

**Minutes of the Council meeting held on the 10th December 2009
in the Tullamore Court Hotel, Tullamore, Co. Offaly**

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

Apologies: Patricia FitzPatrick
Zelie Gaffney
Conor Egleston
Michael Garry

In Attendance: Mr. Geoff King, Director
Mr. Barry O' Sullivan, Deputy Director and Registrar
Ms. Marion O' Malley, Acting Council Secretariat
Ms. Deirdre Borland

1. Chairs Business

The Chairman welcomed everybody and thanked Valerie Small for deputising in his absence. Apologies were acknowledged.

1.1 Governance

Risk Management Item

Included in the papers was the the Operational Risk Management Template which detailed areas of low, medium and high risk to PHECC. The two main areas highlighted were the funding cutbacks which are expected next year and the subsuming into the HSCPC. The Director advised that he and the Registrar engaged in talks with the Department and the target for being subsumed is early 2011. The Director highlighted that the CPG's and Fitness to Practice (FTP) would be two functions which require thorough consideration. Special arrangements would need to be put in place in order for PHECC to carry all their functions.

Following a broad discussion the Chair agreed that Council would be kept updated on any progress with the Department in relation to the subsuming.

AAP Funding

The Director tabled a letter from the Association of Ambulance Personnel (AAP) requesting sponsorship for their upcoming conference on February 5th and 6th 2010. Michael Dineen detailed the programme for the conference and requested the same level of sponsorship as previous years. He also requested that Council hold their next meeting in the Hodson Bay Hotel, on February 4th, to coincide with the AAP conference.

Resolution:

That Council approves funding of €20,000 for the AAP conference, subject to funding being available.

Proposed by: Frank McClintock **Seconded by:** Frank O' Malley

Carried without dissent

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 12th November 2009.

Proposed by: Macartan Hughes **Seconded by:** Valerie Small

Carried without dissent

3. Finances

3.1 Update

The Registrar tabled the income and expenditure figures as at 30th November 2009. He indicated that he is anticipating that the figures will be on target by the year end.

4. Register

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

The Registrar tabled a list of 71 names for awarding of the NQEMT. The Registrar also tabled a list of 48 names for ratification bringing the total on the Register to 2884.

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

Proposed: Macartan Hughes **Seconded:** Michael Dineen

Carried without dissent

4.3 Fitness to Practice Update

The Registrar outlined that in the past two months there were four allegations brought before the Preliminary Proceedings Committee (PPC). Two allegations were rejected as “no case to answer” and two allegations will be brought forward to a full Fitness to Practice (FTP) hearing. The first of these hearings will take place in January 2010. Valerie Small, who chaired the PPC meetings, felt that the process was a very fair way of dealing with allegations. Cathal O’ Donnell asked for clarification regarding a practitioner being struck off the register if found guilty of any misconduct. The Director advised that while registrants cannot be struck off, PHECC can decline their registration application for the following year and their employer can limit their scope of practice. Barry O’ Brien felt that Council could be exposed making recommendations to employers regarding this complex issue.

5. Inter Facility Patient Transfer Standard

Included in the papers, for Councils’ information, was the Inter Facility Patient Transfer Standard.

6. NQEMT Examinations

6.1 The NQEMT Exam Handbook was tabled for Council’s information. Based on feedback from the Recognised Institutions this 4th Edition brings to a new level the quality and comprehensiveness of this essential guide for candidates. Barry O’ Sullivan thanked Marie Ni Mhurchu in particular, for the effort and hard work put into the publication.

7. Education and Training Standards

7.1 Update on Council Rules for Recognised Institutions, Courses and Teaching Faculty
Update on Council Rules for Recognised Institutions, Courses and Teaching Faculty and covering letter was included for information of Council. This follows earlier consideration of same by Council.

7.2 Annual maintenance/monitoring of Institutions and Courses, letter for information
A letter regarding Annual maintenance/ monitoring of Institutions and Courses was included in the meeting papers for information. It was noted that targeted information regarding Internship sites was required on this occasion.

7.3 CQI Framework – Progress Report
A copy of the progress report was included in the meeting papers. Although information had been gained from the 15 quality evaluation reports (QER) received, a revised template is now recommended for 2010 to promote uniformity without restraint. It was agreed not to include grading on the QER, but a feedback section will be added to facilitate comments from the PHECC office to assist the Recognised Institution in prioritising their own improvement plan. The Director was looking for a resolution to approve the Quality Evaluation Report Template.

Resolution: That Council approves the proposed Quality Evaluation Report Template for implementation.

Proposed: Michael Dineen

Seconded: Gerry Tuohy

Carried without dissent

7.4 Facilitator Designate – Final Written Report

The final report of the Facilitator Designate group was included in the meeting papers. The Director referred to a number of challenges detailed in the summary that PHECC may explore further.

7.5 Applications for Approval

- Cork College of Commerce
- Dublin City University
- Firstaider.ie
- Operative Training Services Ltd.
- Academy of Emergency Care CUH
- Civil Defence
- Emergency Care
- St. John Ambulance Brigade of Ireland

Resolution

That Council approves: Firstaider.ie: Recognition of Institution and Course: Cardiac First Response (CFR).

The approval is subject to reassurance from Firstaider.ie that they will remove the use of the term “EFR” except in the context of the PHECC Emergency First Response (EFR) standard.

Proposed: Macartan Hughes

Seconded: Valerie Small

Carried without dissent

Resolutions

That Council approves Cork College of Commerce as a Recognised of Institution.

That Council approves: Dublin City University (DCU): Recognition of Institution and Courses: Cardiac First Response (CFR) Responder, Practitioner and Emergency First Response (EFR).

That Council approves: Operative Training Services Ltd. (OTS Ltd.): Recognition of Institution and Courses: Cardiac First Response (CFR) Responder, Practitioner and Emergency First Response (EFR).

That Council approves: Academy of Emergency Care (ED-CUH) AECS: Recognition of Courses: Cardiac First Response (CFR) Responder, Practitioner and Instructor, Emergency First Response (EFR) and Emergency First Response (EFR) Instructor.

That Council approves: Civil Defence: Recognition of Courses: Emergency Medical Technician (EMT).

That Council approves: Emergency Care: Recognition of Courses: Emergency First Response (EFR).

That Council approves: St John Ambulance Brigade of Ireland: Recognition of Courses: Emergency Medical Technician (EMT).

Proposed: Frank O’ Malley

Seconded: Mary McClelland

Carried without dissent

8. Clinical Practice Guidelines

8.1 Dublin Airport Authority (DAA)

Resolution: That Council approves Dublin Airport Authority (DAA) for the implementation of 3rd Edition CPG's.

Proposed: Macartan Hughes

Seconded: Gerry Tuohy

Carried without dissent

8.2 Civil Defence

Resolution: That Council approves Civil Defence for the implementation of 3rd Edition CPG's.

Proposed: Macartan Hughes

Seconded: Gerry Tuohy

Carried without dissent

9. Irish EMS Priority Dispatch Standard

Included in the papers was the framework standard, and the supporting codes were tabled, for the information of Council. Also included for reference was a table of the supporting codes compared to US, UK and Ireland (to date) practice. Interim approval was granted subject to formal ratification and the Director was seeking approval for the implementation of the EMS Priority Dispatch Standard.

Frank McClintock thanked the Medical Advisory Group and PHECC for delivering the standard effectively and in such a short time frame, and also acknowledged the co-operation of staff in the control rooms throughout the country.

Tom Tinnelly advised Council that the Irish Ambulance Representative Council (IARC) have some concerns in relation to the implementation of the standard and are seeking a meeting with management to discuss further. Frank McClintock agreed to meet with IARC. Gerry Tuohy advised that, in principle, the standard was generally welcomed throughout the country and requested that all ambulance personnel get the AMPDS standard document. Macartan Hughes advised Council that all practitioners would receive a Field Response Guide for reference.

Resolution: That Council approve the implementation of the EMS Priority Dispatch Standard, in principle, subject to any minor amendments and ratification by the Medical Advisory Group.

Proposed: Frank McClintock

Seconded: Barry O' Brien

Carried without dissent

10. Directors Report

The Directors report was referred to throughout the meeting.

11. AOB

Gerry Tuohy raised a concern regarding the Driving Standard. The feedback he received is that the course and skills covered should be more evident on emergency driving. Macartan Hughes indicated that the course has 2 modules – basic and advanced and that, at present, paramedic interns have only completed the basic driving module. Tom Tinnelly felt there should be more emphasis on the driving and not just the theoretical element of the course. Frank McClintock advised Council that the HSE recently engaged in talks with the Road Safety Authority (RSA) to discuss a wide range of measures regarding driver training.

It was confirmed that the next Council meeting would be held in the Hodson Bay Hotel, Athlone, Co. Westmeath on Thursday 4th February 2010.

