



# **Pre-Hospital Emergency Care Council**

**Annual Report 2012**

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## Foreword from the Chairman and Director

On behalf of the Pre-Hospital Emergency Care Council the Director and I are delighted to submit the 13<sup>th</sup> Annual Report of the Council for the year ended 31<sup>st</sup> December 2012.

We are pleased to report that the Pre-Hospital Emergency Care Council as currently constituted will continue to function in the role of protecting the public by specifying, promoting and monitoring standards of excellence for the delivery of quality pre-hospital emergency care for the public. A review of PHECC and its functions was undertaken in February 2012. Under the rationalisation of State Agencies review, the merging of the Pre-Hospital Emergency Care Council into the Health and Social Care Professionals Council has been deferred due to external developments. We will continue to be fully committed to assisting the Government with reform programme plans and continue to take on the challenges of sharing of services with other agencies and outsourcing of requirements wherever possible.

Following the lapse of Council membership in June 2012 most members of the new Council were in place by December 30<sup>th</sup>. The new Council has affirmed its' determination to remain at the forefront of EMS standards and to drive progress in clinical care, education, standards and fostering the highest level of professional practice by fulfilling the responsibilities within the scope of practice of the practitioner and by providing a suitable framework for the effective management of fitness to practice issues that may arise.

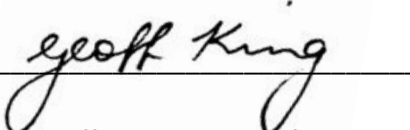
The executive and the Council are supported by expert Committees covering the areas of clinical practice, standards, registration and examinations. Council are extremely grateful to the many experts from so many fields who give so freely and graciously of their time and support to the Council in our mission and our vision that people in Ireland receive the most appropriate pre-hospital emergency care.

We extend our appreciation to the dedicated core staff of the PHECC office who at all times bring a high degree of professionalism and efficiency to their work to facilitate the smooth operation of the Council and the various Committees.

As always we are extremely grateful for the interest shown in our work by the Minister and his Department and for their on-going support and time.



Tom Mooney, Chair of Council



Dr Geoff King, Director of PHECC

## 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 first Council meeting as to which members serve for three years and which for four years. Membership of Council is appointed by the Minister for Health.

The third Council completed its four years of office in June 2012. Some members could not be reappointed as they had held office for more than 2 consecutive terms of four years. The last Council meeting of this Council for 2012 was held in June.

## 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.

## Council Functions

PHECC's main functions are

- *To ensure training institutions and course content 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 sponsor and promote the implementation of best 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 recommend other pre-hospital emergency care standards as appropriate*
- *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 30<sup>th</sup> June\* 2012

The membership of Council consists of not more than seventeen members as follows:

Mr Tom Mooney	Chair
Ms Valerie Small	Vice Chair
Mr Frank O'Malley	Paramedic, Chair, Clinical Care Committee
Mr Cathal O'Donnell	Medical Practitioner
Mr Michael Garry	Healthcare Management Consultant Chair, Accreditation Committee
Mr Tom Tinnelly	Paramedic
Mr Michael Dineen	Paramedic
Mr Gerry Tuohy	Paramedic
Ms Patricia FitzPatrick	Recognised Institution Representative
Mr Macartan Hughes	Recognised Institution Representative
Mr Robert Morton	HSE
Mr Barry O'Brien	HSE
Ms Maureen Cronin	HSE
Dr Conor Egleston	Medical Practitioner
Dr Zelig Gaffney	Medical Practitioner Chair, Medical Advisory Group
Ms Mary McClelland	Occupational Health Advisor
Mr Michael Brennan	Consumer Representative (Patient Focus)

### Summary of membership changes during 2012

\*Council membership expired in June 2012 and members who could not be reappointed as they had served the maximum of two terms on Council were:

Mr Michael Garry, term ended June 2012

Mr Macartan Hughes, term ended June 2012

Mr Frank O'Malley, term ended June 2012

**The following members were appointed in June during 2012:**

Mr Stephen Brady, appointed 30<sup>th</sup> June 2012

Mr Shane Mooney, appointed 30<sup>th</sup> June 2012

Prof Patrick Plunkett, appointed 30<sup>th</sup> June 2012

Mr Robert Kidd, appointed 30<sup>th</sup> June 2012

Mr David Maher, appointed 30<sup>th</sup> June 2012

## **Council Committees and Working Groups**

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

### **Clinical Care Committee**

#### **Terms of reference**

To consider and advise on operational aspects of clinical care matters for/under consideration by the Medical Advisory Group (MAG), the Accreditation Committee and Council.

