Register to 2328.

Sean Creamer raised concerns about the current policy and process for recognition of equivalence of qualifications at EMT level and specifically the USA NREMT "accelerated" short courses.

The Director replied that the policy encompasses EMT, P and AP levels and is being applied in good faith. The policy is consistent with EU requirements and Council had sensibly applied the same policy (with addition of English Language competency requirements) to non-EU applicants.

Sean's concerns relate to the risk of devaluing the levels of the Register and of opening a back door for personnel to be trained albeit to a potentially inferior standard.

The Director agreed to look into the matter thoroughly and report back to the next Council meeting. In the meantime the outstanding names can be ratified after consideration on a case by case basis with the agreement of the Chairs of Council and the Accreditation Committee.

John Duggan asked whether reciprocity was in place for Irish trained practitioners in jurisdictions other than the E.U. The Director advised that the recognition process was on a case by case basis. It is intended to explore the feasibility of a reciprocity process with Maine EMS who had suggested it be mutually considered.

David Hall questioned September or December '07 as the closing date after which HSE or DFB applicants would be considered against the new Standards. The Director agreed to clarify this matter.

Resolution (1):

That Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions on the PHECC Register with the exception of any candidates at EMT level who seek registration on the basis of recognition of qualification obtained outside the EU.

Moved: David Hall
Carried without dissent

Seconded: Frank O Malley

Resolution (2)

That Council approves the excepted names be reconsidered and their names be approved on a case by case basis with the agreement of the Chair of Council and the Accreditation Committee.

Moved: David Hall
Carried without dissent

Seconded: John Duggan

4.2 Circular: for information

A circular distributed to all PHECC Registrants on the Code of Ethics was included in papers for information purposes. Feedback from registered practitioners will be compiled by the Registrar and then re-circulated. Ultimately registrants will be expected to subscribe to the revised Code. The Chairman advised Members that suggestions would be welcomed by the Registrar.

5. NQEMT Examinations

A document highlighting changes in administrative responsibilities between PHECC and the Training Institutions within the NQEMT Examinations was included in the papers for information purposes. Macartan Hughes advised that the web calendar as a new initiative seems to be making a very positive contribution.

6. Advanced Paramedic Course

6.1 Distance Learning Proposal

Correspondence between NASC/UCD and PHECC was included in the papers. This positively addressed issues raised at the previous meeting on the Distance Learning Proposal.

Correspondence from Paul Finucane was outlined by the Director; it reassured Council that the proposal addresses the issues raised in the evaluation(s) provided that the consultants(s) contracted by NASC/UCD had demonstrated expertise, in developing distance education material.

Resolution:

That Council approves the funding for the Distance Learning Proposal subject to
(1) the approval of the draft AP Standard at the next Council meeting
(2) the consultants(s) contracted by NASC/UCD have expertise, to PHECC's satisfaction, in developing distance education material.

Moved: Gabriel Glynn
Carried without dissent

Seconded: John Duggan

7. “Emergency Ambulance” Crewing Standard

A document with suggested wording on both “Emergency Ambulance” and a Crewing Standard was included in the papers.

Following a discussion the Chairman and Members agreed with the suggestion to also write and advise the Minister on the implications of this Standard.

Resolution (1):

That Council approves HSE and DFB be written to utilising the suggested working definition of “Emergency Ambulance” as “An Ambulance assigned to respond to AS1 and AS2 calls” (specific definition pending) to advise on Council’s expectation in relation to crewing: an “Emergency Ambulance” is crewed by two PHECC Registered Practitioners one of whom is at the level of Paramedic (or higher) and within two years both of whom are at the level of Paramedic (or higher).