The Chair concluded the meeting by wishing all Council members a Happy Christmas and New Year.

There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 12th November 2009
in the Bunratty Castle Hotel, Bunratty, Co. Clare**

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

Apologies: Tom Mooney – Chairman
Conor Egleston

In Attendance: Mr. Geoff King, Director
Mr. Barry O' Sullivan, Deputy Director and Registrar
Ms. Marion O' Malley, Acting Council Secretariat
Mr. Gabriel Glynn, Chair Control Working Group

1. Chairs Business

The Acting Chair welcomed all Council members and extended the welcome to Gabriel Glynn, Chair of the Control Working Group.

1.1 Governance

Included, for Councils' information, in the papers was a composite version of PHECC's governing legislation incorporating the Establishment Order, Amendment Order, The Health (Miscellaneous Provisions) Bill and Recognition of Professional Qualifications Regulation.

Following the Resolution at the Council meeting in May 2008, that Council expenses for travel and subsistence are standardised in line with PHECC staff expenses, a draft Council Policy on Council, Committee members and staff expenses was also included for noting.

1.2 Public & Service User Involvement, framework for noting.

The draft framework for Public & Service User Involvement in Health and Social Care Regulation in Ireland was included for Councils' information, along with the response to the

draft. PHECC have agreed to adopt the framework as a guide and will periodically evaluate their level of public and service user participation.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 8th October 2009.

Proposed by: Frank O' Malley

Seconded by: Tom Tinnelly

Carried without dissent

3. Finances

3.1 C&AG advice re. 2008 Management letter

The Registrar advised Council that PHECC received notification from the C&AG, informing them that the finances are in order and that there was no need for a management letter in relation to 2008. The Acting Chair gave credit to Barry O' Sullivan and Sylvia O' Mahony for all their work in relation to this.

3.2 PHECC Audit Committee Meeting

Included in the papers was the Audit Committee Meeting Agenda and the Registrar outlined the main recommendations of the meeting as follows:

- That the Executive report to Council on one area of the Risk Register, at each Council meeting
- That the Safety Statement be updated
- That the Audit Committee report be made available to Council at the February 2010 meeting

The Registrar asked Council to approve the system for internal financial controls.

Resolution: That Council approve the system for internal financial controls.

Proposed: Patricia FitzPatrick

Seconded: Frank O' Malley

Carried without dissent

3.3 Interim Audit Report

The Interim Audit Report was included for Councils' information and the Registrar outlined the key elements of the report. The auditor recommended that PHECC's Professional Register be available on-line and the Registrar was seeking approval from Council for funding up to €80,000 to proceed with the tendering process.

Resolution:

That Council approves the funding of up to €80,000 for the Electronic Register.

Proposed by: Zelig Gaffney **Seconded by:** Michael Dineen

Carried without dissent

4. Register

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

The Registrar tabled a list of 34 names for awarding of the NQEMT. The Registrar also tabled a list of 33 names for ratification bringing the total on the Register to 2846.

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

Proposed: Patricia FitzPatrick

Seconded: Michael Dineen

Carried without dissent

5. Inter Facility Patient Transfer Code

Included in the papers was the most recent draft Inter Facility Patient Transfer Code document, which is now being recommended for approval by the Medical Advisory Group (MAG). Based on previous feedback and recommendations from Council and MAG the draft code was amended and Cathal O' Donnell detailed the recent changes.

The Director was seeking approval of the code, subject to any minor wording changes that may be made to facilitate implementation if agreed by the Chair of MAG, Frank McClintock and the Director.

Tom Tinnelly advised Council that the Irish Ambulance Representative Council (IARC) have a concern in relation to the implementation of the code and will look to meet employers to discuss it.

Resolution: That Council approves, in principle, the Inter Facility Patient Transfer Code.

Proposed: Frank McClintock

Seconded: Cathal O' Donnell

Carried without dissent

6. Advanced Paramedic Programme

6.1 Budget, for consideration

The Director was seeking approval of funding to the value of €1,110,742.00 for the Advanced Paramedic Programme 2010/2011 and a further €265,000 in respect of potential registration fees over the 2 year period. The Director advised that the budget is consistent with previous budget submissions.

Resolution: That Council approves funding of €1,110,742.00 for the Advanced Paramedic Programme 2010/2011 and funding of €265,000 for potential registration fees, subject to funding being available.

Proposed: Zelig Gaffney

Seconded: Michael Garry

Carried without dissent

7. Control Training Standard

7.1 Pre Consultation Draft, for consideration and 7.2 Consultancy Strategy, to be tabled.

The Vice Chair welcomed Gabriel Glynn, Chair of the Control Working Group, who gave Council members an overview of the work undertaken to date on the EMS Control Standards. He also took the opportunity to thank Pauline Dempsey of PHECC, John Moody of DFB, Macartan Hughes and Tom Horwell of NASC for their contribution along with the Control Working Group and Geoff King for his guidance to date.

A consultation strategy was also tabled for discussion.

Barry O' Brien asked about a minimum educational requirement. Gabriel Glynn confirmed that Leaving Certificate standard or equivalent and that a Recognition of Prior Learning (RPL) policy would be implemented for existing Control personnel. It was also confirmed that full register status would not be a requirement at this level and that the qualification/award will be a joint Institution/PHECC national award in EMS Control at either Call Taker or Dispatcher level.

Resolution: That Council approve the circulation of the consultation strategy to the relevant stakeholders.

Proposed: Tom Tinnelly

Seconded: Frank O' Malley

Carried without dissent

8. 2010 Standards

8.1 Approval of funding/further development

The Director was seeking approval of funding for the following:

- €10,000 for refining and completing the draft Paramedic and Advanced Paramedic Standards
- €10,000 for the refining and completion of the Responder and EMT Standards
- €20,000 for refining and completion of the faculty development process

Resolution: That Council approve funding of up to €40,000 for the refining and completion of the draft Responder, EMT, Paramedic and Advanced Paramedic Standards, and the faculty development process.

Proposed: Barry O' Brien

Seconded: Patricia FitzPatrick

Carried without dissent

9. Clinical Practice Guidelines

9.1 Acute Coronary Syndrome, (Medical Practitioner), for consideration

Resolution: That Council approves the CPG for Acute Coronary Syndrome, (Medical Practitioner).

Proposed: Zelic Gaffney

Seconded: Macartan Hughes

Carried without dissent

10. Directors Report

The Directors report was referred to throughout the meeting.

11. AOB

The Director tabled a poster detailing the aims, objectives and early findings of the OHCAR Project and advised Council that Siobhan Masterson would be making a presentation at the RESUS conference.

It was confirmed that there would be a Council meeting on 10th December 2009.

There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 8th October 2009
In PHECC Offices, Naas, Co. Kildare**

Present: Valerie Small – Vice Chair
Frank O' Malley
Tom Tinnelly
Michael Dineen
Patricia FitzPatrick
Michael Brennan
Cathal O' Donnell
Macartan Hughes
Frank McClintock
Zelie Gaffney
Karen Healy
Barry O' Brien
Conor Egleston
Gerry Tuohy

Apologies: Tom Mooney – Chairman
Mary McClelland
Michael Garry

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

1. Chairs Business

The Acting Chair welcomed all attendees, in particular Karen Healy, who has returned from maternity leave. Apologies were acknowledged.

1.1 Code of Practice for the Governance of State Bodies

Included in the papers was a revised Code of Practice for the Governance of State Bodies. Also included was a summary of the significant changes in relation to the earlier code. The Director explained the key elements of the changes and asked for a resolution that Council adopt the revised code.

Resolution:

That Council adopt the revised Code of Practice for the Governance of State Bodies.

Proposed by: Patricia FitzPatrick

Seconded by: Zelie Gaffney

Carried without dissent

1.2 November Council Meeting/Resus

The Acting Chair asked Council members to consider holding the next Council meeting in Bunratty, to coincide with the International Resuscitation Conference and Skills Showcase. All members were in agreement that the meeting would take place at 6pm on Thursday 12th November in the Bunratty Castle Hotel.

2. Minutes and Matters arising

Resolution:

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

Proposed by: Michael Dineen

Seconded by: Frank O' Malley

Carried without dissent

3. Register

3.1 Awarding of NQEMT ratification & 3.2 Names entered on Register Ratification

The Registrar tabled a list of 33 names for awarding of the NQEMT. The Registrar also tabled a list of 6 names for ratification bringing the total on the Register to 2815.

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

Proposed: Patricia FitzPatrick

Seconded: Michael Dineen

Carried without dissent

3.3 H1N1 Vaccination

Included in the papers was a draft letter to all registrants to encourage the uptake of the H1N1 vaccination. The HSE is concerned that the uptake of vaccines by healthcare professionals is generally low, and the Director indicated that ambulance personnel, as front line workers are in a position to show great leadership in this regard. Zelle Gaffney expressed a concern that people need reassurances before taking the vaccine. It was agreed that PHECC would distribute the letter to all registrants, and include an appendix indicating reference websites and a helpline number, if required.

