



Pre-Hospital Emergency Care Council

Annual Report 2014

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Introduction

The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency charged with responsibility for standards, education and training in pre-hospital emergency care in Ireland.

The Council was established as a body corporate by the Minister for Health by Statutory Instrument Number 109 of 2000 (Establishment Order) which was amended by Statutory Instrument Number 575 of 2004 (Amendment Order). These Orders were made under the Health (Corporate Bodies) Act, 1961 as amended and brought under primary legislation with the Health (Miscellaneous Provisions) Act 2007.

Under S.I. 109 Council members, excluding the chairperson, can hold office for three years or four years with lots drawn at the very first Council meeting as to which members should serve for three years and which for four years. Membership of Council is appointed by the Minister for Health.

The fourth Council is now serving since January of this year with a membership of 17 appointees, some of which are new members and some reappointed members. There are 6 Committees of Council, 2 Panels and 2 Working Groups.

Mission Statement

The Pre-Hospital Emergency Care Council protects the public by specifying, reviewing, maintaining and monitoring standards of excellence for the delivery of quality pre-hospital emergency care for people in Ireland.

Strategic Plan 2011-14

The strategic plan links the mission statement to Council functions, governance and administrative support objectives. The specific strategies associated with each individual objective are detailed. The strategic plan gives clear direction and focus and is available on our publications page on our website <http://www.phecit.ie/>.

Foreword from the Chairman and Director

On behalf of the Council, the Acting Director and I are pleased to present the 15th Annual Report for the year ended 31st December 2014. The Pre-Hospital Emergency Care Council (PHECC) continues to function in the role of protecting the public by specifying, promoting and monitoring standards of excellence for the delivery of pre-hospital care for the public into the future.

It is with great sadness that we note the loss of our esteemed Director, Dr Geoff King (RIP), who passed away on the 29th August 2014. In 2001 Geoff was appointed as the inaugural Director of PHECC. His legacy in pre-hospital emergency care in Ireland is unparalleled. Through his vision and leadership he transformed and transitioned pre-hospital emergency care in Ireland from a basic life support (BLS) service to a modern advanced life support (ALS) service delivered by registered healthcare professionals comparable with the best international standards.

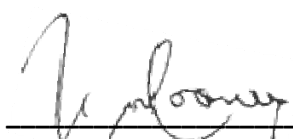
We would like to once again extend our sympathies to his wife Hannah and children Roisín, Cormac and Finnian on their tragic loss. Ar dheis Dé go raibh a anam dílis.

His untimely death has affected everyone who knew him and the void felt by all is only matched by the magnitude of Geoff's unique personality, working capacity, style and character. He was a great advocate of pre-hospital care and not just ambulance but the whole spectrum from community responders to advanced paramedics. His vision and ethos will continue to inspire all of us into the future. The Council would like to acknowledge the numerous expressions of sympathy and support which have been coming from far and wide.

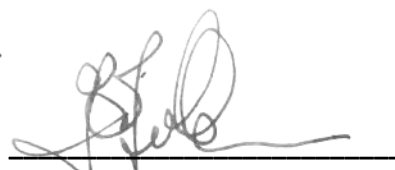
This was a productive year for Council with the development and approval of a new strategic plan which defines our business until 2018. The 2014 edition of the PHECC clinical practice guidelines (CPGs) were published along with a refinement of the rules in relation to Recognised Institutions (RIs). These refinements facilitate the legal requirements of both the Establishment Order and the requirement for an efficient and effective regulatory system for RIs. In October the Minister for Health visited the PHECC offices and was briefed on PHECC, its origin, functions, achievements and strategic plan for the next three years.

Council and the executive are extremely grateful for the expert committees covering the areas of clinical practice, standards, registration, examinations and governance and risk, who gave so freely and graciously of their time and support to Council in our mission and our vision that people in Ireland receive the most appropriate safe pre-hospital care. 2014 has been a very difficult year for PHECC staff and more than any other year Council would like to extend our appreciation to their dedication, hard work and commitment in supporting the Council and its various Committees.

Finally I would like to express our thanks to the Minister for Health, Dr Leo Varadkar T.D, and the officials in his Department for their continued support of our work in the Pre-Hospital Emergency Care Council.



Chairman 10/09/2015



Acting Director 10/09/2015

Council Functions

Council met 8 times during 2014. Council members also serve on Council Committees. For attendances at Council see Appendix 1.

Council has 6 Committees:

- Quality and Safety
- Education and Standards
- Medical Advisory
- Priority Dispatch
- Fitness to Practice
- Audit

In addition Council has the following Working Groups and Panels:

- Examination Quality Group
- Test Item Writing Group
- Appeal Panel
- Examiner Panel

PHECC's main functions are:

- *To ensure training institutions, course content and examinations in First Response and Emergency Medical Technology reflect contemporary best practice*
- *To ensure pre-hospital emergency care Responders and Practitioners achieve and maintain competency at the appropriate performance standard*
- *To prepare and promote the implementation of clinical practice guidelines in pre-hospital emergency care*
- *To source, sponsor and promote relevant research to guide Council in the development of pre-hospital emergency care in Ireland*
- *To prepare standards of operation for pre-hospital emergency care providers to support best practice*
- *To establish and maintain a register of pre-hospital emergency care practitioners*
- *To recognise those pre-hospital emergency care providers which undertake to implement the clinical practice guidelines*

Council Membership

Membership at 31st December 2014

The membership of Council consists of not more than seventeen members who are appointed by the minister:

Name	Membership rationale
Mr Tom Mooney	Chair, representative of special interest or expertise in pre-hospital care
Mr Michael Dineen	Vice Chair and paramedic representative of the majority of practitioners
Mr Shane Mooney	Advanced paramedic, trade union nominee and representative of practitioners
Mr Tom Tinnelly	Paramedic, trade union nominee and representative of practitioners
Mr David Maher	Paramedic, trade union nominee and representative of practitioners
Mr Robert Kidd	Recognised institution nominee - NASC/UCD
Mr Stephen Brady	Recognised institution nominee - DFB/RCSI
Mr Barry O'Brien	Representative of management of the HSE
Mr Martin Dunne	Representative of management of the HSE
Dr Cathal O'Donnell	Representative of management of the HSE
Prof. Patrick Plunkett	Representative of medical practitioners with expertise in pre-hospital emergency care
Dr Mick Molloy	Representative of medical practitioners with expertise in pre-hospital emergency care
Dr Hugh Doran	Representative of medical practitioners with expertise in pre-hospital emergency care
Ms Valerie Small	Advanced nurse practitioner and representative of nursing with an interest in pre-hospital care
Mr Michael Brennan	Representative of the interests of the general public
Ms Glenna Woods	Nurse and resuscitation officer representative of persons with special interest or expertise in pre-hospital care
Mr Thomas Keane	Paramedic and representative of persons with special interest or expertise in pre-hospital care

Council Committees, Panels and Working Groups

Council is assisted and advised in fulfilling its statutory functions by its Committees, Working Groups and Panels.