Moved: Gabriel Glynn
Carried without Dissent

Seconded: Macartan Hughes

8. 2010 Education & Training Standards

8.1 Review Framework

PHECC is currently reviewing and developing its Education and Training Standards for 2010. An outline document was included in the papers. Feedback from NASC/UCD on the draft AP framework advised that the review outline can adequately incorporate their concerns which are more to do with format and style rather than content. A consultant educationalist (Dr. Hemal Thakore) recommended by Paul Finucane is available to develop the outline into a working draft based on the Paramedic standard in the first instance. Council’s approval is sought for funding of up to €20,000 to progress the work through Dr.Thakore.

Resolution:

That Council approves funding of up to €20,000 for Dr. Hemal Thakore to develop a working draft of the 2010 Education and Training Standards starting with the Paramedic standard.

Moved: Gabriel Glynn
Carried without Dissent

Seconded: Macartan Hughes

9. CPGs and Medication Formulary

The complete draft set of CPGs for the 3rd Edition and the draft Medication Formulary was circulated to members following ratification by the Clinical Care Committee and MAG. Amendments to the introduction recommended by the Clinical Care Committee were outlined. A discussion ensued which offered suggestions on a more detailed introduction and possible approaches to the implementation process. The Director acknowledged it was not PHECC’s brief to mandate on the latter but a reasonable expectation would be that priority CPGs would be implemented early and thereafter the remaining CPGs sequentially. The Chairman acknowledged the work of the Medical Advisory Committee and the Clinical Care Committee as well as the office, Brian Power in particular, on this important comprehensive work. He suggested formal letters of thanks be sent to the Chairs and all the Members of these committees as well as Brian Power, Programme Development Officer, and the External Reviewers.

Resolution:

That Council approves the 3rd Edition CPGs subject to minor amendments agreed by the Chairs of MAG and Clinical Care Committee.

Moved: David Hall **Seconded:** Pat Gaughan
Carried without Dissent

10. Centre for Prehospital Research

10.1 Funding Approval

The Director reminded Council that the budget submission was dependent on the Centre agreeing to certain initiatives. Correspondence outlining same is included in the papers. The Director of the Centre had agreed to what is outlined.

11. Control Working Group & Continuing Professional Development Working Group

The Director highlighted the importance of allowing the continuance of the Control Working Group and the Continuing Professional Development Working Group to avoid delays and progress current important work while the new Council is establishing. He emphasised that these committees do not have any formal authority.

Resolution:

That the CWG and CPDWG continue their work past the expiry of the current Council, at the discretion of the new Council

Moved: David Hall **Seconded:** Frank O Malley
Carried without Dissent

12. Funding Approval

The Director requested this item be considered in more detail at the Workshop following which this item will be developed and brought back to the next Council meeting for approval. He suggested Council consider funding approval for priority projects (such as listed below) to facilitate continuance of work programmes.

12.1 Advanced Paramedic Programme

12.2 MERIT Project

12.3 Spatial Analysis Research

12.4 e-PCR Implementation

12.5 other e.g. CPD

13. Education & Training Standards - Applications

13.1 & 13.2

Irish Red Cross; Recognition of Course: EFR and Civil Defence; Recognition of Course CFR Instructor.

Applications from the Irish Red Cross for recognition of Emergency First Response (EFR) course and the Civil Defence for Cardiac First Response (CFR) Instructor course were included in the meeting papers for consideration directly by Council. This is requested in the absence of the Accreditation Committee meeting prior to the dissolution of this Council.

The Director advised that further applications may be presented for consideration directly at Council if received in time, and there was one application for organisational CPG approval

that has been received and that will also be ready for consideration directly by Council at the next meeting.

Resolutions:

(1) That Council approves the Irish Red Cross EFR Course.

(2) That Council approves the Civil Defence CFR Instructor Course.

Moved: David Hall **Seconded:** Gabriel Glynn
Carried Without Dissent

14. Director's Report

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

15. AOB

15.1 Medication Formulary

Gabriel Glynn suggested Council explore the possibility of designing a pocket size version of the Medication Formulary. The Director agreed to explore this possibility.

