

**Minutes of the Council meeting held on the 8th December 2011
in the PHECC Offices in Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Gerry Tuohy
Michael Dineen
Zelie Gaffney
Michael Brennan
Robert Morton
Patricia FitzPatrick
Macartan Hughes
Frank O' Malley
Cathal O' Donnell
Michael Garry
Barry O' Brien
Tom Tinnelly

Apologies: Maureen Cronin
Conor Egleston
Mary McClelland
Valerie Small

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

2. Minutes & matters arising

Resolution:

Council approves the minutes of the meeting held on the 13th November 2011.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Zelie Gaffney

3. Governance

3.1 Rationalisation of State Agencies

The Chairman confirmed that PHECC is due for review in the first half of 2012 as part of the rationalisation of State Agencies. He confirmed Council will be kept informed of any updates and PHECC will cooperate and contribute to the review.

3.2 ERC – Update

The Director reported that Prospectus is progressing the position paper to outline the issues and options in relation to membership of the ERC and a National Resuscitation Council and this will be available for the next Council meeting.

3.3 Code of Practice – State Agencies

Members' agreement was sought with respect to Council's compliance with the Code of Practice for State Agencies.

Resolution:

Council Members subscribe to full compliance of the Code of Practice for State Agencies

Proposed: Michael Dineen **Seconded:** Michael Garry
Carried without dissent

4. Finances

Finance position

A financial report outlining the current PHECC financial position was included in the meeting papers. Barry O' Sullivan confirmed funding is on target to the end of the year and highlighted some items with variance values for members to note. The members noted the contents of the report.

Audit Committee

Members were provided with a copy of the Audit Committee minutes for information.

Internal Audit Report

The internal Audit Report 2011 was included in the meeting papers. With reference to Part 1 'Driving to Work' arrangements re staff, the Chairman highlighted the distinction between driving to work and PHECC business and confirmed it related exclusively to PHECC business. He commended the report in general terms.

Resolution:

Council approves the system of PHECC internal financial controls.

Proposed: Frank O Malley **Seconded:** Michael Garry
Carried without dissent

C&AG Report 2010

Members were updated on the C & AG Report for 2010. Barry O' Sullivan reported that the accounts were ready for signing however the C & AG had queried the engagement of consultants and advisors which has delayed matters. He confirmed that following discussions the C & AG will shortly issue the certificate to enable formal sign-off of the PHECC Accounts.

Other Income

Barry O' Sullivan reported that clarification is pending from the DoH regarding how payments from other income received into PHECC are to be managed and reflected in the financial statements. He confirmed that any other income will be expended in accordance with Council Resolutions and will be reflected accurately in the 2011 Annual Report.

4.5 Support Services Outsourcing

Payments to examiners for expenses incurred during the NQEMT process had been raised at a previous Council meeting. In addition Council were advised that, as this was identified as a potential risk item, this matter was also examined by the Audit Committee. Barry O'Sullivan informed the members, that at the request of the Audit Committee, external advice had given assurance that no

master-servant (employer-employee) relationship existed between PHECC and Examiners. This in effect means that taxation liability, where and if any exists, rests with the individual providing the service. After consideration, the Audit Committee recommended that it would be prudent for PHECC to outsource this and other similar related activities in order to reinforce this separation. In this regard a tendering process has been initiated to outsource support services.

A subsequent discussion questioned the materiality of the issue or whether value for money for such a service was available. NQEMT examination integrity in any outsourcing arrangement was also raised. The principle of outsourcing per se was accepted but the matter of examination integrity and value for money was critical. The Chairman re-emphasised that PHECC must be revenue compliant at all times and suggested that this matter be included as an agenda item at the next Council meeting.

5. Risk

The new Risk Management framework document was included for Members review. Barry O' Sullivan, Deputy Director informed the meeting that it had been revised in line with the Strategic Plan 2011-2014. He proposed presenting Council with detailed reports throughout the year. Members were in agreement with this course of action. Items under Governance & Finance and Education & Training Standards were noted for the next meeting.

6. Register

6.1 Awarding of NQEMT ratification:

- By examination
- By recognition of equivalence

6.2 Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register.

Resolution:

Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC Register bringing the total on the Register to 3860.

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

The Registrar reported that the failure rate at NQEMT-EMT level was increasing. Members questioned if this was attributed to assessment or teaching method. The Registrar agreed to provide detailed analysis to determine reasons for negative results and report back to Council. Robert Morton enquired if PHECC was satisfied in terms of quality of successful EMTs examined and if there was any risk to patients and if further analysis was required before Training Institutions concerned were approved to provide Paramedic upskilling? The Director stated that the fact the failure rate was high suggests training institutions are taking their responsibility seriously. Michael Garry reminded members that Council had discussed high pass rates as being potentially of concern previously.

7. Education & Training

7.1 New applicant Recognised Institutions

Resolutions:

- (a) Council approves Munster Medics recognition of institution and CFR- Community Course
- (b) Council approves Qualtec recognition of institution and courses; CFR Community and CFR Instructor.
- (c) Council approves Safety Ireland First Response Ltd., recognition of institution and CFR Community Course.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Patricia Fitzpatrick

7.2 Existing Recognised Institutions

Resolutions:

- (a) Council approves Heartsafety Solutions: CFR-Advanced and CFR Instructor –Advanced
- (b) Council approves Medical: 3rd Edition CPG programme
- (c) Council approves DFB/RCSI: 3rd Edition CPG programme
- (d) Council approves Irish Ambulance Training Institute: 3rd Edition CPG programme.

Proposed: Michael Dineen
Carried without dissent

Seconded: Macartan Hughes

8. Projects

8.1 CISM Funding request

Following on from the report on the CISM Project in the meeting papers last month, Council considered a funding request for the amount of €53,108 for 2012. The Director informed members that to date the project is not fully integrated into the National Ambulance Service but is on course in this regard. He confirmed that it would be made clear to CISM that if awarded funding for 2013 it would not exceed €25K and it would be conditional on full integration into the National Ambulance Service. Frank O' Malley proposed that funding be approved to ensure this worthwhile project is not delayed.

Resolution:

Council approves the CISM funding for €53,108 for 2012 subject to funds being available.

Proposed: Frank O Malley
Carried without dissent

Seconded: Zelig Gaffney

9. Information/ICT Update

The Director informed members that the Information Standards in the meeting papers including Cardiac First Response (CFRR), Ambulatory Care Report (ACR) and Patient Care Report (PCR), Data Sets and Definitions, consolidates ongoing work to create high quality information capability for Responders and Practitioners in all sectors. He advised they are dynamic documents and will be refined continually. Members feedback was welcomed. Macartan Hughes asked that the wording on item 1.05 on the PCR Information Standard be amended to reflect more generic usage by the services. It was agreed to amend accordingly.

Cathal O' Donnell enquired if there was an intention to progress an EFR Report as he would welcome such an initiative. Robert Morton confirmed he has engaged with Fire Services and the Fire Services Directorate in regard to Fire Services responding to appropriate EMS calls.

Resolution:

Council approves the Information Standards including Cardiac First Response (CFRR), Ambulatory Care Report (ACR) and Patient Care Report (PCR).

Proposed: Barry O' Brien
Carried without dissent

Seconded: Michael Garry

10. Clinical Practice Guidelines

10.1 CPG Update

A total of 5 updated Clinical Practice Guidelines were recommended by the Medical Advisory Group and included in the papers for ratification by Council;

Resolution:

Council approves the following CPGs as recommended by the Medical Advisory Group:

- **Poisons**
- **Anaphylaxis – Adult**
- **Anaphylaxis – Paediatric**
- **Limb Injury**
- **Limb Injury- Adult**

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Gerry Tuohy

10.2 Timeframe to implement CPGs

A guidance document offering recommendation on timely implementation of CPGs within the services was included for Council's perusal. Cathal O Donnell welcomed the document and he suggested that speedy implementation was of vital importance. He reminded members that the matter had been raised when concerns were expressed that dissemination of a particular CPG had taken 18 months. He suggested that speedier implementation was of vital importance. The Director suggested that the document would inform a discussion and debate with the intention to enact a policy on the matter. He informed members that the aim in the near future is to move to electronic format for CPGs for a number of reasons.

10.3. Approval to implement CPGs

- Murray Ambulance Services - Advanced Paramedic.

Resolution:

Council approves Murray Ambulance Services to implement CPGs - Advanced Paramedic level.