Quality and Safety Committee

A standing committee of Council. The terms of reference specify that the committee consider and make recommendations to Council on policy matters relating to, but not confined to, criteria for registration, practitioners maintenance of competency and practice framework, information standards and clinical audit framework and licenced provider approval to implement clinical practice guidelines (CPGs). There were two meeting held during 2014 and two meetings postponed due to a quorum of members not being available.

Membership at 31st December 2014

Name	Membership rationale
Mr Shane Mooney	Chair, member of Council and advanced paramedic
Mr Tom Mooney	Chair of Council
Ms Valerie Small	Chair of Education and Standards Committee, member of Council and registered advanced nurse practitioner
Dr Michael Molloy	Chair of Medical Advisory Committee and member of Council
Mr Michael Dineen	Vice Chair of Council and paramedic
Mr Thomas Keane	Representative from Council and paramedic
Mr David Maher	Representative from Council and paramedic
Mr Thomas Tinnelly	Representative from Council and paramedic
Ms Katrina Mullally	Representative from the HSE National Ambulance Service (NAS)
Mr Derek Nolan	Representative from Civil Defence and advanced paramedic
Mr Michael O'Reilly	Representative from DFB/RCSI
Ms Brigid Sinnott	Representative from a non-government organisation (NGO) with community focus
Dr Anthony Corcoran	Representative from the Defence Forces
Mr Ricky Treacy	Representative from St John Ambulance
Ms Brigid Doherty	Representative for patients
Mr Gregory Lyons	A representative from Irish Red Cross and emergency medical technician
Mr Ian Brennan	Representative from Order of Malta and advanced paramedic

Changes to membership: Michael O'Reilly replaced Martin O'Reilly July 2014

Observational representative from Licensed CPG approved Private Ambulance Providers on a rotational basis

Key activities for 2014

- Carry out a CPC consultation exercise at the level of paramedic and advanced paramedic in advance of the implementation of CPC at those levels.
- Approve the seeking of CPG practitioner status at all levels from approved licenced providers in addition to seeking the status on privileging of advanced practitioners.
- Host an Information seminar for representatives of all PHECC licenced providers.
- Host a clinical audit seminar for nominated representatives of licenced providers.
- Approve the development of a CPG licenced provider Quality Review Framework.

Education and Standards Committee

A standing committee of Council. The terms of reference specify that the committee consider and make recommendations to Council on policy matters relating to, but not confined to, education and standards, recognition of institutions, recognition of equivalence of professional qualifications obtained from institutions both within and outside the state and maintenance and monitoring of institutions. There were three meetings held during 2014.

Membership at 31st December 2014

Name	Membership rationale
Ms Valerie Small	Chair, member of Council and registered advanced nurse practitioner
Mr Tom Mooney	Chair of Council
Dr Mick Molloy	Chair of Medical Advisory Committee and member of Council
Mr Michael Dineen	Vice Chair of Council and paramedic
Mr Shane Mooney	Chair of Quality and Safety Committee, member of Council and advanced paramedic
Mr Stephen McMahon	Representative for patients
Ms Sarah Cain	Representative from a non-government organisation with a community focus
Ms Glenna Woods	Member of Council and registered nurse
Mr Martin McNamara	Invited expert in education training - nursing
Ms Maeve Donnelly	Invited expert in adult education
Mr Thomas Keane	Member of Council and paramedic
Mr Shane Knox	Representative at facilitator level from a recognised institution which provides advanced paramedic training and advanced paramedic
Ms Róisín McGuire	Representative at facilitator level from the joint voluntary ambulance service committee, Civil Defence College principal and paramedic

Mr Raymond Lacey	Representative at tutor level from the Irish College of Paramedics and advanced paramedic
Mr Paul Lambert	Representative at facilitator level of recognised institution which provides paramedic training
Mr David Maher	Member of Council and paramedic
Mr Brian Bruno	A representative at tutor level from a recognised institution that provides paramedic training

Changes to membership: Brian Bruno replaced Mark Dixon Jan 2014

Observational representative from Licensed CPG approved Private Ambulance Providers on rotational basis

Key activities for 2014

- The new First Aid Response (FAR) education and training standard was considered and recommended to Council for approval.
- The new EFR-basic tactical emergency care (BTEC) education and training standard was considered and recommended to Council for approval.
- Papers from UCD CEMS and UL GEMS regarding a BSc programme for the paramedic profession were discussed.
- The paramedic assessment schedule from DFB/RCSI was recommended to Council for approval.
- The following education and training standards were considered and recommended to Council for approval: CFR Community, CFR Advanced and EFR. A review of the EMS Call-taker and Dispatcher standards was deferred until the next review cycle 2017/8.
- There was agreement to the development of a competency based framework for paramedics and APs to supplement the current suite of education and training standards.
- Council Rules for Recognition of Institutions V5 was recommended to Council for approval.
- A half day was dedicated for the revision and consideration of the revised Teaching Faculty Framework following a period of public consultation.

Medical Advisory Committee (MAC)

A standing committee of Council. MAC is an expert committee which considers clinical matters as referred to it either by Council, the Quality and Safety Committee or Education and Standards Committee. There were seven meetings held during 2014.