15.2 CISM Report on the National Ambulance Stress Survey (NASSS) 2008

The Report and Executive Summary from the Critical Incident Stress Management Committee which was launched recently was included in tabled documents for information.

15.3 Concern was again raised about CPD Upskilling. The matter would be further discussed at the Workshop.

15.4 Draft information on EMT, Paramedic and Advanced Paramedic training, skills and roles being developed for Emergency Departments, hospitals and other health professionals and facilities was circulated for information.

16. Council Workshop

16.1 Image & Communications Audit

Included in tabled documents was the Image and Communication survey conducted with Council members, to complete the papers for the Workshop.

16.2 See attached Report.

Signed _____
Mr. Paul Robinson
Chairman

Date _____

Minutes of the Council meeting held on the 16th April 2008
PHECC Offices, 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. Pat Mc Creanor Mr. Frank O'Malley Ms. Julie Woods
Apologies:	Mr. David Hall Mr. Pat Hanafin Mr. Macartan Hughes
In Attendance:	Dr. Geoff King, Director Mr. Barry O Sullivan, Registrar Ms. Marian Spence, Council Secretariat

1. Chairman's Business

1.1. May Council Meeting

The Chairman informed members that an invitation had been received from the Irish Ambulance Representative Council for the Chairman and Director to accompany a study visit to Boston. As these dates coincide with the scheduled May Council Meeting he proposed deferring the meeting until the 22nd May. Members agreed. A workshop would be combined with the May meeting in preparation for the presentation to the Minister in June and handover to the new Council

1.2. June Council Meeting

The Chairman informed Members that the Minister for Health & Children, Mary Harney TD had accepted an invitation to the Council Meeting on the 16th June in Dublin. It is proposed to present a short presentation to the Minister outlining the achievements of Council over the past 8 years.

1.3 Image/Communication Survey

It is proposed to conduct an Image and Communications Survey of Council Members. This would occur by e-mail and members were asked to respond spontaneously and promptly to enable the information to be collated for the May workshop.

1.4 Minutes on Website

In response to a suggestion by Barry O Sullivan, the Chairman recommended that Council minutes and Committee minutes as appropriate, be made available on the PHECC website.

Resolution:

That Council approves the publishing of approved Council Minutes, and Committee Minutes as appropriate, on the PHECC website.

Moved: Michael Garry
Carried without dissent

Seconded: Gabriel Glynn

2. Minutes & Matters arising

Resolution:

That the minutes of the Council meeting held on the 13th March 2008 be agreed.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Julie Woods

3. Audit Committee Report to Council 2007

3.1 Directors & Officers Liability

It was agreed to defer this item until the May Council Meeting.

4. Finances

The Chairman commented on the comprehensiveness and clarity of the Financial Statements which were included in the meeting papers.

The Chairman also sought a nominee from Council to co-sign documents.

Resolution (1):

That Council approves the draft Financial Statement 2007.

Moved: Julie Woods
Carried without dissent

Seconded: Frank O Malley

Resolution (2):

That Council agree to Pat Mc Creanor co-signing the draft Financial Statements 2007.

Moved: Sean Creamer
Carried without dissent

Seconded: Michael Garry

Resolution (3)

That Council approves the write-off and removal from the Asset Register items with nil value during this financial year.

Moved: Julie Woods
Carried without dissent

Seconded: Frank O Malley

5. Register

5.1 Membership ratification

The Registrar distributed a list of 8 names, for awarding of NQEMT, and to be entered on the PHECC Register, bringing the total number on the Register to 2299.

Resolution:

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

Moved: Gabriel Glynn
Carried without dissent

Seconded: John Duggan

5.2 Fitness to Practice: Standard of Proof

The Registrar, Barry O Sullivan briefed all on the recent Fitness to Practice Workshop and the legal advice received relating to Standard of Proof. A discussion ensued on the issues pertaining to adopting either a civil or criminal Standard of Proof. Barry provided information on the manner in which the Health Professional Council in the UK addresses this matter and offered guidance principles which would best suit the Irish context. There was general agreement that the Fitness to Practice Committee should adopt the civil standard while having recourse to the criminal standard if the need arises. This concurred with the legal opinion received.