Proposed: Michael Garry
Carried without dissent

Seconded: Michael Dineen

11. Director's Report

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

12. AOB

Zelie Gaffney enquired if consideration could be given to the idea of a workshop next autumn facilitated by PHECC to highlight the variety of ongoing streams of pre-hospital care PHECC are actively involved with, coupled with the projects currently being supported by PHECC. She expressed the opinion that at this may offer an opportunity to showcase the dynamic workload on an international level. She further suggested it may be timely to offer to host a European Group during Ireland's EU Presidency between July 2012 and Dec 2012. The Chairman suggested she explore the options further within the parameters of the current financial climate and liaise with the Council Secretariat in this regard.

Members were provided with a copy of the winter edition of the PHECC Voice. The Deputy Director referred members to the article on the eACR and the sample data currently available following deployment of the eACR on iPADS at events by Voluntary service providers. Attention was also drawn to the reports on eLearning usage by practitioners. The PHECC eLearning Academy is now fully operational and the responses of users has been very positive to date.

There being no other business the meeting concluded. The next meeting will be held on the 9th February 2012.

Signed: _____
Mr Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 10th November 2011
in the PHECC Offices in Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Gerry Tuohy
Michael Dineen
Zelie Gaffney
Michael Brennan
Maureen Cronin
Macartan Hughes
Frank O' Malley
Cathal O' Donnell

Apologies: Patricia FitzPatrick
Conor Egleston
Tom Tinnelly
Robert Morton
Mary McClelland
Michael Garry
Barry O' Brien
Valerie Small

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

2. Minutes & matters arising

2.1 Matters Arising

Item 4.3 Rule 107

Cathal O' Donnell requested clarification on the timeframe for individuals to be deemed acceptable to apply for the Advanced Paramedic Course. Council deliberated on this matter at a previous meeting and agreed that a two year registration (may include one year as a postgraduate intern) criterion is now acceptable.

Members were provided with a copy of the new CFR Student Handbook.

Resolution:

Council approves the minutes of the meeting held on the 13th October 2011.

Proposed: Zelie Gaffney
Carried without dissent

Seconded: Michael Dineen

3. Governance

3.1 ERC Business Case - Midpoint Review

Included in the meeting papers was a powerpoint presentation from Prospectus. This Midpoint Review outlines the business case to consider the feasibility of Irish membership of the European Resuscitation Council (ERC) and also options for a National Resuscitation Council. The Director outlined the background and rationale for the proposal. Members discussed key concepts and options outlined in the document. A discussion ensued and members agreed that membership of the ERC alone may be too limiting and may not offer the scope that Ireland needs at this time.

It was suggested PHECC may be best placed to facilitate a “Resuscitation Forum” in the future. Members were in agreement that the concept of a National Resuscitation Council would need to be inclusive of all emergency stakeholders. The Director agreed to liaise with Prospectus to draft a paper based on the Midpoint Review before engaging with key personnel in the DoHC. The Chairman concurred with this course of action which ensures Council is working within the parameters of its statutory remit. The Director agreed to come back to Council with a further developed position.

4. Register

4.1 Awarding of NQEMT ratification:

By examination

By recognition of equivalence

4.2 Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register.

Resolution:

Council approves the awarding of NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC Register bringing the total on the Register to 3824.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O’ Malley

5. Education & Training

5.1 Simulation Proposal

This item was considered by Council at a previous meeting. Barry O’ Sullivan, Deputy Director spoke on this matter and provided more detailed information on points raised previously. He reported that (1) there would be no additional cost implications to the HSE associated with this pilot project as personnel involved in the development of the programme are agreeable to work in their own time if approved. (2) Paramedics also would be included which would enhance their competencies. (3) The pilot is fully portable and therefore has the potential to be replicated in other current simulation training sites if deemed to be best practice. Members discussed it further and agreement was reached to proceed subject to funding not exceeding €15,000, which allows for Paramedic inclusion.

Resolution:

Council approves funding to maximum of €15,000 for the High Fidelity Simulation Training Pilot Project for Advanced Paramedics and Paramedics.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Zelic Gaffney

6. Projects

6.1 CISM Update

A progress report on the Critical Incident Stress Management (CISM) project was included in the meeting papers. The Director reported that to date there was no consensus regarding the integration of the project into the National Ambulance Service (NAS). He commented on the fact it was a well written and well documented report. Frank O' Malley highlighted the longevity of this project which had its inception in the late ninties and expressed his concerns that integration into NAS is not imminent at this stage. The Director highlighted that the promotion of CISM integration into the NAS is a PHECC objective written into the Strategic Plan. It was noted that the CISM Project was still in the realm of a research project.

6.2 OHCAR Update & Funding request

A progress report from OHCAR was included in the meeting papers which outlined the proposed integration of the project into the National Ambulance Service (NAS). Consequently, a funding request for 50% of the budget requirement for year 1 (2012) to the value of €61,222 is being sought from Council to proceed. The intention to limit PHECC's contribution for year 2 to no more than €25,000 was noted.

Resolution:

Council approves OHCAR funding of €61,222 for year 1 (2012) as part of integrating into the National Ambulance Service.

7. Clinical Practice Guidelines

7.1 CPG Update

The draft amended Cardiac Chest Pain – Acute Coronary Syndrome CPG as recommended by the Medical Advisory Group (MAG) was considered.

Resolution:

Council approves the amended Cardiac Chest Pain – Acute Coronary Syndrome CPG as recommended by the Medical Advisory Group.

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Gerry Tuohy

7. Director's Report

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

8. AOB

There being no other business the meeting concluded. The next meeting will be held on the 8th December.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 13th October 2011
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Present: Tom Mooney (Chair)
Patricia FitzPatrick
Conor Egleston
Gerry Tuohy
Michael Dineen
Zelie Gaffney
Michael Brennan
Robert Morton
Barry O' Brien
Valerie Small

Apologies: Tom Tinnelly
Mary McClelland
Maureen Cronin
Michael Garry
Macartan Hughes
Frank O' Malley
Cathal O' Donnell

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

1.1 Omission of PHECC logo

The Chairman acknowledged a letter from the Ombudsman Office with an apology for the erroneous omission of the PHECC logo on materials for the Health Complaints initiative.

2. Minutes & matters arising

2.1 Financial Risk

Barry O' Sullivan, reported that advice received from taxation consultants will be brought to the Audit Committee for recommendations on how to proceed with this matter. It will then be brought back to Council for deliberation.

2.2 Resuscitation Council

The Director will report back on this matter at the next Council meeting.

Resolution:

Council approves the minutes of the meeting held on the 8th September 2011.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Michael Dineen

3. Register

3.1 Awarding of NQEMT ratification:

- By examination
- By recognition of equivalence

3.2 Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register.

Resolution:

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

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Valerie Small

3.1 Fitness to Practice

The Registrar, Barry O' Sullivan reported that allegations had been received relating to two practitioners. The Preliminary Hearing Sub Committee has recommended a full fitness to practice hearing in both cases. A nomination for a Chair for the Fitness to Practice Hearing Committee was sought from Members present. Patricia FitzPatrick was proposed and duly accepted the role.

4. Education & Training

4.1 New Application

- First Aid for Life, RI and Courses CFR Community, CFR Advanced and EFR

4.2 Approval of Courses

- ESTI, CFR Instructor
- Connaught First Aid Training , CFR Community

Resolutions:

(a) Council approves First Aid for Life as a recognised institution and courses; CFR Community, CFR Advanced and Emergency First Response (EFR).

(b) Council approves Emergency Services Training Institute and course; CFR-Instructor.

(c) Council approves Connaught First Aid Training Institution and course; CFR Community.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Michael Dineen

4.3 Changes to Council Rules

Rule 43

Council considered a motion from the Accreditation Committee for revision of the entry criterion for an EFR course. The revision from the current Advanced CFR level to Community level as a criterion for access to EFR courses will allow greater access to EFR courses. It was agreed that either a CFR Community or CFR Advanced course will now be acceptable.

Rule 107

Council at a previous meeting considered a motion to change the entry criterion onto the Advanced Paramedic course from three years to two years for registered paramedics in Ireland or in their home member state. The Accreditation Committee have deliberated on this matter and recommended the revision for Council's consideration. It was agreed that a two year registration criterion is now acceptable.

Resolutions:

(a) Council approves the revision of Council rule 43 to read 'Successful completion of a CFR course within one calendar year of commencing the EFR course is a pre-requisite entry criterion'.