Membership at 31st December 2014

Name	Membership rationale
Dr Mick Molloy	Chair
Dr Niamh Collins	Vice Chair and nominee of the HSE Emergency Medicine Programme

Dr Neil Reddy	Registered practitioner with interest in pre-hospital care
Mr Seamus McAllister	Representative from the Northern Ireland Ambulance Service (NIAS)
Dr Conor Deasy	Deputy Medical Director of a statutory ambulance service
Mr Michael Dineen	Vice Chair of Council and paramedic
Mr Dave Hennelly	Registered practitioner with interest in pre-hospital care at the invitation of the Chair
Mr Macartan Hughes	Representative at tutor or facilitator level of recognised institutions which provide training at advanced paramedic level (NASC)
Mr David Irwin	PHECC registered practitioner nominated by the Irish College of Paramedics
Mr Thomas Keane	Registered practitioner and member of Council
Mr Shane Knox	PHECC registered academic
Mr Declan Lonergan	Representative at tutor or facilitator level of a recognised institution which provides training at paramedic level (NAS)
Mr Joseph Mooney	Representative of emergency medical technicians on the PHECC register
Mr Shane Mooney	Chair of the Clinical Care Committee
Mr David O'Connor	Advanced paramedic representative from the PHECC register
Mr Kenneth O'Dwyer	Advanced paramedic representative from the PHECC register
Mr Martin O'Reilly	Representative at tutor or facilitator level of a recognised institution which provides training at paramedic level (DFB)
Mr Rory Prevett	Paramedic representative from the PHECC register
Mr Derek Rooney	Paramedic representative from the PHECC register
Mr Jack Collins	Emergency medical technician representative from the PHECC register
Dr Cathal O'Donnell	Medical director of a statutory ambulance service
Ms Valerie Small	Chair of the Accreditation Committee and Registered Nurse, representative from the Emergency Medicine Nurses
Mr Tom Mooney	Chair of Council
Prof. Stephen Cusack	Academic consultant in Emergency Medicine
Dr Peter O'Connor	Medical director of a statutory ambulance service (DFB/RCSI)
Dr David Menzies	Consultant in Emergency Medicine nominated by the Irish Association in Emergency Medicine
Dr Gerald Kerr	Director of Army Medical Corps
Dr David McManus	Representative from the Northern Ireland Ambulance Service (NIAS)

Prof. Gerard Bury	Registered practitioner with an interest in pre-hospital emergency care at the invitation of the Chair
Dr Sean Walsh	Consultant in paediatric emergency medicine

Changes to the membership: Dr Seamus Clarke Resigned August 2014

Key activities for 2014

Publication of the 2014 edition of the Clinical Practice Guidelines (CPGs)

Priority Dispatch Committee

The Priority Dispatch Committee is a standing committee of Council. Membership of the Priority Dispatch Committee is approved to reflect its role as an expert group to consider and advise Council on priority dispatch matters. There were three meetings held during 2014.

Membership at 31st December 2014

Name	Membership rationale
Mr Stephen Brady	Chair and member of Council
Dr Cathal O'Donnell	Medical Director of HSE National Ambulance Service (NAS)
Dr Conor Deasy	Deputy Medical Director of HSE NAS
Mr Michael Delaney	HSE NAS control manager, special interest in AMPDS
Ms Dawn Stevenson	HSE NAS Training and competency assurance officer, special interest in AMPDS
Mr Brian O'Connor	Calltaker /dispatcher from HSE NAS
Dr Peter O'Connor	Medical Director of Dublin Fire Brigade (DFB)
Mr John Moody	DFB, special interest in AMPDS
Mr Niall Murray	Calltaker /dispatcher from DFB
Mr Martin O'Reilly	DFB officer, special interest in AMPDS
Dr Mark Doyle	Hospital based medical practitioner with an interest in priority dispatch
Dr Mick Molloy	Chair Medical Advisory Committee
Ms Kathrina Murray	HSE National Ambulance Service Control Manager (with a special interest in AMPDS)
Mr Brian Power	PHECC programme development officer

Changes to membership: Kathrina Murray replaced Pat Mooney Aug 2014. Mark Doyle stepped down as Chair being replaced by Stephen Brady Oct 2014

Key activities for 2014

- Development of Protocol 37 training package
- Examined the appropriateness of various call categories

Audit Committee

The Audit Committee is a committee of Council and reports to it on such matters as, but not confined to, adequacy of the nature, extent and effectiveness of the accounting and internal control systems, review of corporate governance, risk management, financial oversight and whistle blowers provisions. There were 3 meetings held during 2014.

Membership at 31th December 2014

Name	Membership rationale
Mr Con Foley	Chair, external member who is qualified in accounting and auditing
Mr Dermot Magan	Finance specialist with public health sector experience
Mr Stephen Brady	Member of Council
Mr Michael Brennan	Member of Council
Mr Brian Power	Member of PHECC staff

Appeal Panel

The Appeal Panel is appointed by Council. The terms of reference specify that the Appeal Panel consider appeals of decisions of the Director and to adjudicate on those appeals. There was no sitting of the appeals panel during 2014.

Membership at 31st December, 2014

Name	Membership rationale
Ms Valerie Small	Chair, Council member
Mr Stephen McMahon	Patient representative
Ms Brigid Sinnott	Representing a community group
Mr Michael Dineen	Council member
Mr Pat Sheridan	Representing a voluntary group

There were no membership changes during 2014.

Examiner Panel

The terms of reference specify that the Examiner Panel assesses candidates at NQEMT examinations. The membership is nominated by a medical, nursing or training representative body; licensed CPG approved pre-hospital emergency care provider or recognised institution. Members must complete PHECC examiner training and refresher as deemed necessary.

The Panel consists of 105 active members. Five members elected not to remain on the panel in 2014. Member details are available on <http://www.phecit.ie/>

Key activities for 2014

- Assessment of 354 candidates, including repeat candidates at the OSCE component of the NQEMT examinations

Examination Quality Group

Criteria for membership of the Examination Quality Group is that members must be on the PHECC Examiner Panel. The terms of reference of the group dictates that it reviews examination components including content in addition to examiner criteria, training and performance.

Membership at 31st December, 2014

Name	Membership rationale
Ms Jacqueline Egan	Chair, PHECC Programme Development Officer
Mr Brian Power	PHECC Programme Development Officer
Ms Julie Woods	PHECC Examiner
Mr Ray Carney	PHECC Examiner
Mr Ricky Ellis	PHECC Examiner
Mr Michael Garry	PHECC Examiner
Mr Ben Heron	PHECC Examiner
Mr Lawrence Kenna	PHECC Examiner
Mr Shane Knox	PHECC Examiner
Mr Paul Lambert	PHECC Examiner
Mr David Sherwin	PHECC Examiner
Mr Rod Tobin	PHECC Examiner
Mr Mark Wilson	PHECC Examiner

There was no change to the membership in 2014.