#### **Membership at 30<sup>th</sup> June\*\* 2012**

Mr Frank O'Malley	Chair, Council Member
Mr Tom Mooney	Chair, Council
Ms Valerie Small	Vice Chair, Council
Dr Zelig Gaffney	Chair, Medical Advisory Group
Mr Michael Garry	Chair, Accreditation Committee
Mr Tom Tinnelly	Paramedic
Mr Michael Dineen	Paramedic
Mr Terence Moran	Consumers Representative (Patient Focus)
Ms Brigid Sinnott	Irish Heart Foundation
Ms Mary McClelland	Council Member
Mr Shay Power	Dublin Fire Brigade
Mr Pat Grant	HSE National Ambulance Service
Ms Roisin McGuire	Civil Defence Board
Mr Aidan O'Brien	Order of Malta Ambulance Corps
Mr Richard Treacy	St John Ambulance Brigade
Mr Anthony Lawlor	Irish Red Cross

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

## Summary of membership changes during 2012

\*\*Clinical Care Committee membership expired in June 2012 as it is a standing committee of Council. As full membership of Council had not been established by December 2012 the Clinical Care Committee was not appointed.

## Accreditation Committee

### Terms of reference

- To make recommendations on the recognition of training institutions for the education and training of pre-hospital emergency care responders and practitioners
- To make recommendations on the approval of the content of education and training courses run by recognised training institutions
- To assess annually the suitability of the educational and training in pre-hospital emergency care provided by an institution recognised by the Council for that purpose
- To make recommendations, not less than once in every three years, on the standards of theoretical and practical knowledge required for qualifications in pre-hospital emergency care
- To make recommendations on the establishment and maintenance of the NQEMT examinations
- To establish and maintain the Terms of Reference and membership of its sub-committees
  - Examination Quality Committee
  - Appeals Sub Committee
- To make recommendations on the establishment and maintenance of the PHECC Register
- To make recommendations on the assessment of equivalence of professional qualifications in pre-hospital care obtained inside and outside the state
- To make recommendations on the approval of pre-hospital emergency care service providers for the implementation of CPGs.

### Membership at 30<sup>th</sup> June\*\*\* 2012

Mr Michael Garry	Chair
Mr Tom Mooney	Chair, Council
Ms Valerie Small	Vice Chair, Council
Mr Frank O'Malley	Chair, Clinical Care Committee
Dr Zelig Gaffney	Chair, Medical Advisory Group
Mr Gerry Tuohy	Paramedic
Mr Michael Dineen	Paramedic
Mr Barry O'Brien	Management Representative
Ms Ursula Byrne	Education and Training, Nursing
Mr Macartan Hughes	National Ambulance Service College
Mr Terence Kearney	Dublin Fire Brigade/Royal College of Surgeons in Ireland
Prof Paul Finucane	Education and Training, Medical
Dr David McManus	Northern Ireland Ambulance Service

Mr Stephen McMahon	Irish Patients Association
Ms Sarah Cain	Irish Heart Foundation
Ms Patricia FitzPatrick	Council Member

## Summary of membership during 2012

\*\*\*Accreditation Committee membership expired in June 2012 as it is a standing committee of Council. As full membership of Council had not been established by December 2012 the Accreditation Committee was not appointed.

## Examination Quality Committee

### Terms of reference

To quality assure the NQEMT Examination and make recommendations to the appropriate Committee(s).

## Summary of membership changes during 2012

There were no changes in membership of the Examination Quality Committee in 2012.