Resolution:

That Council approves that the Fitness to Practice Committee applies the Civil Standard of Proof where appropriate but has the option to adopt the Criminal Standard of Proof if required.

Moved: Gerry Bury
Carried without dissent

Seconded: John Duggan

6. Advanced Paramedic Course

6.1 Distance Learning Proposal

A costed proposal for the development of Distance Learning Modules to support the Advanced Paramedic Programme was considered by Council. Prof. Gerry Bury left the meeting while Members discussed this matter. Following a discussion the Director agreed to follow up on the issues discussed including: whether the evaluator considers the proposal addresses the findings of the evaluation(s); the operational feasibility; if there is any copyright opportunity; and confirmation that is a joint NASC-UCD venture.

Resolution:

That Council approves in principle the Distance Learning Proposal subject to certain clarifications and reassurances as outlined.

Moved: Julie Woods
Carried without dissent

Seconded: Michael Garry

7. Recognition of Institutions & Approval of Courses

7.1 NASC/UCD Recognition of Paramedic Course

An application from NASC/UCD for recognition of a Paramedic Course was considered at the Accreditation Committee and recommended to Council for approval.

Resolution:

That Council approves the NASC/UCD Paramedic Course.

Moved: Frank O Malley
Carried without dissent

Seconded: John Duggan

7.2 Civil Defence College; Recognition of CFR (Responder and Practitioner) Courses

Applications from Civil Defence College for recognition of CFR (Responder and Practitioner) Courses were considered at the Accreditation Committee and recommended to Council for approval.

Resolution:

That Council approves the Civil Defence College CFR (Responder and Practitioner) Courses.

Moved: Gabriel Glynn
Carried without dissent

Seconded: John Duggan

7.3 Irish Red Cross: Recognition for Institution and approval of CFR (Practitioner and Responder level) Courses

Applications from the Irish Red Cross for approval as a Recognised Institution and approval of CFR Practitioner and Responder level courses were considered at the Accreditation Committee and recommended to Council for approval.

Resolution:

That Council approves the Irish Red Cross as a Recognised Institution and CFR (Practitioner and Responder level) Courses.

Moved: Frank O Malley
Carried without dissent

Seconded: Pat Mc Creanor

7.4 Defence Forces, Medical Corps School: Recognition of Institution (Responder Level)

An application from the Defence Forces, Medical Corps School for approval as a Recognised Institution was considered at the Accreditation Committee and recommended to Council for approval.

Resolution:

That Council approves Defence Forces, Medical Corps School as a Recognised Institution at Responder Level.

Moved: Frank O Malley
Carried without dissent

Seconded: Pat Mc Creanor

7.5 Order of Malta Ambulance Corps: Recognition of CFR (Instructor level) Course

An application from the Order of Malta for recognition of CFR Instructor Course was considered at the Accreditation Committee and recommended to Council for approval.

Resolution:

That Council approves the Order of Malta CFR Instructor Course.

Moved: Michael Garry
Carried without dissent

Seconded: John Duggan

7.6 IATI: Recognition of EMT Course

An application from the Irish Ambulance Training Institute for EMT Course was considered at the Accreditation Committee and recommended to Council for approval. Sean Creamer reminded members that the original EMT Course provided by NASC identified two areas which proved problematic including the selection process and the timeframe for course delivery. There was a high unsuccessful rate on sitting the NQEMT Examination. The Director explained the context of this relating to the implementation of a standard for the first time and legacy issues of existing and often longstanding personnel.

Resolution:

That Council approves the Irish Ambulance Training Institute EMT Course.

Moved: Gabriel Glynn
Carried without dissent

Seconded: Pat Gaughan

8. Tutor/Instructors

A paper highlighting areas for clarification and amendments on Council Rules for faculty was considered at the Accreditation meeting and recommended with one amendment to Council for approval.