(b) Council approves the revision of Council rule 107 from three years to two years as criterion registered paramedic in Ireland or member state for entry onto Advanced Paramedic Course.

Proposed: Zelig Gaffney
Carried without dissent

Seconded: Valerie Small

4.4. Simulation Proposal

A project proposal and associated funding request for the pilot development of High-Fidelity Simulation Training was discussed. This proposal is aimed at advanced paramedics through the Advanced Southern Simulation Education and Training (ASSET) Centre in UCC. Support for the project in principle was forthcoming with a suggestion that consideration should also be given to the inclusion of paramedics in the pilot. Approval was deferred to the next meeting pending full clarification of all additional costs associated with the project.

5. Examinations

5.1 Examinations Weightings

A discussion document was included in the papers and approval was sought for the following:

- Revision of NQEMT EMT and NQEMT Paramedic weightings for the purpose of generation of examinations
- Non-publication of examination content weightings

Barry O' Sullivan explained that the weightings need to be revised to reflect the new standards of education, and currently students are using the published weightings inappropriately and targeting areas of the syllabus to study. It was agreed these changes were prudent.

Resolution:

(1) Council approves the revised NQEMT EMT and NQEMT Paramedic examinations weightings.

(2) Council approves that the weightings not be published.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Michael Dineen

6. Clinical Practice Guidelines

6.1 CPG Update

The draft amended Burns CPG as recommended by the Medical Advisory Group (MAG) was considered.

Resolution:

Council approves the Burns CPG as recommended by the Medical Advisory Group.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Gerry Tuohy

7. Director's Report

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

8. AOB

8.1 CFR training materials

A Member enquired about the status of the new CFR training materials. Barry O' Sullivan provided an update and agreed to provide a copy for members at the next meeting.

8.2 Intern Placements

Conor Egleston sought guidance on the rules governing intern placements for Practitioners in hospital settings. Barry O' Sullivan confirmed that all Recognised Institutions were obligated under Council Rules to have formal agreements in place with each internship site used for training purposes.

8.3 Strategic Plan

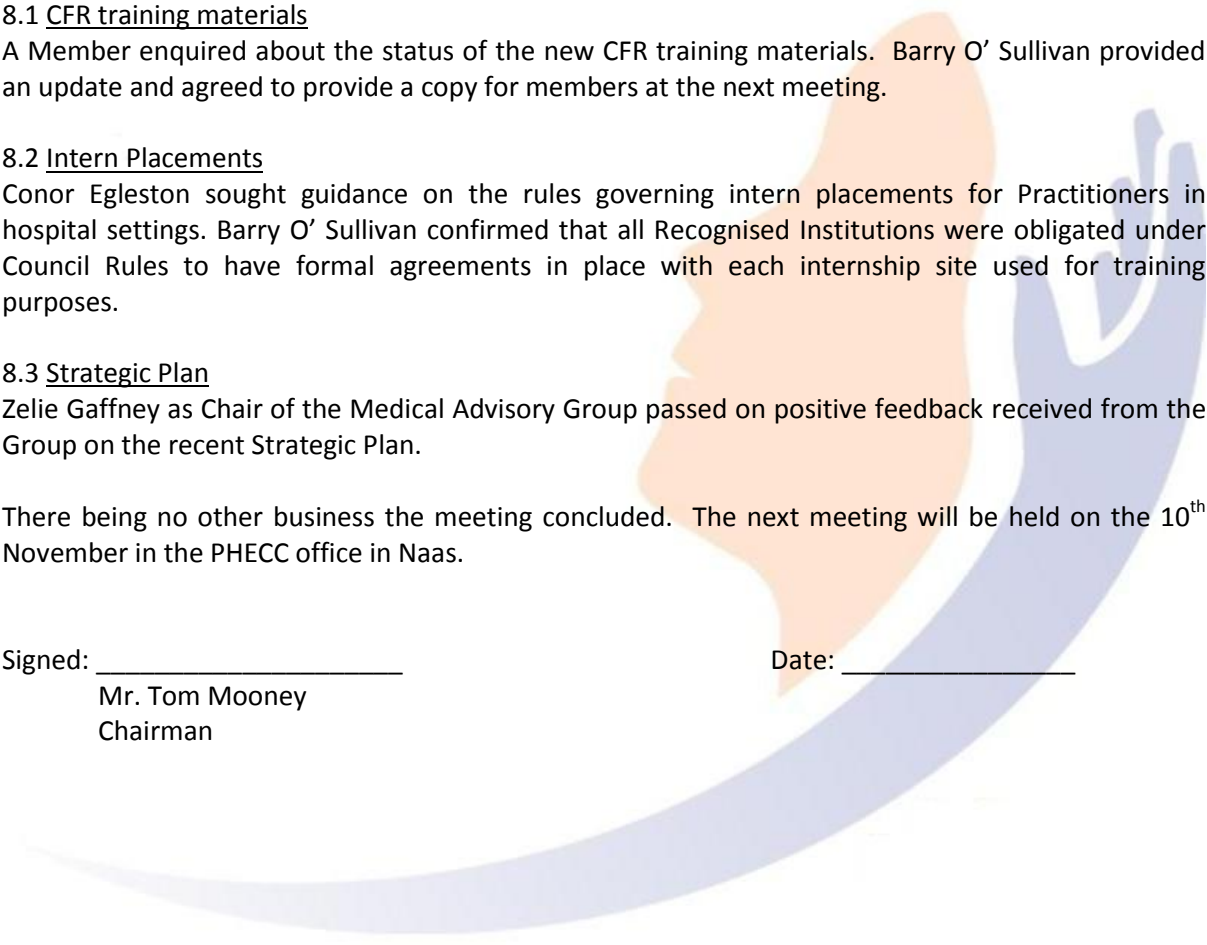
Zelie Gaffney as Chair of the Medical Advisory Group passed on positive feedback received from the Group on the recent Strategic Plan.

There being no other business the meeting concluded. The next meeting will be held on the 10th November in the PHECC office in Naas.

Signed: _____

Mr. Tom Mooney
Chairman

Date: _____



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Present: Tom Mooney (Chair)
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Gerry Tuohy
Michael Dineen
Macartan Hughes
Mary McClelland
Maureen Cronin
Michael Garry
Robert Morton
Cathal O' Donnell
Barry O' Brien
Valerie Small
Tom Tinnelly

Apologies: Michael Brennan
Zelie Gaffney
Conor Egleston

In Attendance Geoff King, Director
Marian Spence, Council Secretariat

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

2. Minutes & matters arising

2.1 Office Lease

The Director provided an update on the current status of the office lease. He confirmed there will not likely be any rent reduction but rent will remain frozen with the option of additional space if required.

2.2 Financial Risk

The Director outlined that advice was still being sought to ensure tax compliance with minimal complexity and cost.

2.3 Resuscitation Council

Cathal O' Donnell requested an update on progress related to Ireland becoming a member of the European Resuscitation Council (ERC) or the feasibility of an independent Resuscitation Council being established. The Director provided an update and confirmed he will report back to Council on this matter at the October or November meeting.

2.4 PHECC Registration

Robert Morton confirmed the HSE now has an agreement in place to ensure mandatory PHECC registration for all frontline ambulance personnel.

Resolution:

Council approves the minutes of the meeting held on the 14 July 2011.

Proposed: Frank O Malley
Carried without dissent

Seconded: Michael Garry

3. Governance

3.1 Strategic Plan 2011-2014

The Strategic Plan 2011-2014 was circulated to Members. The Chairman thanked Members and staff for their collective effort in producing this well presented informative publication.

3.2 Audit Committee, Terms of Reference

A revised Terms of Reference document for the Audit Committee was included for consideration. The revisions suggested by the Chair of the Audit Committee reflect additional roles, and reformatting but no material changes. The purpose is to ensure consistency with other PHECC Committees.

A Member commented on the use of the term 'Health Board' contained in the document. The Director advised it was consistent with the current SI legislation governing PHECC. The Chair concluded it was appropriate to keep this consistency with terminology.

Resolution:

Council approves the Terms of Reference for the Audit Committee.

Proposed: Michael Dineen
Carried without dissent

Seconded: Frank O Malley

3.3 EMS Priority Dispatch Sub Group

Included in the meeting papers were the EMS Priority Dispatch Sub Group Terms of Reference. Member(s) approval was sought for the election of a Chair. The suggested nominees were the Chair of the Medical Advisory Group (MAG) or the Director. The Director suggested alternating the role as appropriate. There was general agreement for this option.