3.4 Scope of Practice

The Scope of Practice document was included in the papers for Councils information. It will be included in the Autumn Newsletter to inform registrants that Scope of Practice refers to a range of roles and responsibilities in which a registered practitioner has been educated, is competent in, and has the authority to perform, and that it is both a personal and professional issue and all registrants have responsibility for their own Scope of Practice.

Cathal O' Donnell was seeking clarification regarding the phrase "*The guidelines are for best practice and are not intended as a substitute for good clinical judgement.*" A discussion ensued and it was agreed to omit the wording after "*best practice*" to avoid any confusion.

3.5 Competency Initiative

The Registrar proposed that Council authorise the development and implementation of a 4 stranded programme which would exploit and utilise information and communications technology. The Registrar explained the 4 elements of the ICT initiative which would support the upskilling and competency of registrants in partnership with PHECC, registrants, service providers and recognised institutions.

Council were in agreement that this is a very worthwhile initiative and praised PHECC staff for the proposal. It was recommended that the initiative proceed immediately and the Registrar asked Council to approve funding of €113,724 to facilitate this.

Resolution: That Council approves funding of €113,724 for the ICT Educational Initiative.

Proposed: Cathal O' Donnell

Seconded: Patricia FitzPatrick

Carried without dissent

4. Inter Facility Patient Transfer Code

Included in the papers was the most recent draft Inter Facility Patient Transfer Code document, which is currently being considered by the Medical Advisory Group (MAG). Based on previous feedback and recommendations from Council and MAG the draft code was amended and the Director detailed the recent changes.

Frank McClintock expressed his reservations about grouping "*Acute and Non Acute*". Cathal O' Donnell described the reasoning behind the amendments made, following the recent MAG meeting.

After further discussion the Director pointed out that the draft code is still a working document and all feedback would be brought back to MAG. The draft code will come before Council again for formal approval.

Patricia Fitzpatrick suggested that Frank McClintock be invited to the next MAG meeting to further discuss the Inter Facility Patient Transfer Code. This was agreed by the chair of MAG, Cathal O' Donnell, and endorsed by Council members.

5. Education and Training Standards

5.1 Leaving Certificate Requirement

Included in the papers is correspondence relating to the Leaving Certificate requirement in the 2007 Education and Training Standards. PHECC are working on packaging pre-hospital care as a career for people and have already developed the Pre-Hospital Emergency Care Fact Sheet, which was distributed to school leavers at the recent Higher Options Conference at the RDS.

Conor Egleston enquired about a standard for the English language skill in pre-hospital care. The Director explained that through the application process for the implementation of the 3rd

Edition CPG's, PHECC require that the organisation seeking approval provide evidence that employees/ volunteers have the linguistic knowledge to use CPGs at the level appropriate to professional/ clinical activities carried out.

6. Clinical Incident Stress Management (CISM) Project

The Director advised Council members that PHECC request reports on a 6-monthly basis from all projects it funds and included in the papers was an update on the CISM project, which detailed the recent CISM conference which took place in Maynooth.

7. Centre for Prehospital Research

7.1 Report, for information and 7.2 Budget Proposal for consideration by Council
For Councils' information, the Centre for Prehospital Research (CPR) report was included in the papers detailing their activities to date. The Director asked Council to review the projected expenditure figures included in the report, for 2010, with a view to approving funding of €166,933, subject to funding being available.

Resolution:

That Council approves funding of €166,933 for the Centre for Prehospital Research (CPR) subject to funding being available.

Proposed: Patricia FitzPatrick

Seconded: Gerry Tuohy

Carried without dissent

8. Directors Report

The Directors report was referred to throughout the meeting.

9. AOB

Michael Brennan congratulated Cathal O' Donnell and MAG on the organisation and smooth running of the RTC exercise which was recently held in Ennis.

The date for the next Council meeting was agreed for Thursday 12th November 2009 at 6.00pm in the Bunratty Castle Hotel, Bunratty, Co. Clare.

The Acting Chair thanked the Council members for their attendance. There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 10th September 2009
In PHECC Offices, Naas, Co. Kildare**

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

Apologies: Gerry Tuohy
Karen Healy
Barry O' Brien
Conor Egleston

In Attendance: Mr. Geoff King, Director
Ms. Marion O' Malley, Acting Council Secretariat

1. Chairs Business

The Chairman welcomed all attendees and acknowledged apologies received.

1.1 Annual Report

The Chairman acknowledged receipt of the Annual Report which was previously circulated to all Council members.

Fitness to Practice

The Director informed Council members that a full Fitness to Practice (FTP) hearing will be convened to investigate allegations put forward to the Preliminary Proceedings Sub-Committee on 15th July 2009. The Director invited a member of Council to chair this meeting and the Chairman asked members to express their interest by contacting either himself or the Director.

Frank McClintock expressed concern that there may be a conflict of interest if he were to chair the FTP hearing. The Director agreed and confirmed that Paramedics on Council would also be exempt from chairing the hearing.



The Director also informed Council that the Registrar has received another allegation in relation to the FTP Process, and that a Council member is required to chair the Preliminary Proceedings Sub-Committee. Valerie Small indicated that she would be available to chair this committee.

Health and Social Care Professions Council (HSCPC)

The Chairman reported that there have been no further developments with the proposed amalgamation of PHECC into the Health and Social Care Professions Council (HSCPC) and that the Director will contact the Department and update Council of any progress.

2. Minutes and Matters arising

Resolution:

That Council approves the minutes of the meeting held on the 11th June 2009.

Proposed by: Valerie Small

Seconded by: Macartan Hughes

Carried without dissent

3. Finances

3.1 C&AG Audit Certificate 2008

The C&AG Audit Certificate was included in the papers for noting.

3.2 Financial Position 31 Aug 09

Details of the financial position were included in the papers. Currently the figures show an under spend of €142,119; however the Director indicated that he is estimating that the figures will be on target by the year end.

3.3 Business Plan – Other Income

The Director was seeking approval of a Business Plan associated with income originating from sources other than the Department of Health and Children. The Director indicated that recent changes in reporting requirements by the DoHC have resulted in the need to approve a Business Plan for Other Income. Included in the papers was Annex E of the Business Plan showing €400,000 projected Other Income.

The Director indicated that the €400,000 would be spent in the areas of Continuing Professional Development (CPD) and Distance Education modules for upskilling.

Resolution:

That Council approves the Business Plan for Other Income.

Proposed by: Frank O' Malley

Seconded by: Patricia FitzPatrick

Carried without dissent

4. Risk Management Framework

4.1 Risk Framework & 4.2 Risk Status Report

The Risk Framework and Risk Status Report were included in the papers for information following recommendations from the internal auditor/Audit Committee. The risk framework document is a working document which comprehensively details the operation of PHECC and identifies high priority risk areas within the organisation. Council members were invited

to add to the risk framework if needs be. This document will be re-visited every 6 months at Council meetings for updates.

5. Register

The Director tabled a schedule of 107 NQEMT holders who completed the recognition of equivalence process.

The Director tabled a list of 94 names for awarding of the NQEMT. The Director also tabled a list of 108 names for ratification bringing the total on the Register to 2808.

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

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

Carried without dissent

6. Interfacility Patient Transfer Code

Included in the papers was a draft Interfacility Patient Transfer Code document, which is currently being considered by the Medical Advisory Group (MAG) through a Delphi process.

Frank O' Malley suggested an amendment to the document stating that the requirements were a minimum standard and should state, for example, the requirement for EMT or above.

The Director pointed out that this was a working document and would come before Council again for formal approval.

Tom Tinnelly commented that there may be some IR difficulties with the code. The Director undertook to meet with the union to explain the purpose and detail of the (draft) code.

7. Citizen CPR

The current draft of the Citizen CPR- Key Message was included in the papers for information of Council. The Director indicated that suggestions on content and clarity were welcome before finalising the document.

The Chairman expressed a concern regarding adults, infants and children on reading the draft document and the Director agreed to clarify the issue and make the document consistent.

8. Education and Training Standards

8.1 Pre-Hospital Emergency Care Fact Sheet

A fact sheet outlining all 6 levels of PHECC Education and Training Standards was included for Councils' information.

8.2 Summary of existing Recognised Institutions

A summary of existing Recognised Institutions was included in the papers for Councils' information.