Resolution:

That Council approves the additional Council Rules for Faculty.

Moved: Pat Mc Creanor
Carried without dissent

Seconded: Michael Garry

9. Centre for Prehospital Research

A budget submission document from the Centre for Prehospital Research was included in the meeting papers for consideration. A draft National Pre-hospital Research Strategy was considered by Council at an adjunct Workshop following the Council Meeting.

Resolution: (1)

That Council approves the draft National Prehospital Research Strategy subject to amendments.

Moved: Mark Doyle
Carried without Dissent

Seconded: John Duggan

Resolution: (2)

That Council approves the budget submission for the Centre for Prehospital Research subject to agreed deliverables.

Moved: Mark Doyle
Carried without Dissent

Seconded: John Duggan

10. AAP Conference

Correspondence was included from the Association of Ambulance Personnel seeking funding for the forthcoming annual conference.

Resolution:

That Council approves funding for the Association of Ambulance Personnel 2008 Conference not exceeding €20,000.

Moved: Pat Mc Creanor
Carried without Dissent

Seconded: Frank O Malley

11. ISIC Conference

Resolution:

That Council approves funding for the ISIC 2008 Conference not exceeding €20,000 and additional funding of €5,000 for sponsoring the attendance of Keynote Speakers from Canada.

Moved: Pat Mc Creanor
Carried without Dissent

Seconded: Frank O Malley

12. Director's Report

The Director's report was referred to throughout the meeting. The new Cardiac First Responder Guide as well as the UCD Advisory Booklet on External Defibrillators were distributed. Both booklets received positive comments from members

13. AOB

13.1 Frank O Malley highlighted the dissatisfaction on the ground with the lack of funding to progress CPD within the services. John Duggan highlighted the risk of variances in standards of care throughout the country as a result.

13.2 Council Workshop (1) Draft National Research Strategy (see attached correspondence to Centre for Prehospital Research).

13.3 Council Workshop (2) Canada Study Visit (see attached overview).

Signed: _____
Paul Robinson
Chairman

Date: _____

Minutes of the Council meeting held on the 13th March 2008
PHECC Offices, Naas, Co. Kildare

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

Apologies: Mr. Mark Doyle
Mr. David Hall

In attendance: Dr. Geoff King, Director
Mr. Barry O'Sullivan, Deputy Director & Registrar
Ms. Marian Spence, Council Secretariat

1. Chairman's Business

The Chairman opened the meeting by acknowledging apologies received.

1.1 Membership of Council

The Chairman informed all that no formal update on appointment of new members had been received from the DoHC. PHECC has been informed that the official expiry date for current members is now the 29th June 2008.

1.2. Review Group Committees & Working Groups

This meeting is scheduled to convene directly after the Council meeting.

1.3 Function for end of term of current membership

The Director, on behalf of the Council has formally invited the Minister Mary Harney TD to either the May or June meeting in order to mark the achievements of Council and developments in pre-hospital emergency care. The date will be dependent on the Minister's availability.

It was proposed that the April and May meetings will incorporate workshops for members to consolidate important information on achievements and challenges to pass on to the next Council.

1.4 Date for April Council meeting

It was agreed to hold the next Council meeting on the 16th April. A workshop for members to explore guidance principles gained on the Canada Study Visit for future strategic planning purposes will follow.

The Chairman concluded his business by congratulating all concerned on the latest informative edition of the PHECC Voice. He also mentioned he will be unable to attend the

launch by the HSE of the Cardiac First Response Guide due to take place on the 18th March but welcomed this launch and confirmed that members had received individual invitations.

2. Minutes & Matters arising

Resolution:

That the minutes of the Council meeting held on the 14th February 2008 be agreed.