Key activities for 2014:

- Review and realignment of the examination content including test items, skill assessment, scenarios, equipment lists, exam weightings, at the levels of EFR, FAR, EMT and Paramedic, in line with the publication of the 2014 edition of the clinical practice guidelines (CPGs).
- Provision of exam quality oversight at all PHECC NQEMT examinations held during 2014.

Council Activities in 2014

Statements of key activities:

Governance:

- Development of PHECC Strategic Plan 2015 – 2017
- Approval of the 2014 Risk Framework
- Appointed Barry O’Sullivan, Deputy Director and Registrar, to the post of Acting Director pending the appointment of a new Director, following the death of our esteemed Director, Dr Geoff King (RIP).

Education and Standards:

- Approve the PHECC First Aid Response (FAR) Course
- Approve the PHECC EFR Basic Tactical Emergency Care (EFR-BTEC) Course
- Rescind the current PHECC Driving Standards due the development of the new Road Safety Authority Emergency Service Driving Standards in which PHECC assisted extensively.
- Revised Council Rules for Recognition of Institutions

PHECC Register

- Council approve a re-registration policy which would facilitate a single on-line re-registration date of 31st May each year for paramedics.
- Complete implementation of electronic re-registration for all registered practitioners.

Examination and Certification

- Implement Council Rules for the NQEMT Examination Viewing and Recheck procedure.
- Agreement to contract the hosting of the multiple choice question (MCQ) component of the EMT examination to a third party.
- Continue to explore the devolvement of examinations to recognised institutions.
- Continue to develop and promote eLearning initiatives.
- Engage with universities to facilitate transfer of paramedic and advanced paramedic training to the tertiary sector.

Clinical Practice Guidelines (CPGs)

- Development and publication of the 2014 edition of the CPGs

First Responders and Co-Responders

- Maintenance of an electronic smart solution (Responder Alert Application) for the deployment of and information collection by First Responders and Co-Responders.
- Support the CFR Ireland network in order that cardiac first responders nationally will be provided with practical advice and information.

Pre-Hospital Care Research

- Maintain support of the Centre for Prehospital Research University of Limerick.
- Pursue the development of a set of evidence and consensus based clinical performance Indicators for Emergency Ambulance Care.

National Retrieval Service

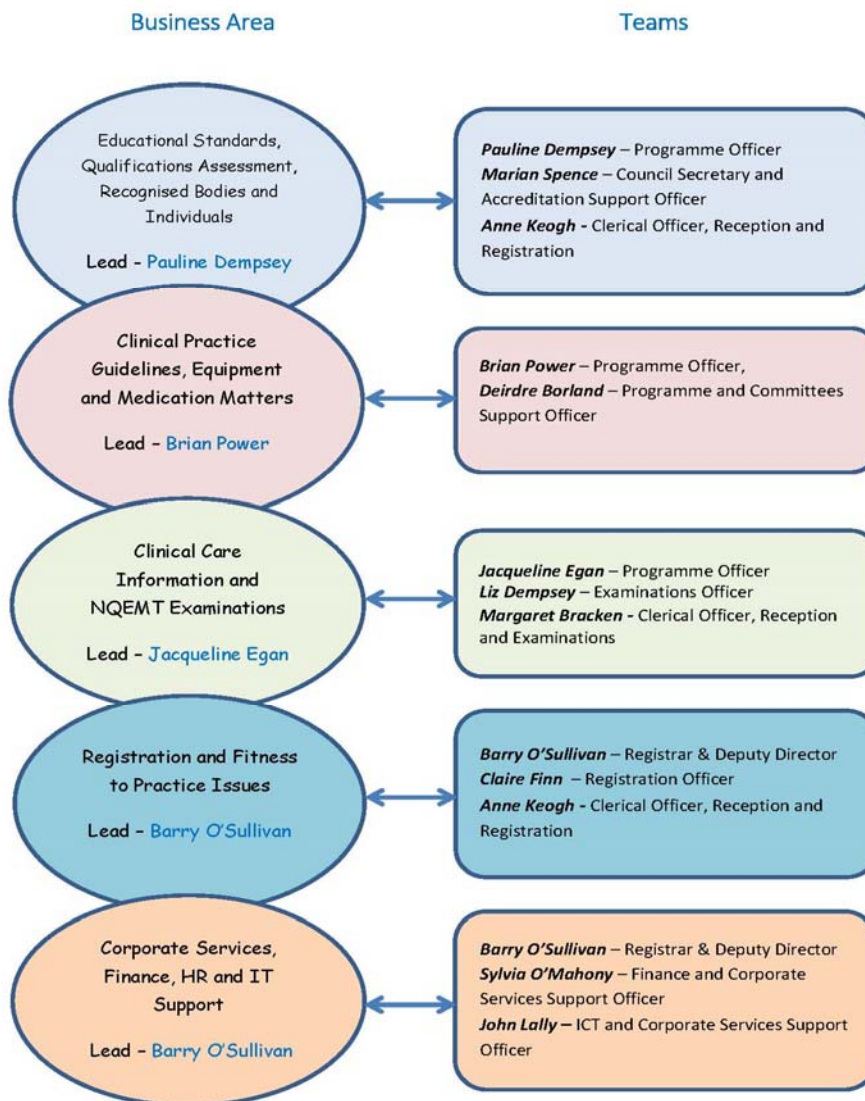
- Support continued for the work of the national transport medicine programme with plans initiated to support the development of an electronic data collection system incorporating Neonates, Paediatrics and Adults.