Resolution:

Council approves the election of either the Chair of the Medical Advisory Group (MAG) or the Director as alternate Chairs of the EMS Priority Dispatch Sub Group and also approves the Terms of Reference of this group.

Proposed: Tom Tinnelly
Carried without dissent

Seconded: Macartan Hughes

3.4 Clinical Care Committee, Revised Membership

A draft Clinical Care Committee revised membership document was included for approval. The inclusion of members of the Auxiliary and Voluntary agencies is the main revisions. It was noted that the membership of the Medical Advisory Group is also currently being reviewed.

Resolution:

Council approves the revised membership of the Clinical Care Committee.

Proposed: Mary Mc Clelland
Carried without dissent

Seconded: Michael Dineen

4. Register

- Awarding of NQEMT ratification:
 - By examination
 - By recognition of equivalence
- Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3758.

Resolution:

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
Carried without dissent

Seconded: Barry O Brien

5. RAAP Project

A document providing further information on the RAAP Project was included for information. Also included was a funding request to facilitate the development of this initiative to an operational stage. The Chairman enquired about the timescale of the project. The Director in response reported the tender within the HSE for the CAD remains outstanding and it is envisaged the RAAP Project will link in with it. In the interim period PHECC aims to progress a pilot project as soon as possible with identifiable Responder Groups using the current model.

Resolution:

Council approves the additional funding of not exceeding €18,500 to progress the development of the RAAP Project to operational stage.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

6. Education & Training

6.1 Transport Medicine Submission

A draft Transport Medicine submission was included for information and in principle support was sought from Council. The proposed course is a collaborative arrangement between anaesthesia, intensive care medicine, acute medicine, emergency medicine and PHECC. The overall aim is to develop a national network culture for transfers/retrievals.

A brief discussion ensued on the current usage of ambulance vehicles based on a newspaper article highlighting by Mary Mc Clelland. Robert Morton outlined the HSE position regarding the timescale for commissioning ambulance vehicles and also the statistics on current mobilisation of these vehicles.

Resolution:

Council approves the draft Transport Medicine submission in principle.

Proposed: Michael Garry
Carried without dissent

Seconded: Frank O Malley

6.2 MERIT Project

A funding proposal from MERIT was included for consideration. It is intended to consolidate the Project and build on initiatives to date. Also proposed is broadening the range of participants including professionals involved in 'medical emergencies' e.g. Pharmacists in the context of their management of anaphylaxis as a result of their pending potential involvement in vaccinations.

Robert Morton enquired if any audit has been conducted regarding usage of AEDs by GP. He suggested it may be prudent to target rural areas where a deficit exists in emergency ambulance cover e.g. the Northwest region. Following a discussion it was agreed to make funding approval conditional on targeting rural areas.

Resolution:

Council approved additional funding of €250,000 for the MERIT Project subject to sufficient to funds being available.

Proposed: Michael Dineen
Carried without dissent

Seconded: Mary Mc Clelland

6.3 End of Life Forum

The Director outlined the work of the End of Life Forum and in particular an initiative which will allow ambulance personnel to 'pronounce death'. He highlighted the fact that this will not require any legislative change. A discussion ensued on the merit and rationale for this initiative. There was general support. It was agreed to allow the Medical Advisory Group discuss further before bringing back to Council for final deliberation.

6.4 E-Learning Developments

An update document on PHECC e-learning development to date was included as well as a proposal for further initiatives in this sector.

Resolution:

Council approves further funding not to exceed €90,000 for the development of e-learning initiatives subject to sufficient funds being available.

Proposed: Michael Garry
Carried without dissent

Seconded: Patricia FitzPatrick

7. Clinical Practice Guidelines

7.1 CPG Updates

The following CPGs have been amended to incorporate changes to bring in line with previously recommended CPGs and will be referred to the Medical Advisory group (MAG) for consideration.

Resolution:

That Council approves the following amended CPGs in principle subject to approval by the Medical Advisory Group (MAG).

- (a) Cardiac Chest Pain – Acute Coronary Syndrome - EMT
- (b) Secondary Survey Medical – Adult – P, AP
- (c) Secondary Survey Medical - Adult - EMT

Proposed: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

7.2 Pre-Hospital Early Warning Scope (PEWS)

This item was deferred.

8. Directors Report

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

9. AOB

9.1 Advanced Paramedic Programme

Robert Morton confirmed that the present AP programme has the 24 places fully subscribed. Macartan Hughes suggested there may be value in changing the term from 3 years to 2 years experience for qualified personnel to apply to the Programme. Following a brief discussion it was agreed to refer this matter through the Committee process with the Accreditation Committee being the most appropriate and timely forum for this discussion.

Resolution:

Council approves amending the term from 3 years to 2 years for experienced and qualified personnel to apply for the Advanced Paramedic Programme subject to approval by the Accreditation Committee.

Proposed: Michael Garry
Carried without dissent

Seconded: Frank O Malley

There being no other business the meeting concluded. The next meeting will be held on the 13th October in PHECC office in Naas.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 14th July 2011
in the PHECC Offices in Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Patricia FitzPatrick
Frank O' Malley
Gerry Tuohy
Michael Dineen
Macartan Hughes
Mary McClelland
Maureen Cronin

Apologies: Michael Garry
Robert Morton
Cathal O' Donnell
Zelie Gaffney
Barry O' Brien
Valerie Small
Tom Tinnelly

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

2. Minutes & matters arising

2.1 Financial Statements 2010 – Salaries

Responding to this matter arising from the last meeting, Barry O' Sullivan as Head of Corporate Services confirmed the overall salary cost for 2010 when adjusted for maternity and other leave reflects the 8% pay reduction sanctioned by the DoHC.

2.2 Office Lease

The Director agreed to provide further information on this matter at the next meeting.

2.3 Financial Risk

Responding to this matter arising from last meeting, Barry O' Sullivan confirmed he was seeking further advice.

Resolution:

Council approves the minutes of the meeting held on the 9th June 2011.

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

3. Governance

3.1 Draft Strategic Plan 2011-2014

The draft Strategic Plan incorporating Council's input from the last Council meeting as well as changes from the recent executive workshop to establish KPIs to match strategic objectives was tabled for review.

The associated appendices including structures and membership of Council and Committees, organisational chart, and the Standards Framework poster were also tabled. The Director outlined the proposed print layout. The Chairman endorsed the suggestions and the draft Strategic Plan 2011-2014 was agreed with the proposed amendments and format.

Resolution: That Council approves the Strategic Plan 2011-2014 with agreed amendments.

Proposed: Macartan Hughes **Seconded:** Gerry Tuohy
Carried without dissent

4. Register

- Awarding of NQEMT ratification:
 - By examination
 - By recognition of equivalence
- Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3687.

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:** Mary Mc Clelland
Carried without dissent

4.2 Non-Registered NAS Staff Deployment

Correspondence from the Registrar, Barry O Sullivan to Robert Morton, as Director of the National Ambulance Service and copied to key stakeholders was included in the papers. This letter highlights PHECC's concerns regarding any deployment of non-registered NAS staff on frontline ambulances. Also included was a draft framework document which outlines the legal requirements and authorisations regarding the administration of medications; the main purpose of which framework is to offer protection to the public as well as practitioners. Members were in agreement to circulate it widely. It will be circulated to all registrants and CPG approved organisations and published in the PHECC Newsletter in due course. The Chairman concluded by stating it is imperative that registration is adhered to.

5. Resuscitation Council

5.1 Proposal for information

Member(s) discussed a proposal document included in the papers by Prospectus to explore the requirement and the feasibility for Ireland to become a Member of the European Resuscitation Council (ERC) of an independent National Resuscitation Council. The Director informed members that Ireland is the only EU country not to have a Resuscitation Council and membership of the ERC. The Chairman reminded members that in the current economic climate an independent National Resuscitation Council is an unlikely option. There was general agreement to proceed with the proposal with the proviso to inform the DoHC of PHECC's initiative in this matter.

Resolution: That Council approves the Prospectus proposal subject to the DoHC being informed.