Moved: Pat Hanafin
Carried without dissent

Seconded: Julie Woods

3. Audit Committee Report to Council 2007

3.1 Risk Management Framework

The Risk Management Framework was included in the meeting papers for information purposes. The Director stated this document was a worthwhile template for the executive to measure risks and then advise Council periodically. The Chairman agreed this was a valuable document for information and noting.

3.2 Director & Officers Liability

Director and Officers liability was highlighted in the Audit Committee Report. The Director advised that informal legal advice suggests that Council can provide indemnity by way of a resolution. Members discussed the potential implications and the Director agreed to seek formal legal advice on this matter.

4. Register

4.1 PHECC Register

The Registrar distributed a total of 16 names for awarding of the NQEMT, 14 of which are for ratification on the PHECC Register bringing the total number on the Register to 2290. Two further names were awarded the NQEMT through the Assessment of Equivalence of Qualifications Obtained Outside the State process and will be ratified onto the Register in due course.

A discussion ensued on the benchmarking principles associated with overseas applications for Registration. The Chairman highlighted the letter to CPG approved organisations in the PHECC Voice which addressed PHECC's position in relation to English language competency requirements for CPG usage.

It was agreed that there is no longer the need to include the progress graphs on Register membership in Council papers.

Sean Creamer suggested the Register differentiate active and inactive members as is accommodated in other professions and jurisdictions. The Director advised that this would require legislative change.

Resolution:

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

Moved: Mr Pat Gaughan
Carried without dissent

Seconded: Mr Michael Garry

4.2 Fitness to Practise

Members discussed the **Rules of Procedure Governing Inquiries into Allegations of Professional Misconduct and Unfitness to Practise** included in the meeting papers. The legal opinion on the implications of the issues addressed in this document was included in tabled documents. This legal response confirms the robustness of the procedures within the limitations of the secondary legislation and supporting rules.

Also included in the tabled documents was a draft document on Fitness to Practice Standard of Proof as well as the Health Professions Council general response to regulatory bodies on this matter. Council was asked to consider both documents and decide on the best option for the Irish context. It was agreed to bring back to the next Council Meeting.

Gerry Bury congratulated the Registrar on the document and offered some suggestions to wording and on designated authority in relation to reporting an allegation to employers.

Resolution:

That Council approves the Rules of Procedure Governing Inquiries into Allegations of Professional Misconduct and Unfitness to Practise with the following amendments;

- Insert "HEALTH (MISCELLANEOUS PROVISIONS) ACT 2007" into the preamble,
- (2) (1) remove "an allegation"
- (2)(2)(b) change "would bring" to brings"
- (2)(7) remove "or the Registrar"
- (2)(7) change "or allegation" to "or allegations"
- (2)(7) change "allegation/allegation" to "or allegation/allegations"
- (6)(1) change "On referral to the Fitness to Practise Committee the complainant shall be obliged to embody their allegation in a Statutory Declaration" to "On referral to the Fitness to Practise Committee the allegation shall be embodied in a Statutory Declaration"

Moved: Sean Creamer
Carried without dissent

Seconded: Pat Mc Creanor

5. Assessment of Qualification Obtained in Ireland

The revised Assessment of Qualification Obtained in Ireland incorporating the amended wording was included in the papers for approval.

Resolution:

That Council approve the Revised Council Policy: Assessment of Qualifications Obtained in Ireland.

Moved: Frank O' Malley
Carried without dissent

Seconded: John Duggan

6. Advanced Paramedic Course Evaluation

The Re-evaluation of the Distance Learning Block of the Advanced Paramedic Course undertaken by Professor Paul Finucane was included for members' information. The Director spoke on this item and mentioned that the DREEM methodology was not used in the original evaluation. He suggested that options include scrapping the Distance Learning Block and replacing with a Taught Block or a complete review of the Distance Learning Block. Members discussed the merits of using Distance Learning and welcomed the option to include "taster" modules to encourage awareness and participation at Paramedic level. The

Chairman suggested a formal proposal be developed and brought back to Council for further consideration.