PHECC Team and Organisational Chart

Anne Keogh	Registration & Reception Clerical Officer
Barry O’Sullivan	Deputy Director & Registrar * Appointed Acting Director
Brian Power	Programme Development Officer
Claire Finn	Registration Officer
Deirdre Borland	Programme Development Support Officer
Jacqueline Egan	Programme Development Officer
John Lally	ICT & Administration Support Officer
Liz Dempsey	Examinations Officer
Margaret Bracken	Examinations & Reception Clerical Officer
Marian Spence	Council Secretary & Accreditation Officer
Pauline Dempsey	Programme Development Officer
Sylvia O’Mahony	Finance & Corporate Services Support Officer

PHECC Organisational Chart

Director – Dr Geoff King * Barry O’Sullivan Acting Director from Sept 2014



PRE-HOSPITAL EMERGENCY CARE COUNCIL

FINANCIAL STATEMENTS 2014

for

YEAR ENDED 31 DECEMBER 2014

These draft accounts have been submitted for audit and certification
by the Comptroller and Auditor General

PRE-HOSPITAL EMERGENCY CARE COUNCIL

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2014

Composition of the Council and Other Information

Council Members

Mr Tom Mooney, Chairman
Mr Michael Dineen
Mr Martin Dunne
Dr Hugh Doran
Dr Mick Molloy
Mr Shane Mooney
Dr Cathal O'Donnell
Ms Valerie Small
Ms Glenna Woods

Mr Michael Brennan
Mr Stephen Brady
Mr Robert Kidd
Mr Thomas Keane
Mr David Maher
Mr Barry O'Brien
Prof. Patrick Plunkett
Mr Tom Tinnelly

Director

Dr Geoff King

Bankers

AIB, Main St.
Naas
Co Kildare

Business Address

Abbey Moat House
Abbey Street
Naas
Co. Kildare

Auditor

Comptroller and Auditor General
Dublin Castle
Dublin 2

PRE-HOSPITAL EMERGENCY CARE COUNCIL

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2014

Statement of Council Members' Responsibilities

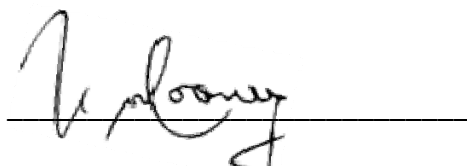
The Council is required by the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Council and of its income and expenditure for that period.

In preparing those financial statements, the Council is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Pre-Hospital Emergency Care Council will continue in operation.

The Council is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Pre-Hospital Emergency Care Council and enable it to ensure that the financial statements comply with the Order. It is also responsible for safeguarding the assets of the Pre-Hospital Emergency Care Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Council



Chairman 21/05/2015



Council Member 21/05/2015

PRE-HOSPITAL EMERGENCY CARE COUNCIL

Statement on Internal Financial Control

YEAR ENDED 31 DECEMBER 2014

Responsibility for the System of Internal Financial Control

On behalf of the Pre-Hospital Emergency Care Council (PHECC), we acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.

PHECC through the Director is responsible for monitoring the system of internal control and providing assurances to the Council.

A system of internal control is designed to reduce rather than eliminate risk. Such a system can provide only a reasonable and not an absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner.

Key Control Procedures

The following is a description of the key processes, which have been put in place by PHECC to provide effective internal financial control

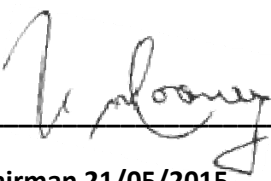
1. PHECC has an established organisational structure with clearly defined lines of accountability, responsibility and reporting;
2. The system of internal financial control in PHECC is documented in Quality Management System (QMS) process maps.
3. PHECC has established procedures around segregation of duties and the authorisation of expenditure;
4. TAS and SAGE Financial System are operated by PHECC to facilitate financial accounting practice and provide detailed audit trails on all transactions;
5. Monthly expenditure and activity is monitored against the business plan. Reports are presented to the Director for consideration and appropriate action;
6. A monthly financial position report for the Department of Health is prepared and submitted to the Department. An Audit Committee is in place and met on three occasions during the year.
7. The former Director was appointed in 2001. He received €64,796 in salary and €10,894 in Medical Advisor payments. Council approved the Medical Advisor payment and sanction is awaited from the Minister as required under SI 109/2000. In March 2013 the Department of Health submitted a business case to the Department of Public Expenditure and Reform recommending that the allowance be maintained and a decision is pending. The Director died at the end of August 2014.

PRE-HOSPITAL EMERGENCY CARE COUNCIL

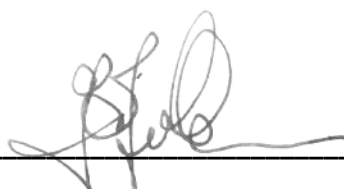
Statement on Internal Financial Control

YEAR ENDED 31 DECEMBER 2014

8. The monitoring and review of the effectiveness of the system of internal control is informed by the report of the Audit Committee, the work of the Internal Auditor, the Executive Managers in our Council who have responsibility for the development and maintenance of the financial control framework, the recommendations made by the Comptroller and Auditor General in the course of audit or in his management letters and both the Risk Framework and the Risk Register.
9. Council Members are kept apprised of financial, control and general corporate governance matters via Council meetings which are conducted at regular intervals.
10. Council conducted a review of the effectiveness of the risk framework and risk register during 2014.
11. A formal review of the effectiveness of the system of internal control was carried out by an external firm of Accountants during 2014.
12. Council conducted a review of the effectiveness of the system of internal financial controls for 2014.



Chairman 21/05/2015



Acting Director 21/05/2015

PRE-HOSPITAL EMERGENCY CARE COUNCIL

Statement of Accounting Policies

YEAR ENDED 31 DECEMBER 2014

Introduction

The Pre-Hospital Emergency Care Council was established by the Minister for Health under Statutory Instrument No. 109 of 2000, the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 and as amended by Statutory Instrument No. 575 of 2004 (Amendment) Order 2004. These Orders were made under the Health (Corporate Bodies) Act, 1961 as amended and confirmed by the Health (Miscellaneous Provisions) Act 2007.

Going Concern Basis of Accounting

The Government in the October 2008 Budget, announced its intention to subsume the Council into the Health and Social Care Professionals Council. Such a change will require legislative modification, in the meantime there is no intention to amend the functions of the Council and it is safe to assume that its existing activities will continue to be carried out. Council does not believe that any adjustment is needed to the financial statements to reflect the proposed subsuming and has prepared the financial statements on a going concern basis.

The main functions of the Council are:

1. To ensure that training institutions, course content and examinations in emergency medical technology reflect contemporary best practice.
2. To ensure that pre-hospital emergency care providers achieve and maintain competency at the appropriate performance standard.
3. To prepare clinical practice guidelines for pre-hospital emergency care.
4. To source and sponsor relevant research to guide Council directions and the development of pre-hospital care.
5. To prepare standards of operation for pre-hospital emergency care providers to support best practice.
6. To establish and maintain a register of pre-hospital emergency care practitioners.
7. To recognise those pre-hospital emergency care providers which undertake to implement the clinical practice guidelines.