Proposed: Frank O Malley
Carried without dissent

Seconded: Gerry Tuohy

6. Education & Training

6.1 RI Renewal Status

The Director outlined the current status of those recognised institutions currently in the process of renewing their recognition status after 3 years. He informed members that one UK based organisation has declined re-accreditation as it is no longer operating in Ireland. He concluded he is satisfied with progress to date at both Responder and Practitioner levels. A member enquired about the position regarding driving of both emergency and non-emergency vehicles. The Director informed members he will be meeting with the Road Safety Authority (RSA) in September and following this he will report back to Council; it is intended to develop the 2007 Driving Standards further with the assistance of the RSA.

7. Clinical Practice Guidelines

7.1 CPG Updates

A number of CPGs where NaCL Saline is now the preferred intravenous fluid therapy were included in the papers for consideration. All these CPGs have been recommended by the Medical Advisory Group (MAG) for approval by Council.

Resolution: That Council approves the following CPGs:

- **Symptomatic Bradycardia – Paediatric**
- **Allergic Reaction/Anaphylaxis – Adult**
- **Decompression Illness**
- **Shock from Blood Loss – Adult**
- **Allergic Reaction/Anaphylaxis – Paediatric**
- **Burns – Adult**
- **Burns – Paediatric**
- **Septic Shock – Paediatric**
- **Septic Shock – Adult**
- **Acute Chest pain- Acute Coronary Syndrome**
- **Seizure/Convulsion – Adult**

- Seizure/Convulsion – Paediatric
- Spinal Immobilisation – Adult
- Spinal Immobilisation – Paediatric
- Stroke

Proposed: Frank O’ Malley
Carried without dissent

Seconded: Macartan Hughes

7.2 Draft Pre-hospital defibrillation position paper

Following recommendation from MAG members discussed the draft position paper on pre-hospital defibrillation. This paper promotes consistency across all levels.

Resolution:

Tha Council approves the PHECC position paper on pre-hospital defibrillation.

Proposed: Frank O Malley
Carried without dissent

Seconded: Gerry Tuohy

7.3 Medication Formulary Update

The Medication Formulary Update on weight based Paediatric calculations was included in the papers on the recommendation of the Medical Advisory Group for approval by Council. Members discussed its merits. The Chairman enquired if the method outlined had universal approval and was advised that most resuscitation councils and service providers would concur with this approach.

Resolution: That Council approves the Paediatric weight based calculations as recommended by the Medical Advisory Group.

Proposed:
Carried without dissent

Seconded: Macartan Hughes

8. Directors Report

The Director referred to a tabled draft document he had formulated in response to recent media coverage on the licencing of ambulance providers and in particular PHECC’s input as a statutory body. He provided background information to support the need for a response. Members discussed the merits of the document and its dissemination. Others aspects of the Director’s report were referred to throughout the meeting.

9. AOB

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

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 9th June 2011
in the PHECC Offices in Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Patricia FitzPatrick
Zelie Gaffney
Frank O' Malley
Barry O' Brien
Valerie Small
Tom Tinnelly
Gerry Tuohy
Michael Dineen
Michael Garry
Macartan Hughes
Robert Morton
Cathal O' Donnell
Maureen Cronin

Apologies: Mary McClelland

In Attendance Geoff King, Director
Barry O' Sullivan
Marion O' Malley

1. Chairman's Business

Representatives from ICE 365 made a brief presentation to Council on their product which is a client response service providing key client medical and health information in cases of emergency. Following the presentation the Chairman officially opened the meeting by welcoming a new Council member, Maureen Cronin, who was recently appointed by the Minister for Health and Children. Apologies were acknowledged. Included in the papers was the meeting minutes from the Audit Committee meeting which was held in January 2011. It was noted that the C&AG have not yet forwarded a management letter to PHECC.

2. Minutes & matters arising

Resolution:

Council approves the minutes of the meeting held on the 12th May 2011.

Proposed: Patricia Fitzpatrick **Seconded:** Gerry Tuohy
Carried without dissent

3. Finances

Amended Schedule of Fees

The Registrar tabled a revised schedule of fees and sought approval by Council. The main changes to the schedule were detailed by the Registrar and included:

- Annual maintenance and monitoring charge for recognised institutions was removed
- Educational Award fee amended to €50 for all levels (Assistant Tutor, Tutor, Facilitator)
- Amended fee for new CFR training manuals and DVDs
- Field Guide – free to all registrants, however, additional copies are €10 (also available for non-registrants also)
- All CPG manuals are now €25 each
- Price of CFR certs reduced from €4 to €2 due to the large volume being awarded.

Resolution:

That Council approves the revised Schedule of Fees.

Proposed: Michael Garry
Carried without dissent

Seconded: Frank O' Malley

Draft Financial Statements 2010

Included in the papers was the Financial Statements for 2010. The Chair noted that the lease on PHECC's offices will expire in 12 months and suggested that the Director liaise with the landlord with a view to extending the lease.

Macartan Hughes sought clarification on the increase of staff expenses and committee expenses. The Registrar explained that the increase of staff related expenses was due to the increased number of examinations during 2010 and also to training and development costs, where some employees have undertaken further education. Increased Council/Committee expenses were as a result of frequency of meetings in 2010.

Maureen Cronin queried the cost of salaries for the year to end of 2010 as she thought the reduction from 2009 to 2010 should have reflected the 8% pay deduction which was sanctioned by the Department of Finance. It was agreed that the Registrar revert back to the next meeting regarding this item.

Resolution:

That Council approve the draft financial statements 2010 subject to further explanation regarding staff salary costs.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Barry O' Brien

Current Financial position: for information

The Registrar tabled details of the current financial position for the information of Council.

Financial Matters – Risk

The Registrar tabled a risk item relating to the matter of NQEMT examiner expenses. In 2002 Council approved a fee of €300 for examiners who were involved in conducting OSCE examinations, correcting written papers and overseeing quality assurance during the NQEMT exam process. This fee was agreed for administrative efficiency and in order to reinforce the equal status of examiners. An issue has now arisen following a revenue audit on the Irish Red Cross where concern was raised

that the payments are not in keeping with current revenue guidelines. The Registrar felt that in light of this development it is now timely for Council to reassess and review the nature of this payment and welcomed any advice or guidance from the Council. Following some discussion on the item it was agreed that PHECC engage with the tax department for guidance on the issue and revert back to Council.

4. Governance

Draft Strategic Plan 2001-2014

The draft strategic plan incorporating Council's input from the last Council meeting was included in the papers along with a draft Chairman's Introduction and Chairman's Summary of Achievements for review. Two suggested amendments from the Audit Committee were also included for consideration. The Chairman suggested some amendments to the introduction and summary of achievements and proposed amendments by Robert Morton were tabled for discussion. The following was agreed:

- To amend Council Functions Objective 4 (5) to read 'Promote the integration of the Out of Hospital Cardiac Arrest Register (OHCAR) into the National Ambulance Service as a platform for developing clinical audit'
- To amend Council Functions Objective 4 (6) to read 'Promote the integration of the Critical Incident Stress Management (CISM) Research Project into the National Ambulance Service'
- To incorporate the suggested amendments from the Audit Committee into the strategic plan
- To amend Council Functions Objective 5 (1) to read 'Develop and promote EMS response standards and performance indicators that incorporate clinical need parameters, appropriate to Ireland'
- To amend Council Functions Objective 5 (5) to read 'Develop and enhance the published Standards for Driver training'
- To amend Council Governance Objective 2 (5) to read 'Develop and maintain a strategic and effective working relationship with the Department of Health and Children and other state agencies as appropriate'
- To amend the Chairman's Introduction and Summary of Achievements as directed by the Chair.

The Director indicated that the published Strategic Plan would include appendices of organisational and committee structures. Cathal O' Donnell raised a concern that the review of MAG membership had not taken place as previously agreed (November MAG meeting), and felt that the current membership of the group did not reflect the new structure of the NAS, i.e. Medical Director, Assistant Medical Director, etc. It was agreed that membership be reviewed but that, in the interim, the current membership would be included in the appendices of the Strategic Plan.

It was agreed that the draft Strategic Plan be updated with the amendments detailed above and that the final draft be brought back to the July Council meeting for formal approval.

The conversation concluded with the Chair expressing a concern that there are no key performance indicators (KPIs) in the Strategic Plan to assess the effectiveness of the organisation. The Director advised the Council that there is a workshop planned for 22nd June to draft a set of measurable KPIs.

5. Register

- Awarding of NQEMT ratification:
 - By examination
 - By recognition of equivalence
- Names entered on Register ratification

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3640.