7. CPD Support

A proposal outlining a “study initiative” from the Western Region Ambulance Training Section was included for consideration. This proposal highlighted the initiative to set up library resources in Ambulance Stations in the Northwest Area to facilitate the upskilling programme. A discussion ensued which highlighted the funding and staffing implications as well as variance in the CPD roll-out. John Duggan highlighted the need for uniformity and the need to source funding for this important area. The Director concurred with this and offered suggestions for some possible funding sources. Gabriel Glynn suggested a position paper could address and highlight the concept of training built into the roster. Frank O’ Malley suggested targeted training.

The Chairman concluded that how Council can facilitate Paramedic upskilling to the new standard should be a key item for the forthcoming workshop.

8. Director’s Report

The Director’s Report was referred to throughout the meeting. The Director mentioned that the Canada Study Visit will be considered at the first workshop.

9. AOB

9.1 Frank O’ Malley expressed concern about a possible slowdown of the AP Programme. The Director advised that there is no indication that there is any slowdown.

9.2 John Duggan thanked the Director and all the PHECC team for their input into the recent successful SIPTU/PHECC Workshop in Mullingar.

**Minutes of the Council meeting held on the 14th February 2008
in PHECC Offices, Naas, Co. Kildare**

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

Apologies: Mr. John Duggan
Mr. Pat Gaughan

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

1. Chairman's Business

The Chairman opened the meeting by observing a short silence to acknowledge the recent death of John Duggan's Father Denis.

1.1. Membership of Council

The Chairman referred to his correspondence to the Minister and to the Principal Officer, highlighting the current uncertain status of PHECC membership. Further e-mail correspondence from the DoHC on this matter was tabled. The Chairman expressed his concern at this pending lapse in membership and the effect on PHECC governance.

A discussion ensued and given the possible negative implications on patient care that lapsed membership could cause, the Director agreed to seek legal advice and correspond with the DoHC on these possible implications.

1.2. Audit of Accounts 2007

The Chairman informed Members that the C&AG had commenced an audit of the PHECC 2007 accounts.

1.3. Review Group Committees & Working Groups

The Review Group for Committees and Working Groups will meet directly after this Council meeting.

1.4. National Health Consultative Forum

The Chairman and the Director will be attending the National Health Consultative Forum on the 10th April. The Chairman proposed it was an opportune time to hold a combined workshop/meeting/function to mark the end of term for Members and specifically to summarise and reflect on the work of the present Council. It was proposed that an invitation be extended to the Minister, Mary Harney to attend the function. The final date will be decided on the basis of the Minister's availability. The workshop will be important to facilitate the transition of governance and work schedule to the new Council.

2. Minutes & Matters arising

Resolution:

That the minutes of the Council meeting held on the 13th December 2007 be agreed.

Moved: Macartan Hughes **Seconded:** Frank O Malley
Carried without dissent

3. Finances

3.1 Letter of Allocation - 2008

The 2008 Letter of Determination from the DoHC for €3.519m was included in the meeting papers. The funding increase is 3% over that of 2007. Council noted that Research and Project funding is significantly reduced in comparison to 2007 as a result of the increase not being cognisant of PHECC's recent approval to appoint additional staff.

3.2 Draft Business Plan - 2008

The Draft Business Plan was included in the meeting papers.

Resolution:

That Council approves the 2008 Business Plan but directs that the DoHC be advised of the implications for PHECC Research and Projects.

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

3.3 Draft Revision of Fees - 2008

A revised Schedule of Fees was tabled and considered. It included reduced fees for Training Institutions applying for PHECC Institutional Recognition at Responder and Driving levels compared to Practitioner level. It was agreed that Council must have the ability to waive fees in appropriate circumstances.

Resolution:

That Council approves the Revised Schedule of Fees but reserves the discretion to waive fees in appropriate circumstances.