8.3 Applications from

- Alpha Aid Training
- Irish Wheelchair Association
- Medicore Medical Services Ltd
- UCD Centre for Immediate Care Services
- National Safety Centre

The following institutions have been recommended by the Accreditation Committee for approval:

Alpha Aid Training - Recognition of Institution and Course Approval for Cardiac First Response (CFR) Responder

Irish Wheelchair Association - Recognition of Institution and Course Approval for Cardiac First Response (CFR) Responder

Medicore Medical Services Ltd - Recognition of Institution and Course Approval for Cardiac First Response (CFR) Responder

UCD Centre for Immediate Care Services- Recognition of Institution and Course Approval for Cardiac First Response (CFR) Responder, Practitioner and Instructor

National Safety Centre – Course Approval for Emergency First Responder (EFR)

Resolutions

That Council approves: Alpha Aid Training: Recognition of Institution and Courses: Cardiac First Response (CFR) Responder level.

That Council approves: Irish Wheelchair Association: Recognition of Institution and Courses: Cardiac First Response (CFR) Responder level.

That Council approves: Medicore Medical Services Ltd: Recognition of Institution and Courses: Cardiac First Response (CFR) Responder level.

That Council approves: UCD Centre for Immediate Care Services: Recognition of Institution and Courses: Cardiac First Response (CFR) Responder, Practitioner and Instructor level.

That Council approves: National Safety Centre: Course Approval for Emergency First Response (EFR).

Proposed: Frank O' Malley

Seconded: Macartan Hughes

Carried without dissent

9. Standards

9.1 Update Report regarding Council rules for PHECC approved Tutors/Educators/Facilitators and Instructors.

A report outlining further clarification of Council Rules as they relate to Tutors/Educators/Facilitators and Instructors was included for approval by Council. An

extract for the draft Minutes of the Accreditation Meeting 03.09.09 was tabled showing the main amendments of the report.

Resolutions

That Council approves the Update Report regarding Council Rules for PHECC approved Tutors/Educators/Facilitators and Instructors.

Proposed: Frank O' Malley

Seconded: Michael Garry

Carried without dissent

9.2 Internships

Further clarification of standards as they relate to clinical supervision of EMT's, Paramedics and Advanced Paramedics was included in the papers for approval by the Council.

Cathal O' Donnell expressed a concern about the involvement of the Medical Advisor and Training and Development Officer at the post graduate internship stage. The Director pointed out that, at this level, the support and oversight of the RI's faculty is understood to include both the MA and T&D Officer.

Resolutions

That Council approves the Update Report regarding Council Rules for Clinical Supervision of Students.

Proposed: Patricia FitzPatrick

Seconded: Michael Garry

Carried without dissent

10. CPG's

10.1 CPG Manuals

The Director indicated that the 3rd Edition CPG manuals were well received and the feedback was very positive. The Chairman and Council members asked the Director to pass on their congratulations to the PHECC team for their hard work and commitment in the development of the CPG's, in particular to Brian Power and Marie Ni Mhurchu.

10.2 DE Modules in development

The Director advised that the upskilling distance education modules are being developed and the current focus is at the Paramedic level.

11. OHCAR

11.1 Report

The Director included a status report of the OHCAR project. The Director commented on the increase in survival rates of cardiac arrest and stressed that it is envisaged that the survival rates would increase nationally by improving rates of bystander CPR and time to defibrillation.

11.2 Budget Proposal

The Director was seeking approval of funding to the value of €66,236, the projected expenditure figure for Jan-Jun 2010, subject to funding being available.

Resolution:

That Council approves funding for the OHCAR project to the value of €66,236, subject to funding being available.

Proposed: Michael Dineen

Seconded: Zelig Gaffney

Carried without dissent

12. NQEMT Examination Policy

12.1 Quality Committee review, principles

Following the accreditation committee meeting 03.09.09 the Director was seeking Councils' approval of the Quality Committee review, principles. The Director outlined the revisions to the current terms of reference of the Examination Quality Committee. The 2 main amendments are:

- that the Quality Committee would no longer review exam content, except in the case of an appeal
- that the Quality Committee would no longer approve exam results. This would be completed by the Registrar

Patricia FitzPatrick asked whether the members from previous Accreditation Committees should be on the current Quality Committee. The Director advised that membership will be revisited with the revised terms of reference.

Resolution:

That Council approves the Examination Quality Committee, Principles

Proposed: Macartan Hughes

Seconded: Patricia FitzPatrick

Carried without dissent

13. Directors Report

The Directors report was referred to throughout the meeting.

13.1 CISM Conference

The Director met with key speakers of the CISM conference and found the meeting to be of great benefit. Frank O' Malley commented that the conference itself was very informative and of great interest to the delegates. He wished Sharon Gallagher well in finalising the report and acknowledged her work to date.

14. AOB

The Director asked Council to approve funding of €5,000 for the Resus conference which is taking place in Bunratty Castle Hotel on November 13th and 14th. Cathal O' Donnell thanked the Council for the generous and committed support offered by PHECC to the Resus conference over the past number of years.

Resolution:

That Council approves funding for the Resus conference to the value of €5,000, subject to funding being available.

Proposed: Zelic Gaffney

Seconded: Michael Dineen

Carried without dissent

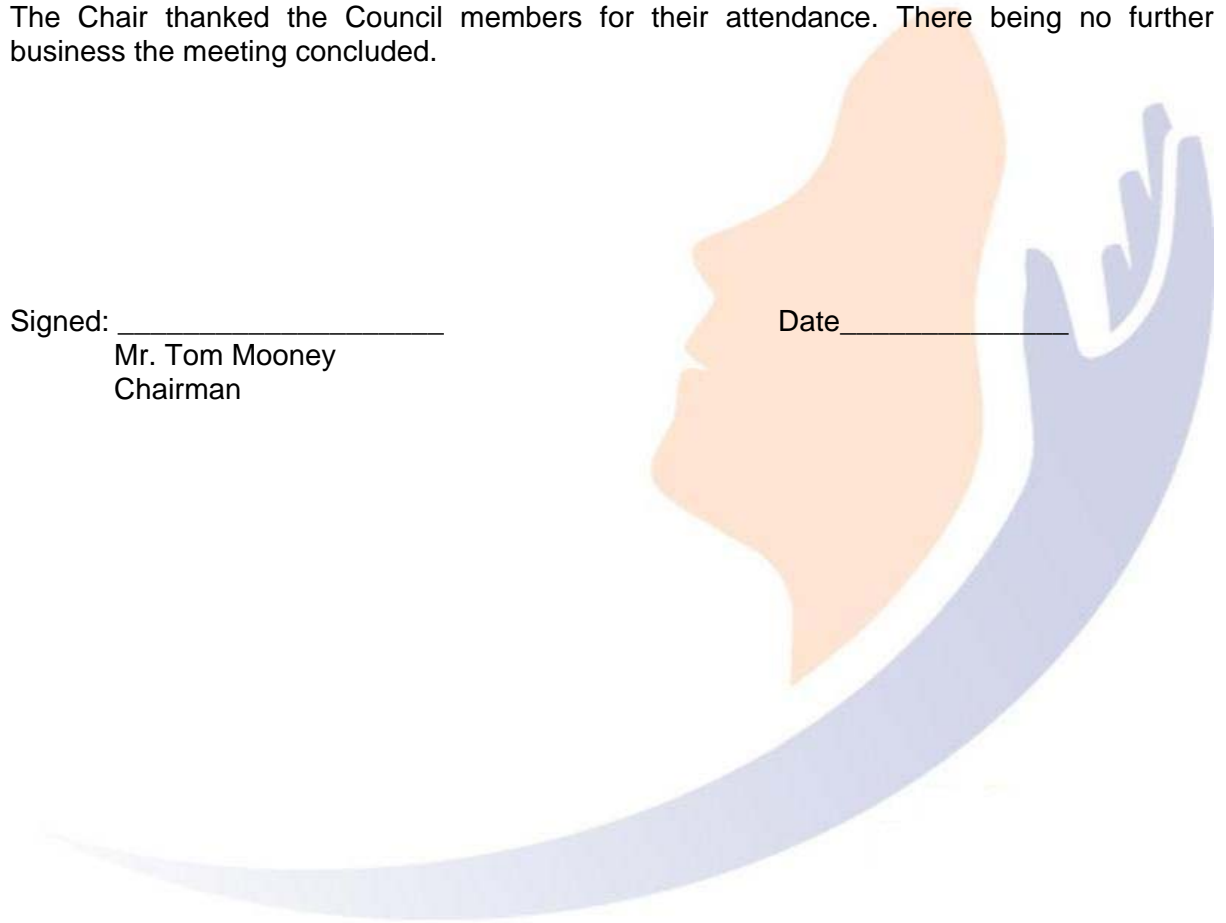
Macartan Hughes asked the Director to send get well wishes to Brian Bruno, AP, who suffered a cardiac arrest while instructing on an AP tutor course.

The date for the next Council meeting was agreed for Thursday 8th October 2009 at 10.30am in the PHECC Offices, Naas, Co. Kildare.

The Chair thanked the Council members for their attendance. There being no further business the meeting concluded.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____



PHECC Council Meeting
Thursday 11th June 2009
10.30am, PHECC Office, Naas.