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
Carried without dissent

Seconded: Michael Garry

6. Clinical Practice Guidelines

CPG Updates

A number of CPGs were included in the papers for consideration. These CPGs have been recommended by the Medical Advisory Group for approval by Council.

Resolution: That Council approves the following CPGs:

- CPG 1/2/3.4.4 – Basic Life Support – Paediatric (≤13 years)**
- CPG 4/5/6.4.2 – Basic Life Support – Paediatric (≤13 years)**
- CPG 4/5/6.4.1 – Basic Life Support – Adult**
- CPG 1/2/3.4.1 – Basic Life Support – Adult**
- CPG 5/6.4.15 – Recognition of Death – Resuscitation not Indicated**
- CPG 4/5/6.4.8 – VF or Pulseless VT – Paediatric (≤13 years)**
- CPG 5/6.6.5 – Limb Fractures – Adult.**

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Zelig Gaffney

Medication Formulary Update

The Medication Formulary Update was included in the papers on the recommendation of the Medical Advisory Group for approval by Council.

Resolution: That Council approves the Medication Formulary.

Proposed: Valerie Small
Carried without dissent

Seconded: Macartan Hughes

7. EMS Priority Dispatch Sup Group

Draft Terms of Reference

In order to formalise the EMS Priority Dispatch Sub Group the draft Terms of Reference were included in the papers for ratification. These were recommended by the Medical Advisory Group for approval by Council. Robert Morton suggested reducing the number of NASC Training & Development Officers and NASC Communications Officers from two to one. The Council agreed with the proposed amendment and a resolution was sought to approve the Terms of Reference.

Resolution: That Council approves the EMS Priority Dispatch Sub Group Terms of Reference subject to the proposed amendment above.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Patricia FitzPatrick

8. Directors Report

The Directors Report was referred to throughout the meeting.

9. AOB

Robert Morton requested that the matter of EMTs employed by the HSE, who are not registered but are currently practicing, be discussed under AOB. The issue was raised when an intern paramedic contacted the Registrar with concerns that he was working with an EMT who was not on the register and asked what the consequences would be should an incident arise while treating a patient. The Registrar informed the Council that the EMT practicing without a licence was exposing the HSE as the practitioner is not authorised to use PHECC CPGs and is not legally allowed administer medications. Cathal O' Donnell suggested that the issue may have arisen because the register is voluntary and legislation may need to be changed. The Director advised that the issue more relates to employment contracts within the HSE and legislation may need to be changed. It was suggested by Michael Garry that perhaps it was timely to write to all registrants informing them of the penalty should they fail to re-register. After some discussion it was agreed that the Registrar formally write to the HSE, voicing Council's concerns and legal position should a practitioner decide not to re-register. It was also agreed that the Director draft a letter to registrants and CPG approved organisations explicitly re-iterating PHECC's position. Both draft letters will be brought back to the next Council meeting for approval. Cathal O' Donnell requested that the relevant extracts of legislation from PHECC's Statutory Instrument be included in the July meeting papers for reference when considering the draft letters.

Tom Tinnelly requested clarification following the changes in the Child Birth CPG, from 2nd Edition to 3rd Edition as a concern was raised among paramedics that their scope of practice has been

diminished as a result of the amendment to this CPG. It was agreed that the Director revert back directly regarding this issue.

Tom Tinnelly mentioned a possible problem with the Philips MRX defibrillator. It was agreed that Brian Power and the Medical Advisory Group will investigate this issue.

There being no other business the meeting concluded. The next meeting will be held on the 14th July in PHECC office in Naas.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____



**Minutes of the Council meeting held on the 12th May 2011
in the PHECC Offices in Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Patricia FitzPatrick
Zelie Gaffney
Mary Mc Clelland
Frank O' Malley
Barry O' Brien
Valerie Small
Tom Tinnelly
Gerry Tuohy

Apologies: Michael Dineen
Conor Egleston
Michael Garry
Macartan Hughes
Robert Morton
Cathal O Donnell

In Attendance Geoff King, Director
Marian Spence, Council Secretariat

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

2. Minutes & matters arising

Resolution:

Council approves the minutes of the meeting held on the 14th April 2011

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

3. Strategic Planning 2011-2014

Members discussed the draft Strategic Plan 2011-2014 included in the meeting papers which correlated suggestions and outcomes from the previous meeting on this matter. Following comprehensive discussion amendments and word changes were agreed. The Chairman thanked the executive and staff for their work and the clear concise documents associated. He suggested the amended document be brought back to Council for final consideration at the next Council meeting.

4. AOB

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

An application from St. John's Ambulance Brigade of Ireland seeking approval to implement 3rd Edition Clinical Practice Guidelines was tabled. As this was the sole business of the Accreditation Committee for the May meeting it was deemed prudent to seek Council's approval directly. The Director informed Members St. John Ambulance Brigade had requested a waiver of fees as a voluntary organisation. He referred to Council's Schedule of Fees Policy which allows for such a waiver for voluntary organisations with income of < 20K per annum. Members discussed payment of fee options and agreed to a waiver if the organisation could produce evidence they met the criteria; otherwise staged payments could be facilitated.

Resolution:

That Council approve St. John Ambulance Brigade of Ireland for approval to implement 3rd Edition Clinical Practice Guidelines.

Proposed: Zelig Gaffney
Carried without dissent

Seconded: Gerry Tuohy

There being no other business the meeting concluded. The next meeting will be held on the 9th June in PHECC office in Naas.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 14th April 2011
in the PHECC Offices in Naas, Co. Kildare**

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

Apologies: Conor Egleston
Barry O' Brien
Zelie Gaffney
Robert Morton
Mary Mc Clelland
Cathal O Donnell

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies of Members and the Director Dr. Geoff King.

2. Minutes & matters arising

Council noted and agreed that the standard which was approved in relation to item 5.7 (Inter Facility Patient Transfer Standard Version 1.2) was the minimum standard.

Resolution:

Council approves the minutes of the meeting held on the 31st March 2011

Proposed: Frank O' Malley
Carried without dissent

Seconded: Michael Garry

2.1 HIQA Response

Following discussions members agreed to a minor clarification amendment to the HIQA letter.

3. Examinations

An amendment to the NQEMT Examination Policy which was approved by the Accreditation Committee was included for Council's information. The Registrar outlined the reasons for the changes to the exam structure following consultation with the Recognised Institutions at NQEMT EMT level. Members discussed the merits of the proposed changes. Macartan Hughes enquired about the possibility of weekend exams to facilitate students in the voluntary sector in particular. Barry O' Sullivan agreed to check associated costs and the feasibility of having the option of a Saturday exam available once a year.

Resolution:

Council approves the amendment to the NQEMT EMT Examination Policy as proposed.

Proposed: Michael Garry
Carried without dissent

Seconded: Gerry Touhy

4. Application: Recognition of Course

4.1 Upskilling Programme

Macartan Hughes summarised this NAS Programme which is targeted at specific areas and skill sets. The programme is aimed at completing the upskilling of Paramedics to the CPG 3 edition and it complements and builds on the PHECC sponsored e-learning programme.

Resolution:

Council approves the NAS application for CPG 3, Paramedic upskilling programme.

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Garry

5. Strategic Planning 2011-2014

The Chairman opened this item by reminding members of the DoHC requirement to have strategic planning parallel with the business planning in order to present a clear way forward.

5.1 Mission Statement

The strategic planning process commenced with a review of the current Mission Statement. There was unanimous agreement on the appropriateness and relevance of the Mission Statement - no change.

5.2 Vision

Following discussions there was agreement that the Vision be amended to read - *'That people in Ireland receive the most appropriate pre-hospital emergency care'*.

5.3 Functions and Categorisation

The following documents were tabled for consideration and as aids to the examination of Council functions;

- PHECC Performance Review incorporating Legislation (PHECC SIs) Implementation summary - progress 2000 to 2010
- Rough Work booklet for the Strategic Plan 2011 -2014
- Addendum to the PHECC Business Plan 2011.

Following discussions and suggestions Council members agreed that the existing categorisation of the statutory functions into 5 objectives be retained. Agreement was also forthcoming on retaining the governance and administrative objectives.

During the discussions concerns were expressed that the new plan would include -

- emphasis on different clinical levels in pre-hospital emergency care
- responders must be part of the strategy
- requirement for inspections of recognised institution every 3 years
- requirement for inspections of service providers
- practitioner competency was a key stone
- monitoring and measuring of educational awards.