Moved: Sean Creamer **Seconded:** Julie Woods
Carried Without Dissent

4. Register

4.1 Membership ratification

The Registrar distributed a list of 59 names, for awarding of NQEMT, and to be entered on the PHECC Register, as well as 17 names to be upgraded to Advanced Paramedic on the Register, bringing the total number on the Register to 2276.

Resolution:

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

Moved: Gerry Bury **Seconded:** Frank O Malley
Carried without dissent

4.2 Fitness to Practice

(i) Training

A document outlining the forthcoming Fitness to Practice training was included in the tabled documents for information purposes.

(ii) Referral

The Director agreed to seek legal reassurance about PHECC's Fitness to Practice procedures before progressing an allegation that has been received for consideration.

5. Recognition of Institutions & Approval of Courses

5.1 CQI Framework

A document outlining PHECC's Continuous Quality Improvement Framework for the 2007 Education and Training Standards was included in the meeting papers for consideration.

Resolution:

That Council approves the CQI Framework to assist in the implementation of the 2007 Education & Training Standards.

Moved: Pat Hanafin
Carried without dissent

Seconded: Frank O Malley

5.2 NASC/UCD; Recognition of TI, Paramedic CPD Modules

Applications from NASC/UCD for Institutional Recognition and Paramedic CPD Upskilling Modules were considered at the Accreditation Committee meeting and recommended to Council for approval. A member expressed concern regarding the variances in the present CPD modules across the services. A tabled document was circulated which provided further information and the process for identifying skills gaps. Maintenance of intravenous infusions was specifically mentioned in discussion. Macartan Hughes considered that the skill was already largely implemented. The Director advised that when a CPD Module is submitted and approved, individuals so trained will be able to avail of the RPL process.

Resolution:

That Council approves the applications from NASC/UCD for Institutional Recognition and Paramedic CPD (Upskilling) Modules.

Moved: Michael Garry
Carried without dissent

Seconded: Frank O Malley

5.3 Irish Ambulance Training Institute; Advanced Driving Course

An application from the Irish Ambulance Training Institute for approval for an Advanced Driving Course was considered at the Accreditation Meeting and recommended to Council for approval.

Resolution:

That Council approves the Advanced Driving Course from Irish Ambulance Training Institute.

Moved: Michael Garry
Carried without dissent

Seconded: Frank O Malley

6. Assessment of Qualifications Obtained in Ireland

6.1 Draft Council Policy

The Accreditation Committee considered the Policy for Assessment of Qualification Obtained in Ireland and recommended approval by Council subject to amendments. Formal approval was sought for this revised policy. Further amendments were suggested. The Director agreed to amend and bring back to Council for approval.

7. CPG Approval

Three amended CPGs were included in the meeting papers including Glycaemic-Emergency –Paediatric, Inadequate Respirations–Adult and Respiratory Distress–Paediatric and recommended for approval by Council by the MAG and Chairs of the MAG

Resolution:

That Council approves the three CPGs.

Moved: Macartan Hughes
Carried without Dissent

Seconded: David Hall

8. OHCAR

OHCAR submitted a request for additional funding to facilitate maternity leave cover for the Project Officer which is pending, and which was omitted from the original budget submission considered by Council in October.

Resolution:

That Council approves additional funding of up to €50,000 for OHCAR for provision of maternity leave cover for the Project Officer which is pending.

Moved: Pat Mc Creanor
Carried without Dissent

Seconded: Macartan Hughes

9. Director's Report

The Director's report was referred to throughout the meeting. The Director informed members that the latest PHECC Voice newsletter will be published shortly.

10. AOB

10.1 A member enquired about progress on the new computers for Ambulance Stations agreed at a previous meeting. The Director agreed to check progress and report back to Council.

10.2 A member suggested that information could be sent to all practitioners on the Register and to employers outlining procedures by which to inform PHECC on Fitness to Practice matters. The Director agreed that a comprehensive communications approach will be conducted.

10.3 A member asked that the importance and priority of the CPD Upskilling training be included in the next newsletter.