Present:

Tom Mooney (Chair)
Valerie Small
Zelie Gaffney
Mary McClelland
Frank O'Malley
Michael Dineen
Frank McClintock
Barry O'Brien
Tom Tinnelly
Patricia Fitzpatrick
Macartan Hughes
Gerry Tuohy

In Attendance:

Geoff King
Claire Finn

Apologies:

Mick Garry
Conor Egleston
Karen Healy
Cathal O'Donnell
Michael Brennan

1. Chairs Business

The Chair welcomed all attendees and acknowledged apologies received.

1.1 Accreditation Committee

The Accreditation Committee have revised their Terms of Reference and recommend them to Council.

Resolution: That Council approve the revised Terms of Reference for the Accreditation Committee.

Proposed: Patricia Fitzpatrick **Seconded:** Frank O'Malley
Carried without dissent

1.2 Financial Statements

Approved by the C&AG with some minor changes of no material difference, essentially the Financial Statements are as approved at the previous Council meeting. The Director asked that a member of Council and the Chair co-sign the documents. Mr Frank O'Malley agreed to sign with the Director and Chair.

1.3 Fitness to Practice

The Director informed Council that the Registrar has received an allegation in relation to the FTP Process. In this regard, a Council member is required to chair the Preliminary Proceedings Sub-Committee. The PPSC is provisionally scheduled for 15th July 2009. Ms Valerie Small indicated that she would be available to chair this committee.



2. Minutes and Matters arising

2.1 Draft Re-Registration Policy

Patricia Fitzpatrick raised an issue with regard to the draft Re-registration Policy and the fact that the new policy does not take into account various reasons for being unable to re-register within the timeframes mentioned in the new policy. A discussion ensued regarding this point and it was decided that the policy be revisited and amended to allow Council some discretion on a case by case basis where there are compassionate circumstances.

The Director was asked if the letter to each individual on the register detailing the new policy has been issued. The Director outlined that the draft policy was available on the website and is included with the re-registration documentation sent to the relevant registrants. A letter to all has been drafted.

2.2 Medical Standards at Events

At the last Council meeting Cathal O'Donnell raised the issue of a standard for provision of medical services at events. MAG are drafting this standard and will revert to Council with a draft for their consideration. The background information provided to MAG is included on the meeting papers for Council's information.

Resolution: That Council approve the minutes of the Council Meeting of the 14th May 2009.

Proposed: Frank O'Malley

Seconded: Frank McClintock

Carried without dissent

3. Policies and Procedures

3.1 Protected Disclosure

A discussion took place regarding the Protected Disclosure procedure and how it would allow PHECC Staff to instigate an investigation with regard to unprofessional or illegal behaviour within PHECC. Some concerns raised regarding confidentiality and also frivolous or vexatious complains. It was explained that procedures are in place to deal with both issues to ensure that staff were protected if they wish to make a complaint and all staff are also protected against frivolous or vexatious complaints.

It was agreed that the document meets all PHECCs requirements.

3.2 Logo Usage Policy

The PHECC Logo Usage Policy was submitted to Council for their approval. A grammatical suggestion will be included.

Resolution: That Council formally adopt the Logo Usage Policy for approval.

Proposed: Mary McClelland **Seconded:** Macartan Hughes
Carried without dissent

4. Register

The latest register reports were circulated to the assembled members.

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

Proposed: Barry O'Brien **Seconded:** Michael Dineen
Carried without dissent

5. Interfacility Transfer

The Director present the 3rd draft of the document previously tabled at the meeting of 14th May 2009. He explained that MAG were putting the document through a Delphi process and the current document was for information/discussion purposes only, not approval. The Director also pointed out that the standard was a minimum requirement. Frank O'Malley suggested an amendment to the document stating that the requirements were a minimum standard and should state, for example, the requirement for EFR + EMT or above.

Zelie Gaffney pointed out that the crew on the vehicle were not to be considered as a substitute for hospital staff for high category patients. Zelie also suggested that the receiving hospital have a team waiting for the patient on arrival.

The Director pointed out that this was a working document and would come before Council again before approval would be sought.

6. Citizen CPR

The Director outlined progress on the research of materials already available in relation to Compression Only CPR. The Citizen CPR Standard was being developed in conjunction with posters and training materials. Council members were briefly shown the training pack that is available from the American Red Cross. The Director also emphasised that the DVD should promote the concept that although compression only CPR would be helpful in an emergency, the gold standard would be to complete the full CFR course.

The Director is to come back to Council with further information as the initiative develops.

7. Education and Training Standards

The following institutions have been recommended by the Accreditation Committee for approval:

7.1 Beecher Konig & Associates – Recognition of Course: Cardiac First Response (CFR) Instructor

Resolution: That the Council approve Beecher Konig & Associates application for the above.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Michael Dineen

7.2 City of Dublin VEC – Recognition of Institution and Course Approval: Cardiac First Response (CFR) Responder

Resolution: That the Council approve City of Dublin VECs application for the above.

Proposed: Barry O'Brien
Carried without dissent

Seconded: Patricia Fitzpatrick

7.3 Heartsafety Solutions – Recognition of Institution and Course Approval– Cardiac First Response (CFR) Responder

Resolution: That the Council approve Heartsafety Solutions' application for the above.

Proposed: Patricia Fitzpatrick
Carried without dissent

Seconded: Frank O'Malley

7.4 Irish Red Cross – Recognition of Course: Emergency Medical Technician (EMT)

Resolution: That the Council approve Irish Red Cross' application for the above.

Proposed: Barry O'Brien
Carried without dissent

Seconded: Macartan Hughes

7.5 Irish Underwater Council (CFT) – Recognition of Institution and Course – Cardiac First Response (CFR) Responder and Instructor

Resolution: That the Council approve the Irish Underwater Councils application for the above.

Proposed: Valerie Small
Carried without dissent

Seconded: Macartan Hughes

7.6 JMC Health & Safety T/A National Safety Centre – Recognition of Course – Cardiac First Response (CFR) Practitioner

Resolution: That the Council approve JMC Health & Safety's application for the above.

Proposed: Michael Dineen **Seconded:** Gerry Tuohy
Carried without dissent

7.7 MAR Consultants Ltd T/A Advance Drive – Approval of Course – Non-Emergency Driving Course

Resolution: That the Council approve MAR Consultants Ltd's application for the above.

Proposed: Barry O'Brien **Seconded:** Frank O'Malley
Carried without dissent

7.8 Medicall Ambulance Service –Course Approval – Emergency Medical Technician (EMT)

Resolution: That the Council approve Medicall Ambulance Services' application for the above.

Proposed: Valerie Small **Seconded:** Tom Tinnelly
Carried without dissent

7.9 Sinnott Training & Certification Ltd – Recognition of Institution and Course Approval – Cardiac First Response (CFR) Responder

Resolution: That the Council approve Sinnott Training & Certification Ltd's application for the above.

Proposed: Frank McClintock **Seconded:** Michael Dineen
Carried without dissent

7.10 Sunbeam House Services – Recognition of Institution and Course Approval – Cardiac First Response (CFR) Responder

Resolution: That the Council approve Sunbeam House Services' application for the above.

Proposed: Macartan Hughes **Seconded:** Mary McClelland
Carried without dissent

8. CPGs

Following approval by MAG the following CPGs were submitted to Council for approval:

- Basic Life Support – Child (>1 and <8 years) – 1/2/3.4.4 CFR+
Responder Standards will be issued with a covering letter clarifying CFR and CFR+.

Resolution: That the Council approve the CFR+ CPG.

Proposed: Zelie Gaffney
Carried without dissent

Seconded: Patricia Fitzpatrick

9. Application for approval to implement 3rd Edition CPG's

The following organisations have been recommended by the Accreditation Committee for approval:

9.1 Beaumont Ambulance Service

Resolution: That Council approves the Beaumont Ambulance Service for the implementation of 3rd Edition CPG's

Proposed: Barry O'Brien
Carried without dissent

Seconded: Frank O'Malley

9.2 OMAC

Resolution: That Council approves OMAC for the implementation of 3rd Edition CPG's

Proposed: Zelie Gaffney
Carried without dissent

Seconded: Patricia Fitzpatrick

10. Directors Report

10.1 CISM Invitation

The Director requested that Council be represented at the CISM for Emergency Service Personnel in the aftermath of a major incident Workshop. Patricia Fitzpatrick and Tom Tinnelly indicated that they would be attending, other Council members may attend depending on commitments.