Statement of Accounting Policies

(1) Accounting Convention

The financial statements are prepared on the accruals basis under the historical cost convention in accordance with generally accepted accounting principles, except as indicated below.

(2) Income and Expenditure

The non-capital allocation from the Department of Health is dealt with through the Revenue Income and Expenditure Account. Any part of this allocation applied for capital purposes and resulting in fixed asset additions is transferred to the Capital Fund Account. Other income is accounted for on a receipts basis.

Where part of the non-capital allocation is used to fund projects, which also receive capital allocations, the non-capital funding part is taken to the Capital Income and Expenditure Account.

A Capital Income and Expenditure Account is not presented as there was no capital expenditure nor related allocations from the Department of Health in either this year nor in the preceding year.

With the exception of Fixed Asset Depreciation and Amortisation which is dealt with through the Capital Fund Account, all recognised gains or losses have been included in arriving at the surplus or deficit for the year.

(3) Tangible Fixed Assets

A full year's depreciation is charged in the year of purchase. All Fixed Assets acquired, regardless of the source of funds are stated at cost less depreciation. Depreciation, which is matched by an equivalent amortisation of the Capital Fund Account, is not charged against the Income and Expenditure account.

Depreciation is charged at the following annual rates:-

ICT Equipment:	Other Equipment:
33.3% straight line	20.0% straight line

(4) Capital Fund Account

Capital allocations from the Department of Health are dealt with in the Capital Income and Expenditure Account. The balance on this account represents the surplus/deficit on the funding of projects in respect of which capital funding is provided by the Department of Health.

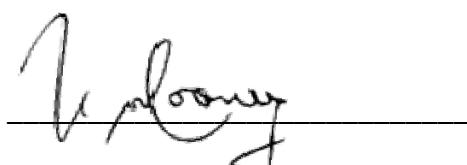
(5) Superannuation

By direction of the Minister for Health, no provision has been made in respect of benefits payable under the Local Government Superannuation Schemes as the liability is underwritten by the Minister for Health. Contributions from employees who are members of the scheme are credited to the income and expenditure account when received. Pension payments under the scheme are charged to the income and expenditure account when paid. The pension levy is paid to the Department of Health.

**PRE-HOSPITAL EMERGENCY CARE COUNCIL
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2014**

Income	Notes	2014	2013
		€	€
Department of Health Allocation		2,690,372	2,766,245
Other Income	4	385,694	692,260
		<u>3,076,066</u>	<u>3,458,505</u>
Transfer to Capital Fund Account to fund Fixed Assets	18	(45,170)	(18,663)
		<u>3,030,896</u>	<u>3,439,842</u>
Expenditure			
Employee Costs	3	942,817	825,751
Staff Related Expenses	5	56,556	80,604
Accommodation and Establishment Expenses	6	154,730	156,811
Recruitment and Media	7	38,858	5,114
Consultancy and Other Professional Fees	8	106,799	83,354
Examination and Other Related Expenses	9	64,039	101,878
Printing and General Administration	10	179,300	183,047
Information, Communication and Technology	11	102,713	107,919
Council/ Committee Expenses	12	35,186	42,199
EMS R&D, Special Projects, Grants	13	1,281,261	1,774,546
Register Expenses	14	35,055	76,190
		<u>2,997,313</u>	<u>3,437,413</u>
Statement of Movement in Accumulated Surplus (Deficit)			
Surplus (Deficit) for the year		33,584	2,430
Surplus (Deficit) at 1 January		32,244	29,814
Surplus (Deficit) at 31 December		<u>65,828</u>	<u>32,244</u>

On behalf of the Council



Chairman 21/05/2015



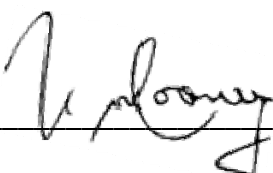
Council Member 21/05/2015

The accounting policies and notes form part of these financial statements.

**PRE-HOSPITAL EMERGENCY CARE COUNCIL
BALANCE SHEET
As at 31 DECEMBER 2014**

	<i>Notes</i>	2014 €	2013 €
Fixed Assets	17	36,412	14,742
Current Assets			
Cash in Bank		57,111	4,028
Debtors and Prepayments	16	51,473	62,194
		108,584	66,222
Current Liabilities			
Creditors and Accruals	15	42,756	33,977
Net Current Assets			
Total Assets less Current Liabilities		102,240	46,987
Financed By			
Capital Fund Account	18	36,412	14,742
Surplus(Deficit) on Income and Expenditure Account		33,584	2,430
Reserves brought forward		32,244	29,815
		102,240	46,987

On behalf of the Council



Chairman 21/05/2015



Council Member 21/05/2015

The accounting policies and notes form part of these financial statements.

PRE-HOSPITAL EMERGENCY CARE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2014

1. Period of Account

These Financial Statements cover the year from 1 January 2014 to 31 December 2014.

2. Administration

Funding is received from the Department of Health (Vote 38) under Subhead E1. The funding provides for the Council's administration costs and grants awarded to research and awareness projects.

3. Particulars of Employees and Remuneration

The total staff complement as approved by the Minister for Health at 31 December 2014 was fourteen. The actual complement was 11 permanent. The aggregate employee costs were

	2014	2013
	€	€
Staff Salaries (Gross)	716,288	748,027
Employers PRSI	51,365	55,505
Superannuation Lump Sum	157,396	0
Temporary Staff	17,767	22,219
	942,817	825,751

4. Other Income

	2014	2013
	€	€
Transport Medicine/Retrieval Programme (Temple St Children's Hospital)*	197,000	448,409
Accreditation and Examination Fees	86,397	100,289
Registration Fees	31,070	56,714
Certificate Income	34,503	46,132
Superannuation Contributions	35,530	38,713
Cardiac First Response Material	0	1,290
Other Income	85	283
Clinical Practice Guidelines sales	1107	221
Interest Income	3	177
Post and packaging fees	0	32
	385,694	692,260

*Expenditure on Transport Medicine relates to the development of a Transfer/Retrieval system. This system is being developed to ensure that seriously ill patients can be moved to appropriate medical centres in a timely manner."