Frank O'Malley expressed concern about the future of the CISM Project and it was agreed to insert the word Research into the CISM item contained in the Addendum to the Business Plan.

Resolution:

Council approves the Addendum to the PHECC Business Plan 2011.

Proposed: Michael Garry
Carried without dissent

Seconded: Patricia Fitzpatrick

The Chairman reminded members of the importance of considering all these matters during the strategic planning process to ensure the effectiveness of the strategy against key performance indicators. He concluded by suggesting that a new Strategic Plan be drafted by the executive for consideration at the May Council meeting.

The Chair also requested that members reflect the items discussed and invited members to consider and suggest any other objectives deemed relevant over the next few weeks.

11. AOB

The Chairman advised that Cathal O Donnell had corresponded stating that one of the recommendations emanating from the RESUS 2011 conference referred to exploring the feasibility or otherwise of establishing a Resuscitation Council type entity. The Chair suggested that this matter could be appropriately addressed at the strategic planning meeting.

The meeting concluded and the next meeting will take place on the 12 May in Naas and members were requested to allot a full day in order to finalise Strategic Plan 2011 - 2014 at this meeting

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 31st March 2011
in the Radisson Blu Hotel, Limerick**

Present: Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Patricia FitzPatrick
Zelie Gaffney
Michael Garry
Macartan Hughes
Robert Morton
Mary McClelland
Frank O' Malley
Cathal O' Donnell
Valerie Small
Tom Tinnelly
Gerry Tuohy

Apologies: Conor Egleston
Barry O' Brien

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

1. Chairman's Business

The Chairman opened the meeting and acknowledged apologies.

1.1 Council Membership

The Chairman welcomed Robert Morton, the Director of the National Ambulance Service to the PHECC Council.

2. Minutes & matters arising

Resolution:

Council approves the minutes of the meeting held on the 10th February 2011.

Proposed: Frank O Malley
Carried without dissent

Seconded: Mary Mc Clelland

2.1 HIQA Response

Draft correspondence to HIQA regarding the new Response Times Standards was tabled. A discussion ensued and some re-wording was suggested. The Director advised he would send an amended draft to all members electronically for approval before posting.

Resolution:

Council approves correspondence to HIQA regarding the new Response Times Standards subject to re-wording as suggested.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Mary Mc Clelland

3. Finances

3.1 Letter of allocation & Business Plan

The letter of allocation from the DoHC and a draft 2011 PHECC Business Plan were included in the meeting papers. PHECC has been allocated €3.003m for 2011. The Chairman reminded members it was important the Business Plan lines up with the Strategic Plan. He suggested Council should meet in the interim to expedite both strategic and business planning. Members agreed to meet on the 14th April to begin the process. The Director agreed to circulate previous Strategic Plans to members next week.

Resolution:

Council approves the draft Business Plan subject to further refinement and detail to be developed in line with a new Strategic Plan.

Proposed: Michael Garry
Carried without dissent

Seconded: Michael Dineen

4. Register

4.1 Awarding of NQEMT & Register ratification

- Awarding of NQEMT By examination
 By recognition of equivalence

- Names entered on Register ratification

The Registrar tabled the register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3524.

4.2 Fitness to Practice allegation

The Registrar informed Members that an allegation against a Practitioner had been received and nominations were being sought for a Fitness to Practice Screening Committee to assess if the case warrants a full hearing. He agreed to liaise with the Vice Chair, Valerie Small in this regard and will revert back to Council in due course.

5. Standards

The meeting papers contained a suite of Standards which has been recommended to Council by the Accreditation Committee for approval.

5.1 Draft EMC Professional Code of Conduct and Ethics

The Accreditation Committee made some suggestions for minor changes to this document, which the Accreditation Committee agreed could be considered as part of a review after 12 months of implementation. Robert Morton proposed changing the term EMC to EMS. There was general agreement to this change.

Resolution:

Council approves the Professional Code of Conduct and Ethics subject to change of the term EMC to EMS and also subject to review after 12 months of implementation.

Proposed: Michael Garry
Carried without dissent

Seconded: Michael Dineen

5.2 2011 Education & Training Standards Mindmap for information

A Mindmap was included in the papers for information which navigates and explains the structure and content of the 2011 Education & Training Standards.

5.3 Draft Policy – Recognition of Institution and Course(s)

Resolution:

Council approves the Policy for Recognition of Institution and Courses.

Proposed: Valerie Small
Carried without dissent

Seconded: Patricia Fitzpatrick

5.4 Draft Council Rules for Recognition of Institution and Course(s)

Resolution:

Council approves the Council Rules for Recognition of Institution and Course(s).

Council noted the process for transition/implementation of the new policy and rules.

5.5 New Application Connaught First Aid Solutions: Recognition of Institution

Connaught First Aid Solutions has been recommended by the Accreditation Committee for approval.

Resolution:

Council approves Connaught First Aid Solutions as a Recognised Institution.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Gerry Tuohy

5.6 EMS Priority Dispatch Standard

The Director reported that he had consulted with the Chairs of Council, the Clinical Care Committee and the Medical Advisory Group on amendments to the EMS Priority Dispatch Standard, a minor wording, as

well as a significant rewording which became important in relation to the implementation of the HIQA Response Times Standards. The Director reassured Council the Standard was not diluted in the rewording. Robert Morton suggested it was prudent for Council to take cognisance of any barriers to implementing Standards. Council members acknowledged an awareness of the issues around implementing PHECC Standards would be useful to Members but that IR and such are not the concern of Council. The Chairman reminded Members that during past discussion on these matters he had highlighted the statutory role of HIQA in this regard.

Resolution:

Council approves the re-wording of the EMS Priority Dispatch Standard.

Proposed: Zelig Gaffney
Carried without dissent

Seconded: Frank O Malley

5.7 Inter Facility Patient Transfer Standard Version 1.2

The Director informed Members there were no substantive changes to this document except some formatting, numbering order and colours. Council's approval was sought to formalise to version 2. It was noted that

Resolution:

Council approves the Inter Facility Patient Transfer Standard version 2.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

6. Revised Examination Quality Committee Terms of Reference

The revised Terms of Reference have been recommended by the Accreditation Committee for approval following some changes to accommodate a more generic allocation to membership.

Resolution:

Council approves the Revised Examination Quality Committee Terms of Reference.

Proposed: Valerie Small
Carried without dissent

Seconded: Mary Mc Clelland

7. Advanced Paramedic Programme

A document from NASC/UCD containing an overview of participation on the Advanced Paramedic Programme was included in the meeting papers. The Director spoke on this item and outlined challenges faced in order to meet the full quota of participants for the course. Members discussed the implications within the services, and the implications for PHECC/public funds.

Some suggestions were put forward including the possibility of allowing places to be offered to other statutory bodies. Cathal O' Donnell highlighted the fact that training was only one part of implementing AP practice.

Michael Garry suggested making changes to structure and design of the AP Programme may help to accommodate candidates in rural locations. Robert Morton concurred and suggested the Programme needs to be more cost effective as the costs are prohibitive to the HSE at €127,000 per candidate. Macartan Hughes suggested 3rd level – 4 yr degree programme. To facilitate timely application of candidates, the Director suggested PHECC only pay the Registration Fee from those candidates who apply by the closing date for each course.

The Director undertook to explore further options for filling course places.

Resolution:

Council approves that UCD Registration Fees for the AP Programme will only be paid for candidates whose applications are received by the due date.

Proposed: Michael Garry
Carried without dissent

Seconded: Patricia Fitzpatrick

8. Projects

8.1 OHCAR Report/ Annual Report & funding request

An executive summary of the OHCAR Annual Report was presented to members, as well as a Report to Council, and a budget request for an additional €48,730 to allow the project to fulfil its remit to the end of 2011. The full Annual Report was available to members. The Director spoke on the merits and achievements of this worthwhile project and the efforts made by its Steering Committee to become sustainable and integrated with mainstream service delivery from 2012.

Resolution:

Council approves additional funding of €48,730 for the OHCAR Project to the end of 2011.

Proposed: Zelig Gaffney
Carried without dissent

Seconded: Patricia Fitzpatrick

8.2 CISM Report

An executive summary of the CISM Report to Council was included in the meeting papers with the full report being available to members.