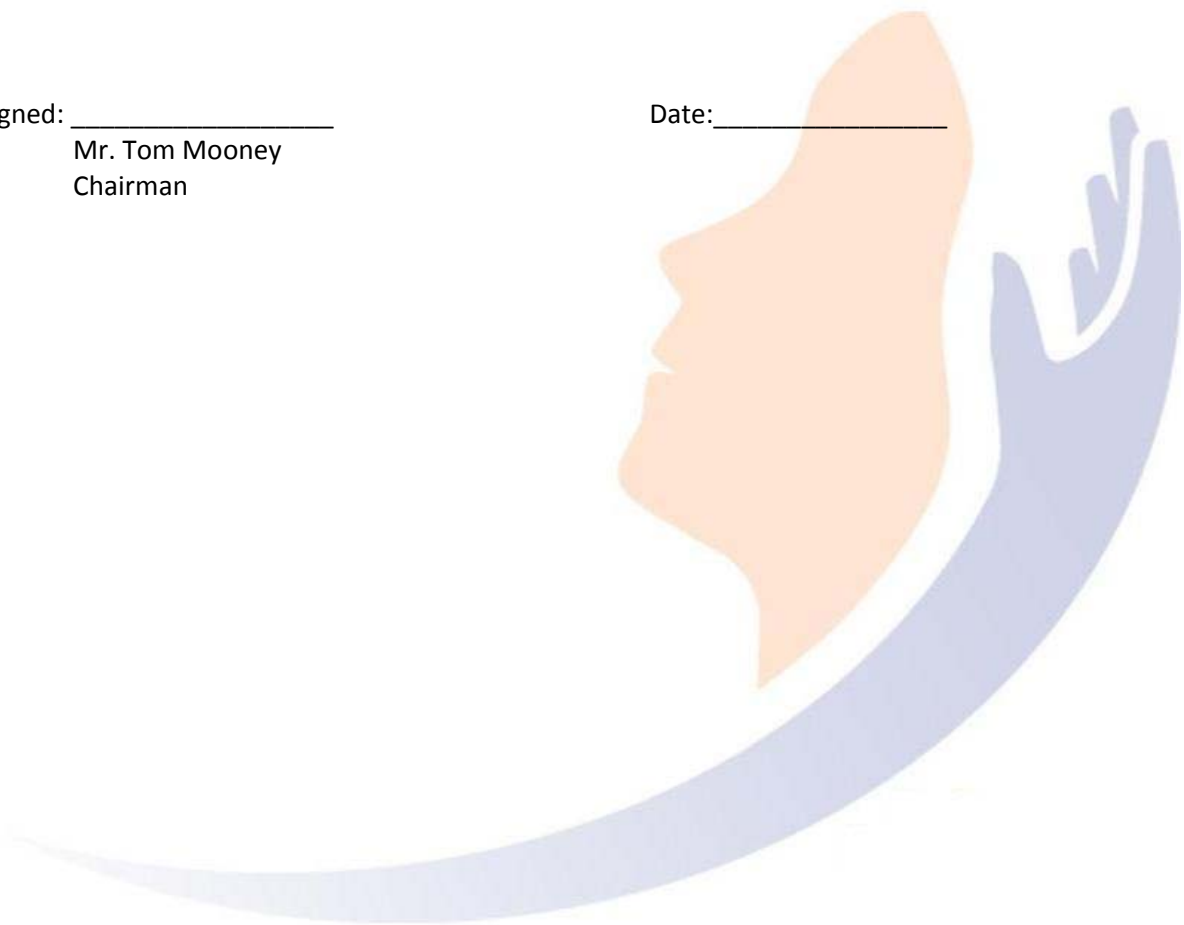
The Director also mentioned that Council may wish to attend an NQEMT Examination to observe.

11. AOB

Patricia Fitzpatrick raised a concern with regard to a PHECC Recognised Training Institute conducting an EMT course and requiring the students to find their own placements. The Director informed Council that this was unacceptable as the Course is required to be delivered as a complete package. Gerry Tuohy asked if this is set out in the application criteria for recognition of course. The Director advised that institutions are required to have placements approved either at the time of original Institution/Course recognition or thereafter as placements are organised.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____



PHECC Council Meeting
Thursday 14th May 2009
10.30am, PHECC Office, Naas.

Present:

Tom Mooney (Chair)
Valerie Small
Michael Brennan
Mary McClelland
Frank O'Malley
Michael Dineen
Michael Garry
Frank McClintock
Barry O'Brien
Tom Tinnelly
Patricia Fitzpatrick
Macartan Hughes
Cathal O'Donnell
Gerry Tuohy

In Attendance:

Geoff King
Barry O'Sullivan
Deirdre McHugh

Apologies:

Zelie Gaffney
Conor Egleston
Karen Healy

1. Chairs Business

The Chair welcomed all attendees and acknowledged apologies received.

2. Minutes and Matters arising

At Macartan Hughes request the Director clarified that the upskilling of Paramedics could now occur by NASC, DFB/RCSI and IATI.

Resolution: That Council approve the minutes of the Council meeting held on March 12th 2009.

Proposed: Michael Garry

Seconded: Mick Dineen

Carried without dissent

3. Finance

The Director gave an account of the expanded Business Plan and revised Letter of Determination, as per the Directors Report.

3.2 Schedule of Fees

A discussion ensued as to the fairest way to determine appropriate fees in the case of small voluntary/not for profit organisations.

Resolutions:

1. That a certified turnover of less than €20,000 per annum be regarded as the criteria for applying the lesser fee for small voluntary / not for profit organisations for CPG approval.
2. That Council approve the Schedule of Fees, incorporating Resolution 1.

Proposed: Barry O'Brien
Carried without dissent

Seconded: Frank O'Malley

3.4 Council Expenses

Resolution: That Council expenses for travel and subsistence are standardised in line with PHECC staff expenses.

Proposed: Barry O'Brien
Carried without dissent

Seconded: Michael Garry

3.5 Financial Statements

The Registrar gave a synopsis of the main points of the Financial Statements. The Registrar also indicated that there would be some adjustments (typos etc) to the I & E account which have been signalled by the C & AG. It was noted that at present no provision is made in the accounts for FRS 17, and accordingly the certificate from the C & AG will be qualified to reflect this.

Resolution: That Council approve in principle the Financial Statements for 2008, subject to no material change by the C & AG.

Proposed: Frank O'Malley
Carried without dissent

Seconded: Michael Dineen

4. Policies and Procedures

The procedure for Protected Disclosure was tabled for Councils information. The Registrar confirmed that the procedure was consistent with legislation and general guidelines. The Chair asked members to review the document with a view to making any contribution at the next Council meeting.

The draft Logo Policy was included for consideration. This policy was created in an effort to manage the use of the PHECC logo by the PHECC office and external organisations.

Patricia Fitzpatrick asked if there was a procedure in place for someone who misuses the logo. The Director indicated that there have been approximately 3 occasions where the logo was used outside of PHECC approval and on each occasion verbal requests to remove our logo had been successful.

The Director will investigate whether the PHECC logo has been patented.

5. Register

The Registrar circulated his report to the assembled members. He also informed members that the Order of Malta has become the first voluntary organisation to train at practitioner (EMT) level and hold NQEMT examinations.

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

Proposed: Frank O'Malley

Seconded: Frank McClintock

Carried without dissent

5.3 Lapsed Members Procedure

The Registrar outlined the new PHECC re-registration procedure to the group and asked for approval to implement the re-registration policy. The policy timeframes and charges were clarified by the Registrar.

Barry O'Brien indicated that he thought that the procedure was fair and that it is right that the practitioner takes responsibility for maintaining their position on the PHECC Register.

Frank McClintock stated that the policy requirements were all reasonable and that due to the urgency of the issue the policy had been unavoidably pre-empted. Gerry Tuohy expressed a concern that steps must be taken to clarify the current re-registration requirements and timeframes.

Michael Garry suggested that once the policy has been approved a letter should be sent to all members of the register and a notice should be placed on the PHECC website to allay any confusion.

Resolution: That Council approves the implementation of the re-registration policy

Proposed: Mary McClelland

Seconded: Patricia Fitzpatrick

Carried without dissent

6. Education and Training Standards

The Director gave an overview on developments in the area of clinical standards. An outline of the draft 2010 standards for CFR, EFR and Paramedic were included in the meeting papers. Draft standards for EMT and AP are currently outstanding. A Control standard has been completed and the current Driving standard will be revised.

The Director also indicated that PHECC intends to draft an OFA standard that may be adopted by the HSA. Other specialist standards analogous to OFA may also be viable such as "Sports Care" and "Special Circumstances".

A standard for Medical Practitioner participation in pre-hospital emergency care will also be developed under 4 streams;

- Event Medical Officer
- Pre-Hospital Doctor
- Site Medical Officer
- Remote Medical Doctor

The Director asked that Council approve funding up to €10,000 for the further development of each of the Clinical, OFA & MP frameworks.

The Director also indicated that the PHECC office is currently developing a standard for “stripped down” Citizen CPR and that he will be in a position to offer further information at the next Council meeting.

Resolution: That Council approves the allocation of funds for the further development of the new standards: Practitioner (up to €10,000), OFA (up to €10,000) and Medical Practitioner (up to €10,000) levels.