## Membership at 31<sup>st</sup> December, 2012

Ms Jacqueline Egan	Chair, PHECC Programme Development Officer
Mr Brian Power	PHECC Programme Development Officer
Mr Ricky Ellis	Dublin Fire Brigade
Ms Julie Woods	PHECC Examiner
Mr Ben Heron	PHECC Examiner
Mr Shane Knox	National Ambulance Service College
Mr David Sherwin	Dublin Fire Brigade/Royal College of Surgeons in Ireland
Mr Mark Wilson	Dublin Fire Brigade
Mr Paul Lambert	PHECC Examiner
Mr Michael Garry	PHECC Examiner
Mr Lawrence Kenna	PHECC Examiner
Mr Rod Tobin	PHECC Examiner
Mr Declan Lonergan	PHECC Examiner
Mr Ray Carney	PHECC Examiner

## Appeals Committee

### Terms of reference

To consider appeals made to the Director.



## Summary of membership changes during 2012

There were no changes in the membership of the Appeals Committee in 2012

### Membership at 31st December, 2012

Mr Barry O'Brien	Co-Chair
Ms Patricia FitzPatrick	Co-Chair
Mr Gerry Tuohy	Non-examiner Council Member
Mr Michael Dineen	Non-examiner Council Member
Mr Tom Tinnelly	Non-examiner Council Member

## Audit Committee

### Terms of reference

- To examine the adequacy of the nature, extent, and effectiveness of the accounting and internal control systems.
- To complement, enhance and support the internal audit function.

## Summary of membership changes during 2012

Audit Committee expired in June 2012 in line with Council

### Membership at 30<sup>th</sup> June, 2012

Mr Con Foley	Chair
Mr Dermot Magan	Finance Specialist
Mr Barry O'Brien	Council Member
Mr Michael Garry	Council Member
Ms Jacqueline Egan	PHECC Staff Member

## Medical Advisory Group

### Terms of reference

To consider medical matters as referred to it by Council, the Clinical Care or Accreditation Committees or the PHECC office and to report to Council through the Clinical Care Committee.

## Summary of membership changes during 2012

Dr Seamus Clarke, representative from the Irish College of General Practitioners joined in September 2012.

### Membership at 31st December, 2012

1. Medical Advisor – Ambulance Service (generic)

Dr Zelig Gaffney	Council Member
Dr Cathal O' Donnell	Medical Director, HSE National Ambulance Service
Mr Mark Doyle	HSE South Eastern Division
Prof Stephen Cusack	HSE Southern Division, Medical Advisor
Mr Conor Egleston	HSE North Eastern Division, Medical Advisor
Mr John O'Donnell	HSE Western Division, Medical Advisor
Sean O'Rourke	HSE Midland Division, Medical Advisor
Mr Fergal Hickey	HSE North West Division, Medical Advisor
Dr Peter O'Connor	Dublin Fire Brigade, Medical Advisor
Dr Niamh Collins	Medical Expert
Dr David Menzies	National Ambulance Service College/University College Dublin, Medical Advisor

## **2. Training and Development Officer – Ambulance Service (generic)**

Mr Brendan Whelan	HSE Midland Division
Mr Declan Lonergan	HSE South Eastern Division
Mr Lawrence Kenna	HSE Eastern Division
Vacant	HSE West Division
Mr Paul Lambert	Dublin Fire Brigade

## **3. Training Institutions accredited by PHECC (generic)**

Mr Macartan Hughes	National Ambulance Service College, Director
Mr Martin O' Reilly	Dublin Fire Brigade/Royal College of Surgeons of Ireland, District Officer

## **4. Two representatives from Northern Ireland Ambulance Service analogous to (1) & (2)**

Mr Paul Meehan	Northern Ireland Ambulance Service, Regional Training Officer
Dr David McManus	Northern Ireland Ambulance Service, Medical Director

## **5. The Chairs of both the Clinical Care and Accreditation Committees (generic)**

Mr Frank O'Malley	Clinical Care Committee
Mr Michael Garry	Accreditation Committee

## **6. The Chair and Vice Chair of Council (generic)**

Mr Tom Mooney	Chair
Ms Valerie Small	Vice Chair

**7. One each of Emergency Medicine Physician, General Practitioner, Paediatrician (currently an individual appointment), Anaesthetist and Registered Nurse where not already a member by way of (1) to (7).**

Dr Zelig Gaffney	General Practitioner
Prof Gerard Bury	General Practitioner
Dr David Janes	General Practitioner
Ms Valerie Small	Registered Nurse
Vacant	Anaesthetist
Dr Seán Walsh	Consultant in Paediatric Emergency Medicine

### **Control Working Group**

The Control Working Group was terminated in January 2012 as the work of the group had been completed in line with its terms of reference.