5. Staff Related Expenses	2014	2013
	€	€
Staff Travel and Subsistence	35,837	55,394
Staff Training and Development	20,274	24,764
Staff Other Expenses	445	446
	56,556	80,604
6. Accommodation & Establishment Expenses	2014	2013
	€	€
Office Rent and Charges	119,133	120,268
Electricity (Light and Heat)	11,619	12,079
General Maintenance	12,274	11,146
Cleaning	3,613	4,953
Catering / Kitchen Supplies	8,092	8,365
	154,731	156,811
7. Recruitment & Media Expenses	2014	2013
	€	€
Media and Recruitment	38,858	5,114
	38,858	5,114
8. Consultancy and Other Professional Fees	2014	2013
	€	€
Legal Fees	7,102	28,846
Consulting and Professional Fees- Miscellaneous	63,927	33,047
Consulting Fees - Finance	13,686	9,415
Internal Audit	4,526	4,526
Audit Fees	17,557	7,520
	106,799	83,354
9. Examinations & Other Related Expenses	2014	2013
	€	€
Examination Board Venues	6,015	13,708
Exam Analysis and Secondment	27,504	8,835
External Examiners	30,520	79,335
	64,039	101,878
10. Printing and General Administration	2014	2013
	€	€
Stationery	13,167	13,115
Telephone & Mobiles	20,055	26,839
Postage & Couriers	13,010	15,531
Office Equipment	1,380	3,034
Printing / Annual Reports / Certificates	69,853	65,886
Insurance	3,971	3,971
Copiers/ Service Contracts etc	8,401	17,263

Library/ Information Services	44,074	34,051
Bank Interest and Charges	1,902	1,293
Membership of Bodies	3,487	2,064
	179,300	183,047

11. Information, Communications & Technology

	2014	2013
	€	€
Software and Peripherals.	73,861	26,341
ICT Licences and Support	28,852	81,579
	102,713	107,919

12. Council/Committee Expenses

	2014	2013
	€	€
Council Members	9,719	13,117
Council Matters	4,004	4,880
Medical Advisory Group	14,344	11,569
Other Working/ Advisory Groups	7,119	12,632
	35,186	42,199

13. EMS R&D, Special Projects & Grants

The Council funds a number of research and awareness programmes undertaken by 3rd parties. The Council funds 3rd parties by way of grant or on foot of invoices for the provision of specific services. The amounts paid in 2013 are set out below. The following is a brief description of the main schemes included under grant expenditure.

University of Limerick Centre for Pre-hospital Research – fosters and facilitates academic research in support of clinical activities.

Advanced Paramedic Development Funding – supports the national advanced paramedic training programme.

Irish Heart Foundation – as a partner provides basic life support training nationally to the PHECC standard.

Transport Medicine/Retrieval Programme - supports the development of the Neonate and Paediatric Services nationally.

Grants	2014	2013
	€	€
University of Limerick Centre for Pre-hospital Research	133,744	140,718
Irish Heart Foundation	89,340	89,340
Conference Sponsorship	9,890	26,600
Out of Hospital Cardiac Arrest Register	25,000	25,000
Total Grants	257,974	281,658

Invoices

	2014	2013
	€	€
Advanced Paramedic Development Funding	687,375	757,000
Transport Medicine/Retrieval Programme	174,771	460,305
eLearning Project	46,365	96,759

Electronic Patient Care Report (ePCR) Initiative	800	81,021
Printing Clinical Care Reports	66,573	67,013
Special Projects Miscellaneous	27,258	25,465
Research – Key Performance Indicators (KPI) Development	2,952	5,325
Training Standards Review	17,194	0
Total payments on foot of Invoices	1,023,287	1,492,888

14. Register

	2014	2013
	€	€
Administration - ID Cards, Licences etc.	22,790	15,449
Fitness to Practice Hearing	12,265	60,741
	35,055	76,190

15. Creditors

Amounts falling due within one year	2014	2013
	€	€
Trade Creditors	9,799	10,202
Visa	1,034	2,132
Accruals	31,923	21,643
	42,756	33,977

16. Debtors & Prepayments

	2014	2013
	€	€
Prepayments	50,673	2,435
Debtors	800	59,759
	51,473	62,194

17. Fixed Assets

	ICT Equipment	Other Equipment	Totals
Cost			
At 1 January 2014	104,205	81,412	185,617
Additions in year	43,207	1,963	45,170
At 31 December 2014	147,412	83,375	230,787
Accumulated Depreciation			
At 1 January 2014	89,803	81,072	170,875
Charges for the year	22,769	731	23,500
At 31 December 2014	112,572	81,803	194,375
Net Book Value			
At 31 December 2014	34,840	1,572	36,412
At 31 December 2013	14,402	340	14,742

18. Capital Fund Account

	2014	2013
	€	€
Opening Balance 1st January	14,742	9,458
Transfer from Income and Expenditure	45,170	18,663

Account		
Less		
Amortisation in line with depreciation - Note 17	(23,500)	(12,943)
Loss on disposal of fixed asset		(436)
Closing Balance at 31st December	36,412	14,742

19. Council Members Fees and Expenses

	2014	2013
	€	€
Brady Stephen	333	590
Brennan Michael	1,451	1,934
Dineen Michael	1,593	1,742
Doran Hugh	308	582
Keane Thomas	238	753
Maher David	-	807
Molloy Michael	760	172
Mooney Shane	1,922	1,477
Mooney Tom	787	827
O'Brien Barry	-	447
O'Donnell Cathal	-	917
Plunkett Professor Patrick	877	114
Small Valerie	642	719
Tinnelly Tom	218	1,243
Woods Glenna	590	794
	9,719	13,117

20. Directors Remuneration Package for the year ending 31 December 2014

	2014	2013
	€	€
Director Salary	64,796	100,333
Medical Director Payment	10,894	16,878
Superannuation Payment (RIP)	126,797	
Remuneration Package Director		202,487
Acting Director 1 Sept to 31 Dec	35,294	
Remuneration Package Acting Director		35,294
Total Director Remuneration Package	237,781	117,211

Neither the Director nor the Acting Director received any pension benefits other than the standard entitlements under the Local Government Superannuation Schemes and no bonus was paid to the Director or Acting Director in 2014. The Council has sought and is awaiting formal sanction from the

Minister to the above terms as required under SI 109/2000. Expenses of €2,484 were paid to the Acting Director during 2014.

21. Superannuation Deductions

for the year ending 31 December 2014

On the 2nd of Sept 2011, the Department of Health instructed that Superannuation deductions from staff be treated as income thereby reducing the level of Exchequer funding required. Council adjusted and reduced the cash drawdown by €51,365 in order to make provision to comply with this instruction relating to Superannuation income.