9. CPGs

A suite of CPGs for all levels were included in the meeting papers with the Advanced Airway Management CPG being tabled. All had been recommended by the Medical Advisory Group and Clinical Care Committee for approval by Council.

Resolution:

Council approves 38 Clinical Practice Guidelines at all levels.

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Frank O' Malley

10. Directors' Report

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

10.1 RESUS sponsorship

Resolution

Council approves sponsorship funding of €5000 to RESUS toward the 2011 conference.

Proposed: Michael Dineen
Carried without dissent

Seconded: Mary Mc Clelland

Cathal O' Donnell expressed gratitude on behalf of the RESUS Committee to PHECC for funding and moral support for the conference. He reported this year they had to stop registrations because of the volume of interest.

11. AOB

Tom Tinnelly enquired about the status of computers in ambulance bases. Robert Morton confirmed that approximately 85% of personnel had either logged on or started e-learning. He also confirmed all computers operational in the North-East, Midlands, West, South-East, and Mid-West with some minor local connectivity issues outside the remit of the Ambulance Service reported in the East, South and North-West.

The meeting concluded and the next meeting will take place on the 14th April at 10.30 in Naas.

Signed: _____
Mr. Tom Mooney
Chairman

Date: _____

**Draft Minutes of the Council meeting held on the 10th February 2011
in the PHECC Office, Naas, Co. Kildare**

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

Apologies: Conor Egleston
Cathal O' Donnell

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

1. Chair's Business

The Chairman opened the meeting and apologies were acknowledged. He advised in the absence of Dr King that Barry O' Sullivan, Deputy Director will be representing the executive. The Chair informed members of two changes relating to membership of Council; Karen Healy has resigned and has duly informed the Minister. Cathal O' Donnell has been appointed the Medical Director of the National Ambulance Service and to avoid any potential for conflict of interest he has also resigned as Chair of the Medical Advisory Group. It was proposed that Dr. Zelie Gaffney be nominated as Chair. After discussion among Council members Dr Gaffney was duly elected as Chair of the Medical Advisory Group. She thanked all for the vote of confidence and agreed to take the role for six months and will review after that period. She acknowledged the work and expertise of Cathal and all the MAG membership.

2. Minutes and matters arising

Resolution:

That Council approves the minutes of the meeting held on the 9th December 2010.

Proposed: Frank O Malley
Carried without dissent

Seconded: Patricia Fitzpatrick

Matters arising

PHECC Strategic Plan

The Chair advised it was now timely to begin the process for developing a new strategic plan and further information will be provided in due course.

Letter C&AG

The Chair advised the management letter from the C&AG to finalise the 2009 financial statements is still awaited.

Computers in Ambulance Bases

Tom Tinnelly enquired about the status of the on-line computer facility at some bases. Barry O Sullivan confirmed he has discussed the matter and a copy of the associated e-mail to Robert Morton, Director National Ambulance Service was included in the papers. Barry also confirmed the matter has been acted upon within the HSE and the 3 problematic regions (Midlands, West and North West) were addressing the issue.

Priority Dispatch Standard

Tom Tinnelly enquired regarding how the Priority Dispatch Standard had been refined. Barry agreed to come back to him on this matter.

Frank O Malley enquired about the status on further training for Paramedics. Barry O Sullivan circulated statistical reporting documents which showed positive feedback particularly in relation to the Paramedic e-learning Up-skilling programme. Macartan Hughes also provided further information in referring to the NAS Education Plan.

3. Governance

3.1 Chair's letter to Stakeholders

Included in the meeting papers was a copy of the letter from the Chair to the stakeholders advising PHECC has been granted at least a further three years of operational service. This has been positively received.

3.2 Audit Committee 2010 Report

The finalised report was included in the papers. The Chair referred to the item on accounting for pensions FRS 17 and advised that this was under the government remit and therefore outside of PHECC's control.

4. Register

- Awarding of NQEMT By examination
 By recognition of equivalence
- Names entered on Register ratification

The Registrar tabled the register booklet containing the names for awarding of the NQEMT and ratification on the Register, bringing the total on the PHECC Register to 3420. The Registrar confirmed the number of new registration has slowed down significantly. Registrants have been advised on the implications of maintaining registration and recognised institutions who conduct EMT training in particular were informed.

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

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Michael Dineen

In response to a request raised at the last meeting Barry O' Sullivan tabled statistical information related to the number of EMT's in the various voluntary and statutory bodies.

5. Standards

5.1 Paramedics for Emergency Ambulance HSE & DFB

Correspondence from both HSE and the DFB which provides figures of ambulance personnel on frontline ambulances was included in the papers. The contents were noted by Council.

6. HIQA Response Times Targets

6.1 HIQA Response Times

Included in the papers was the Executive Summary from the recent HIQA “Pre-hospital Emergency Care Key Performance Indicators for Emergency Response Times” Report. Members discussed the implications and some members expressed concerns with the ‘clock’ approach as a measurement tool for emergency response. The Chair reminded members of HIQA’s authority on this matter that the recommended response times, including the 8 minute response was not an absolute. Zelig Gaffney suggested PHECC have a duty of care to registered practitioners and service providers. Michael Garry agreed and suggested Council write to HIQA to express concerns and discomfort with their current approach. There was general agreement on this course of action and that the potential conflict between the challenges in trying to meet time targets and providing a safe service delivery needs to be properly highlighted. PHECC should also consider referring the matter to the RSA. Barry O’ Sullivan agreed to consult with the Director and to bring a draft HIQA letter back for consideration at the next Council meeting.

7. Projects

Council was asked to consider a proof of concept pilot project for a Smartphone CFR application. Barry O’ Sullivan outlined the details and suggested it may be prudent for PHECC to engage with an affiliate company (ATSR) associated with the MIS software company currently engaged by the HSE for the Control Centre Command software in the HSE Midland Ambulance Service. This would ensure compatibility and feasibility is determined before proceeding. Members discussed the merits of this initiative and were in agreement that it had the possibility to achieve positive outcomes.

Resolution:

That Council approve funding for not exceeding €15,000 to engage in a pilot project with ATSR to establish a proof of concept for a Smartphone CFR application.

Proposed: Barry O Brien
Carried without dissent

Seconded: Patricia Fitzpatrick

8. Director’s Report

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

8.1 RESUS Conference

The notice for the forthcoming conference was included in the papers. Members were informed that both the CFR Training Package and the Smartphone App pilot project will hopefully be completed and launched at the conference. The Chair asked if it was prudent then to schedule the next meeting to coincide with this date. There was general agreement to hold the next meeting on the 31st March in Limerick.

9. AOB

9.1 EMS Management Training Initiative

Barry O’ Sullivan tabled a paper from the Journal of Paramedic Practice outlining the case for Ambulance Leadership and Management training and providing information on Postgraduate EMS Leadership and

Management Course. This EMS Certificate is a Distant Learning Course. He suggested it was timely for PHECC to invest in EMS managers. Council was asked to consider a scholarship fund of €30,000 for 25 scholarships places distributed throughout the HSE, DFB and other services. The course is due to commence soon and it was deemed prudent to put to Council at this meeting. Members discussed the merits of this proposal. The Chair concluded it is important that places are restricted to Officers at this first stage in order to give opportunity to determine its value. There was general agreement to proceed with the initiative.

Resolution:

That Council approves funding of €30,000 for a Scholarship Fund for EMS Leadership and Management Training.

Proposed: Barry O'Brien
Carried without dissent

Seconded: Michael Garry

9.2 CPR DVD

Patricia Fitzpatrick highlighted the fact that the Citizen CPR 'Check, Call, Compress' campaign has been awarded 1st prize in the public service announcement competition by the Citizen CPR Foundation in the USA .

9.3 CISM Award

Frank O'Malley informed the meeting that the PHECC sponsored CISM project in NUIM had been selected for an international award at the ICISF World Congress 2011. The award is the ICISF Cofounders Award for Collaborative Outreach in the Field of Crisis Response.

9.4 AP Deployment

Tom Tinnelly expressed concern regarding the use and deployment of APs in the HSE. It appears that some NAS management have adopted an extreme position on this matter and perhaps additional clarification was required. Following discussions the executive undertook to revert to Council on this matter at the next Council meeting.

9.5 Strategic Planning Workshop

This will now be held from 11th to 12th May 2011.

There being no further business the meeting concluded.

Signed: _____

Mr. Tom Mooney
Chairman

Date _____