## Council Activities in 2012

### Summary of principal activities:

- Review of accreditation process for the recognition of instructors/tutors and training institutions and approval of course content in relation to the current education and training standards
- Develop and implement comprehensive inspection regimes for recognised training institutions and service providers
- Pursue recognition of the national examination and the National Qualification in Emergency Medical Technology (NQEMT) in other jurisdictions at the level of: EMT, P and AP
- Pursue the devolvement of examinations to the recognised training institutions
- Develop a framework for the implementation of continuing professions competence (CPC) for pre-hospital emergency care technicians at all levels
- Evaluate potential new roles for the on-going development of advanced practice to include Community practitioners, critical care retrievals/transfers
- Continue to develop and implement Clinical Practice Guidelines (CPG's) to support practice at the levels of Cardiac First Response (CFR), Occupational First Aid (OFA), Emergency First Responder (EFR), Emergency Medical Technician (EMT), Paramedic (P), Advanced Paramedic (AP) and Medical Practitioner (MP)
- Continue to refine and develop the approval process for the implementation of CPG's by pre-hospital emergency care providers
- Develop pre-arrival advice guidelines for use by ambulance services and after hours GP's
- Evaluate the effectiveness of the priority dispatch systems and make recommendations as required
- Continue to review and develop information standards to support EMS and patient report suite
- Sponsor the development and implementation of clinical audit tools and clinical audit framework by pre-hospital emergency care practitioners and providers
- Develop electronic smart solutions for deployment by community responders and co-responders
- Continue to develop electronic learning platform to suit the on-going training requirements of pre-hospital emergency care service providers
- Exploit appropriate information and communications technology to support Council functions.