Proposed: Patricia Fitzpatrick **Seconded:** Michael Garry
Carried without dissent

7. CPG's for Approval

Resolution: That Council approves the following CPG's;

- Allergic reaction/Anaphylaxis – Adult and Paediatric subject to the removal of “anaphylaxis” from mild/moderate boxes
- Exacerbation of COPD
- Significant Nausea & Vomiting – Adult
- Cardiac Chest Pain – Acute Coronary Syndrome

Proposed: Valerie Small **Seconded:** Michael Dineen
Carried without dissent

8. Application for approval to implement 3rd Edition CPG's

8.1 HSE Ambulance Service

Resolution: That Council approves the HSE Ambulance Service for the implementation of 3rd Edition CPG's

Proposed: Frank O'Malley **Seconded:** Cathal O'Donnell
Carried without dissent

8.2 Motorsport Rescue Service's

Resolution: That Council approves Motorsport Rescue Services for the implementation of 3rd Edition CPG's

Proposed: Frank O'Malley **Seconded:** Cathal O'Donnell
Carried without dissent

8.3 The Turf Club

Resolution: That Council approves The Turf Club for the implementation of 3rd Edition CPG's

Proposed: Frank O'Malley **Seconded:** Cathal O'Donnell
Carried without dissent

9. Directors Report

The Director circulated a newspaper article from the Irish Times of 13th May 2009 regarding Lifeline Ambulance calling for regulation of private ambulance services.

The Director informed that the VHI have approached PHECC seeking guidance regarding their criteria for Ambulances they contract. The Director told the group that PHECC are happy to communicate their standard to insurers however currently PHECC only have a standard for the crewing of emergency ambulances. Any development of further standards is at the discretion of Council.

A lengthy discussion ensued as to the responsibility of the HSE in cases where patients are transported via private ambulance, taxi etc. Frank McClintock extended an invitation to the Director to attend a meeting between the HSE and Private Insurers on Tuesday 19th May.

The Director undertook to provide further information at the next Council meeting.

10. AOB

Cathal O'Donnell asked that the Council examine the merits of developing a standard for the provision of pre-hospital emergency services at large events such as music festivals and sporting events. He indicated that the Dept of the Environment have a document advising on guidelines, however they focus on environmental health and safety rather than pre-hospital emergency services.

The next meeting will be held in the PHECC office on Thursday June 11th, with the following meeting scheduled for Thursday July 9th. No meeting will be held in August

Signed: _____ Date: _____

**Minutes of the Council meeting held on the 12th March 2009
In PHECC Offices, Naas, Co. Kildare**

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

Apologies: Karen Healy
Cathal O' Donnell
Barry O' Brien

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

1. Chairs Business

The Chairman opened the meeting by welcoming all attendees and acknowledging apologies received.

1.1 Chairs Business

Extracts from Guidelines on Compliance of the Provisions of the Ethics Act and Public Act 1995 & 2001 were included in the papers and the Chair advised Council members that they are required to complete a statement of interest for the purposes of Section 17 of the Ethics in Public Office Act 1995.

2. Minutes and Matters arising

Item 1.1 The Director advised that there are a few appointments outstanding on the MAG, Accreditation and Clinical Care Committees, but that all committees have re-convened at this stage.

Items 5 & 7 Funding is available to PHECC to fund the OHCAR and CPR projects as approved by Council.

Michael Brennan requested that Item 11 be amended to reflect his dissatisfaction that after raising a concern about HSE ambulances going on fire, he was advised by Frank McClintock that it was inappropriate to discuss it at the meeting for legal reasons.

Resolution:

That Council approves the amended minutes of the meeting held on the 12th February 2009.

Proposed by: Frank McClintock

Seconded by: Gerry Tuohy

Carried without dissent

3. Finance

3.1 Letter of Determination

Included in the papers was PHECC's allocation of funding from the Department for 2009. The Director outlined that PHECC received a reduction in the 2008 budget of €81,000 and for 2009 a further reduction of €61,000 was made, which brings the overall reduction from 2008 to €142,000.

3.2 Business Plan

The Director asked for a resolution to approve the Business Plan for 2009.

Patricia Fitzpatrick asked for clarification on Item 13 in the Addendum to Business Plan – Clinical Audit. The Director gave a brief overview of PHECC's intention to develop a framework for implementation by pre-hospital emergency care practitioners and providers.

3.3 Audit Committee Report 2008

The Chair outlined that he had met with the chair of the Audit Committee, Mr. Con Foley, and that the Audit Committee's Report for 2008 was included in the papers for noting by Council.

4. Register

The Registrar tabled a list of 8 names for awarding of the NQEMT. The Register also tabled a list of 33 names for ratification bringing the total on the Register to 2623.

Resolution:

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

Proposed: Michael Dineen

Seconded: Frank McClintock

Carried without dissent

4.3 Lapsed Membership

The Registrar outlined that many registered practitioners were coming to the end of their 1st three year registration cycle. There were 147 to renew in February 2009 and currently there are 6 practitioners who have not made any contact with PHECC to renew their licences.

Each registered practitioner received their renewal forms, along with an updated Code of Conduct and Ethics which they were required to sign up to and were given 6 weeks to complete the documentation and return it to PHECC. PHECC are now allowing 8 weeks in order to alleviate the problem of lapsed membership.

Council members discussed at length the issue of lapsed membership and requested that the Registrar bring a working document back to the next Council sitting with recommendations on restoration of lapsed membership.

5. Education and Training Standards

5.1 Emergency Department, CUH (incl. The Academy of Emergency Care in Sport)

Resolution:

That Council approves Emergency Department, Cork University Hospital (incl. The Academy of Emergency Care in Sport) as a recognised institution

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.2 Irish Ambulance Training Institute

Resolution:

That Council approves Irish Ambulance Training Institute's application for recognition of course: Paramedic Up-skilling

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.3 Irish Heart Foundation

Resolution:

That Council approves Irish Heart Foundation as a recognised institution and recognition of courses: Cardiac First Response (CFR) Responder, Practitioner and Instructor level

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.4 Irish Water Safety

Resolution:

That Council approves Irish Water Safety as a recognised institution and recognition of courses: Cardiac First Response (CFR) Responder and Instructor level

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.5 JMC Health & Safety T/A National Safety Centre

Resolution:

That Council approves JMC Health & Safety T/A National Safety Centre's application for recognition of course: Cardiac First Response (CFR) Responder level

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.6 Medical Ambulance Service

Resolution:

That Council approves Medical Ambulance Service as a recognised institution and recognition of courses: Cardiac First Response (CFR) Responder and Practitioner level and Emergency First Response (EFR)

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.7 Sligo Fire Training Centre

Resolution:

That Council approves Sligo Fire Training Centre as a recognised institution and recognition of courses: Cardiac First Response (CFR) Responder and Emergency First Response (EFR)

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.8 St John Ambulance Brigade

Resolution:

That Council approves St John Ambulance Brigade's application for recognition of course: Emergency First Response (EFR)

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

5.9 Beecher Konig Associates Limited

Resolution:

That Council approves Beecher Konig Associate's application for recognition of courses: Cardiac First Response (CFR) Responder and Practitioner level

Proposed: Frank O' Malley **Seconded:** Patricia Fitzpatrick

Carried without dissent

Frank McClintock raised a concern regarding the annual maintenance/monitoring of all PHECC recognised training institutions post approval. The Director explained PHECC's maintenance/monitoring process outlining the Annual Quality Evaluation Report which is submitted by all training institutes prior to PHECC conducting a site visit.

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

6.1 Murray Ambulance Service

Resolution:

That Council approves Murray Ambulance Service for the implementation of 3rd Edition CPG's

Proposed: Michael Garry **Seconded:** Macartan Hughes

Carried without dissent

6.2 Medical Ambulance Limited

Resolution:

That Council approves Medical Ambulance Limited for the implementation of 3rd Edition CPG's

Proposed: Michael Garry **Seconded:** Macartan Hughes

Carried without dissent

6.3 Heart ER Limited

Resolution:

That Council approves Heart ER Limited for the implementation of 3rd Edition CPG's

Proposed: Michael Garry **Seconded:** Macartan Hughes

Carried without dissent

6.4 Lifeline Ambulance Service Limited

Resolution:

That Council approves Lifeline Ambulance Service Limited for the implementation of 3rd Edition CPG's

Proposed: Michael Garry

Seconded: Macartan Hughes

Carried without dissent

Frank McClintock raised a concern regarding the annual maintenance/monitoring of all organisations approved to implement 3rd Edition CPG's. The Director explained that PHECC will be developing a monitoring system and outlined that the application process was now more rigorous. After further discussion it was agreed that there should be a better understanding of roles and responsibilities between PHECC, HSE and Insurance Companies and the Chair requested that the Director hold preliminary discussions with the insurance companies and brief Council at the next meeting outlining any issues raised.