22. Council Members – Disclosure of Transactions

Council adopted procedures in accordance with guidelines issued by the Department of Finance in relation to the disclosure of interests by Council members and these procedures have been adhered to in the year. There were no transactions in the year in relation to the Council's activities in which Council members had any beneficial interest.

23. Lease Obligations

for the year ending 31 December 2014

Council's office premises are held under an operating lease and the annual rent is charged to the income and expenditure account. The address is

Abbey Moat House
Abbey Street
Naas
Co. Kildare

The annual rent is €103,432 and the expiry date is May 2017.

24. Annual Energy Efficiency Report - *for the year ending 31 December 2014*

The energy usage at the Council's office premises for the year ending 31 December 2014 was 63.97 KW.

25. Approval of Financial Statements

The Financial Statements were approved by the Council on 21st May 2015.

Appendix 1 Schedule of attendance by Council Members 2014

Name	13 th Feb	13 th Mar	16 th May	10 th Jul	11 th Sep	9 th Oct	12 th Nov	11 th Dec
Tom Mooney (Chair)	√	x	√	√	√	√	√	√
Stephen Brady	√	√	x	√	x	√	√	√
Michael Brennan	x	√	x	√	x	√	√	√
Michael Dineen	√	√	√	√	x	√	x	x
Hugh Doran	x	√	√	x	x	x	x	x
Martin Dunne	√	x	x	√	x	√	x	x
Thomas Keane	√	√	x	√	x	x	√	√
Robert Kidd	x	x	x	x	x	x	x	x
David Maher	x	x	x	x	x	x	x	x
Shane Mooney	√	√	√	√	√	√	√	√
Mick Molloy	√	√	√	√	x	x	x	x
Barry O'Brien	x	x	x	x	x	x	x	x
Cathal O'Donnell	√	x	√	√	x	√	x	√
Patrick Plunkett	√	√	√	√	x	√	x	√
Valerie Small	√	√	√	x	x	x	x	x
Tom Tinnelly	x	x	x	√	x	x	x	x
Glenna Woods	√	√	√	√	√	x	x	√

Appendix 2 Schedule of attendance by Quality and Safety Committee Members 2014

Name	24th March	9th Sept
Shane Mooney	√	√
Katrina Mullally	X	X
Derek Nolan	X	X
Michael O'Reilly	√	√
Thomas Tinnelly	X	X
Valerie Small	X	X
Tom Mooney	X	X
Brigid Sinnott	X	X
Anthony Corcoran	X	√
Mick Molloy	X	X
Ricky Tracey	X	X
Brigid Doherty	X	X
Michael Dineen	X	X
Thomas Keane	X	X
Gregory Lyons	√	√
David Maher	X	X
Ian Brennan	√	√

Appendix 3 Schedule of attendance by Education and Standards Committee Members 2014

Name	4 th Feb	27 th May	29 th Oct
Valerie Small	√	√	x
Stephen McMahon	x	x	x
Sarah Cain	√	x	√
Mick Molloy	√	√	x
Glenna Woods	x	x	√
Martin McNamara	x	x	x
Maeve Donnelly	√	x	x
Michael Dineen	x	x	√
Thomas Keane	x	x	x
Shane Knox	√	√	√
Raymond Lacey	√	√	√
Paul Lambert	x	√	x
Tom Mooney	x	x	x
David Maher	x	x	x
Róisín McGuire	√	√	√
Brian Bruno	x	√	√
Shane Mooney	x	√	x

Appendix 4 Schedule of attendance by Medical Advisory Committee Members 2014

Name	30 th Jan	27 th Feb	26 th June	24 th July	25 th Sept	23 rd Oct	27 th Nov
Mick Molloy	√	x	√	√	√	√	√
Seamus McAllister	√	x	x	√	x	x	x
Neil Reddy	x	√	x	√	√	x	√
Conor Deasy	x	√	x	√	x	x	x
Michael Dineen	√	x	√	√	x	√	x
David Hennelly	√	√	√	√	√	x	√
Macartan Hughes	√	x	x	√	x	x	x
David Irwin	√	x	x	√	x	x	x
Thomas Keane	x	x	x	x	x	x	x
Shane Knox	x	x	x	x	√	√	√
Declan Lonergan	x	√	√	x	√	x	x
Joseph Mooney	√	√	√	√	√	√	√
Shane Mooney	√	x	√	√	x	√	x
David O'Connor	√	√	√	√	√	x	x
Kenneth O'Dwyer	√	√	x	x	√	√	√
Martin O'Reilly	x	√	x	√	x	x	√
Rory Prevett	√	x	√	√	√	x	x
Derek Rooney	x	x	x	x	√	√	√
Jack Collins	√	√	√	x	x	x	x
Cathal O'Donnell	x	√	x	x	x	x	x
Valerie Small	x	x	x	x	x	x	x
Tom Mooney	x	x	x	x	x	x	x
Stephen Cusack	x	x	x	x	x	x	x
Peter O'Connor	√	√	√	√	√	√	√
David Menzies	√	√	x	x	√	√	x
Gerald Kerr	x	√	x	x	√	√	√
David McManus	x	x	x	x	x	x	x
Gerard Bury	√	x	√	√	√	x	√
Sean Walsh	x	√	√	√	x	x	x
Niamh Collins	√	√	x	√	√	√	x

Appendix 5 Schedule of attendance by Priority Dispatch Committee Members 2014

Name	28 th May	16 th July	8 th Oct
Stephen Brady	√	√	√
Cathal O'Donnell	√	√	√
Peter O'Connor	√	√	√
Mark Doyle	√	√	x
John Moody	√	√	√
Kathrina Murray	x	x	x
Niall Murray	√	x	x
Brian O'Connor	√	√	x
Martin O'Reilly	√	√	x
Brian Power	√	√	√
Dawn Stevenson	x	√	x
Mick Molloy	x	√	√
Conor Deasy	x	x	x
Michael Delaney	√	√	√

Appendix 6 Schedule of attendance by Audit Committee Members 2014

Name	4th March	6th May	9th Oct
Con Foley	√	√	√
Dermot Magan	√	√	√
Stephen Brady	√	√	√
Michael Brennan	√	√	√
Brian Power	√	√	√