7. Directors Report

The Directors report was referred to throughout the meeting. The Director added that he and the Deputy Director met with the Department and shared the documentation in 7.1 and 7.2 illustrating the functions of PHECC which fall outside the remit of a purely registration function. The Department is to explore the legislative feasibility of incorporating the wider functions under the umbrella of the Health and Social Care Professionals Council (HSCPC).

Ginny Hanrahan made a visit to the PHECC office since the last Council meeting and both the Director and Ginny have agreed to explore the feasibility and potential of PHECC providing corporate services to the HSCPC.

The Director and Deputy Director also met with Tracey Cooper, the CEO of HIQA and have indicated their willingness to undertake working in partnership with HIQA where the need or opportunity arises.

The Chair recommended that PHECC produce a more detailed business plan, to illustrate in further detail the broad number of functions carried out by the organisation. The Director advised that PHECC will need to hold a Strategic Planning Workshop later this year to develop the next strategic plan.

8. AOB

Zelie Gaffney requested clarification on point 2.9 of the Council Performance Review document – Merit Project. The Director explained the concept of NQEMT Medical Practitioner and agreed to bring a paper to the next Council meeting for information.

Council extended their best wishes to Michael Dineen on his upcoming nuptials.

The date for the next Council meeting was agreed for Thursday 14th May 2009 at 10.30am in the PHECC offices, Naas, Co. Kildare.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____

**Minutes of the Council meeting held on the 12th February 2009
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
Mary McClelland
Macartan Hughes
Frank McClintock
Valerie Small

Apologies: Karen Healy
Cathal O' Donnell
Zelie Gaffney
Conor Egleston

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

1. Chairs Business

The Chairman opened the meeting by welcoming all attendees, wishing everybody a Happy New Year and acknowledging apologies received.

1.1 Membership of Council Committees and Working Groups, progress.

The Director advised that there are a few appointments outstanding on the MAG, Accreditation and Clinical Care committees. The Clinical Care committee will reconvene on 23rd January 2009.

2. Minutes and Matters arising

Item 5 - all recommendations provisionally approved by Council were approved by the Accreditation Committee on 12th December 2008.

Item 6.1 – Macartan Hughes advised Council members that the majority of practitioners who have not up-skilled to date are either near retirement or have been on long term sick leave/maternity leave. There was no concerted or obvious pattern to people who hadn't up-skilled. There was one individual, however, who expressed no interest in completing the up-skilling at any time, although he was advised that he may be withdrawn from the register.

The Director advised that feedback from Macartan Hughes and the HSE was reassuring and that the issue of up-skilling wasn't as concerning as originally thought. It was noted that up-skilling in the HSE is scheduled to be completed by the end of May 2009.

Frank McClintock requested that Item 6.1, paragraph 1 be amended to reflect the Chair's intention to keep this item under review.

Mary McClelland enquired as to what happens to an individual who refuses to up-skill. Gerry Tuohy advised that unions and management were currently in negotiations regarding this issue, but that there was no question of any patient not getting the appropriate treatment in an ambulance.

The Chair expressed his confidence that there would be a positive resolution to the issue of up-skilling.

Item 9.1 – The Director has engaged with Sharon Gallagher and a sub-committee of the CISM committee has been set up to explore the issue. Patricia Fitzpatrick has been invited to attend the meeting of the sub-committee which has been scheduled for 2nd April 2009.

Resolution:

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

Proposed by: Frank McClintock

Seconded by: Patricia Fitzpatrick

Carried without dissent

3. Register

The Registrar tabled a list of 40 names for awarding of the NQEMT. The Register also tabled a list of 62 names for ratification bringing the total on the Register to 2593.

Resolution:

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

Proposed: Macartan Hughes **Seconded:** Mary McClelland

Carried without dissent

4. Clinical Incident Stress Management (CISM) Project

The Director advised Council members that PHECC request reports on a 6-monthly basis from all projects it funds.

He continued by giving a brief overview of the CISM project, which is in its 2nd year now and funding of over €100,000 has been invested by PHECC to date. The Health Services National Partnership Forum has funded just over €30,000 in year 1 and €50,000 in year 2.

After discussion among Council members it was agreed that very useful information has been correlated by the committee, who are very active in advancing the project as envisaged.

Council agreed to monitor and review the CISM project following the next progress report which is due in 6 months.

5. Out of Hospital Cardiac Arrest Register (OHCAR)

5.1 Report, for information

The Director gave a brief overview of the OHCAR project and referred to pages 9-10 which describes the activity of the OHCAR. The Director commented on the increase in survival rates of cardiac arrest in the Mater Hospital, Dublin and stressed that it is envisaged that the survival rates would increase nationally by improving response times and resuscitation techniques.

Council members discussed at length the benefits of the project, including feedback and general awareness of the project to practitioners.

5.2 Budget, for consideration

Council were asked to approve funding of €51,000, the projected expenditure figure for 2009, subject to funding being available. This figure excludes funding for IT development, which Council is not being requested to approve at this time.

Resolution:

That Council approves funding for the OHCAR project, for 2009, to the value of €51,000, subject to funding being available.

Proposed: Frank O' Malley **Seconded:** Frank McClintock

Carried without dissent

6. Medical Emergency Responders Integration and Training (MERIT)

6.1 Report, for information

The Director gave a brief overview of the MERIT project, summarising its achievements and objectives to date, which he felt were met adequately; there was a lot of good work occurring under the radar, which was very effective.

The Chair expressed his surprise that only half the GP practices in Ireland have a defibrillator, however the Director explained that most defibrillator practices are rural due to close access/proximity to emergency services in the larger cities/towns, and that 50% of practices with a defibrillator was very positive at this stage in the project.

After a lengthy discussion among Council members, the Chair noted that the MERIT report was a very important and interesting document and that with modest investment has given great returns.

7. Centre for Prehospital Research (CPR)

7.1 Budget, for consideration

The Director gave a brief overview of the CPR project and asked Council to review the projected expenditure figures for 2009, with a view to approving funding of €70,733, which includes a one off payment for critical appraisal training and the increase of an administration role from part time to full time, for the purpose of support to the Irish Society for Immediate Care (ISIC). It has been indicated to ISIC that should Council favourably consider the inclusion of this full time position, this would be reviewed on a year by year basis and would necessarily be instead of PHECC's sponsorship of ISIC conferences.

Resolution:

That Council approves funding of €70,733 for the Centre for Prehospital Research (CPR) subject to funding being available.

Proposed: Michael Garry

Seconded: Michael Dineen

Carried without dissent

8. Education and Training Standards

8.1 Update IATI Information

The Director clarified to Council that the Irish Ambulance Training Institute (IATI) are not affiliated with Blackrock Ambulance Service in the West, who have gone into liquidation. The Director requested that Council note the changes in the IATI information.

8.2 Order of Malta

The Director asked Council members to review the accreditation documentation in the papers with a view to provisionally approving the Order of Malta for recognition of course: Emergency First Response - Instructor, subject to the approval of the Accreditation Committee at a meeting to be held on Tuesday 3rd March 2009.

Resolutions

That Council approves: Order of Malta: Recognition of Course: Emergency First Response - Instructor level subject to approval by the Accreditation Committee.

Proposed: Michael Garry

Seconded: Michael Dineen

Carried without dissent

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

9.1 CHC Ireland Limited/Needford Ltd

The Director asked the Council members to review the documentation in the papers for CHC and tabled documentation for Needford Ltd with a view to provisionally approving CHC and Needford to implement usage of the 3rd Edition CPG's subject to the approval of the Accreditation committee at a meeting to be held on Tuesday 3rd March 2009.

Resolutions

That Council approves CHC and Needford Ltd for the implementation of 3rd Edition CPG's subject to approval by the Accreditation Committee.

Proposed: Frank O' Malley

Seconded: Valerie Small

Carried without dissent

10. 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 and the Deputy Director have engaged with Ginny Hanrahan, CEO of the HSCPC with the concept of PHECC providing financial management payroll, IT and register support and assistance to her emerging office. Ginny Hanrahan is to visit the PHECC offices on 25th February to overview the functions and operation of PHECC.

The Director advised Council that PHECC are mindful of policy and are anxious that their functions are preserved, as 80% if not more of PHECC's work is non registration. The Director agreed to keep Council briefed on progress. The Department of Health and Children are to meet with the Director next week at the request of the Chairman, in order to discuss the functions of PHECC.

11. AOB

Michael Brennan raised concern about HSE ambulances catching fire and asked for information. Frank McClintock advised him that for legal reasons he was unable to discuss the issue at this time. Michael Brennan asked for Council to note his dissatisfaction that the question was not answered.

The date for the next Council meeting was agreed for Thursday 12th March 2009 at 10.30am in the PHECC Offices, Naas, Co. Kildare.

Signed: _____
Mr. Tom Mooney
Chairman

Date _____