## **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/>.

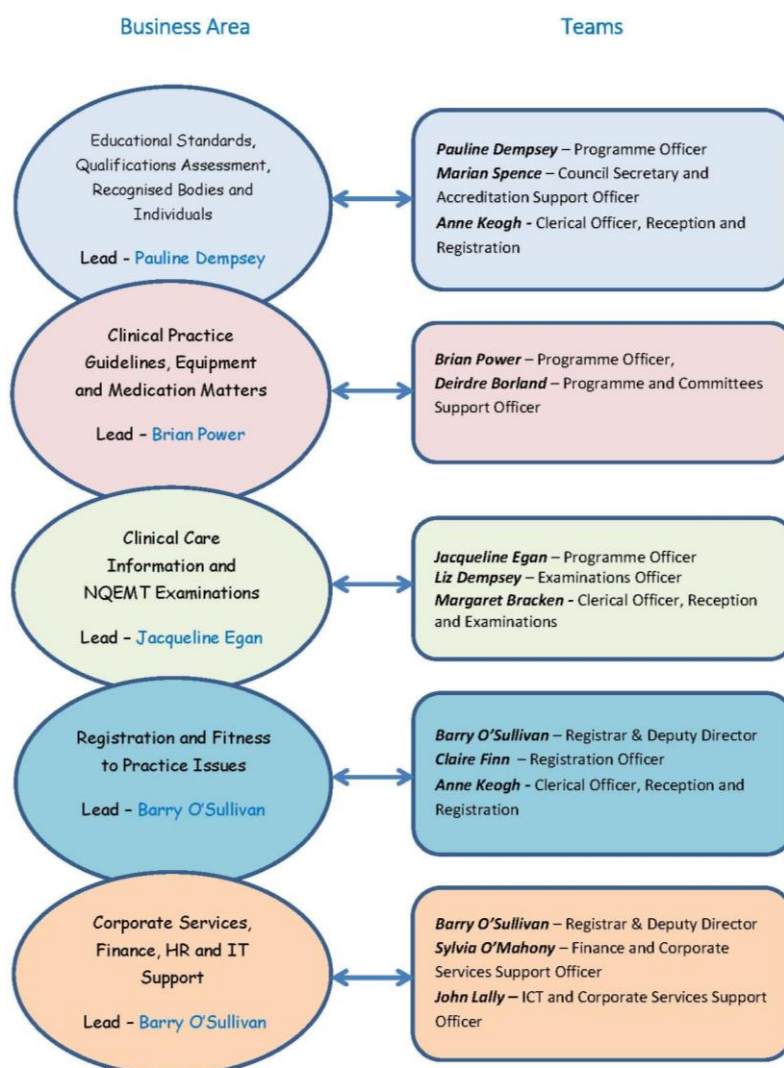
## PHECC Team and Organisation Chart

Anne Keogh	Registration & Reception Clerical Officer
Barry O’Sullivan	Deputy Director & Registrar
Brian Power	Programme Development Officer
Claire Finn	Registration Officer
Deirdre Borland	Programme Development Support Officer
Dr Geoff King	Director
Jacqueline Egan	Programme Development Officer
John Lally	ICT & Administration Support Officer
Liz Dempsey	Examinations Officer
Margaret Feeney	Examinations & Reception Clerical Officer
Marian Spence	Council Secretary & Accreditation Support Officer
Marie Ní Mhurchú	Client Services Manager & QMS Management Representative*
Pauline Dempsey	Programme Development Officer
Sylvia O’Mahony	Corporate Services Support Officer

\* Marie Ni Mhurchú passed away in March 2012

### PHECC Organisational Chart

**Director – Dr Geoff King**





## **PRE-HOSPITAL EMERGENCY CARE COUNCIL**

### **Financial Statements for Year Ended December 2012**

# PRE-HOSPITAL EMERGENCY CARE COUNCIL

## FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2012

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### Composition of the Council and Other Information

#### Council Members

Mr. Tom Mooney, Chairman

Mr. Michael Dineen

Mr Shane Mooney

Mr. Barry O' Brien

Prof. Patrick Plunkett

Mr. Tom Tinnelly

Mr. Michael Brennan

Mr. Stephen Brady

Mr. Robert Morton

Dr. Cathal O' Donnell

Ms. Valerie Small

Mr. Gerry Tuohy

#### 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 2012

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### Statement of Council Members' Responsibilities

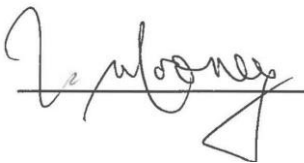
The Council is required by the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Council and of its income and expenditure for that period.

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**



**Council Member**

11<sup>th</sup> July 2013

# PRE-HOSPITAL EMERGENCY CARE COUNCIL

## Statement on Internal Financial Control

Year ended 31 December 2012

### 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

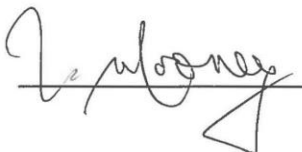
1. PHECC has an established organisational structure with clearly defined lines of accountability, responsibility and reporting;
2. The system of internal financial control in PHECC is documented in Quality Management System (QMS) process maps;
3. PHECC has established procedures around segregation of 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 and Children is prepared and submitted to the Department
7. An Audit Committee is in place and met on two occasions during the year.

## PRE-HOSPITAL EMERGENCY CARE COUNCIL

### Statement on Internal Financial Control

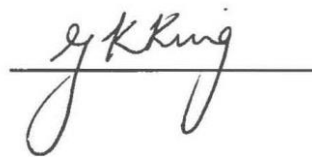
Year ended 31 December 2012

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. A formal review of the effectiveness of the system of internal control was carried out by an external firm of Accountants during 2012.
11. Due to exigencies Council did not carry out a formal review of the effectiveness of the system of internal financial controls for 2012.



Chairman

11<sup>th</sup> July 2013



Director

# PRE-HOSPITAL EMERGENCY CARE COUNCIL

## Financial Statements

YEAR ENDED 31 DECEMBER 2012

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### Introduction

The Pre-Hospital Emergency Care Council was established by the Minister for Health and Children 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 and course content 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 and Children 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 and Children in either this year nor in the preceding 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: 33.3% straight line.

Other Equipment: 20.0% straight line.

### (4) Capital Fund Account

Capital allocations from the Department of Health and Children 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 and Children.

### (5) Superannuation

By direction of the Minister for Health and Children, 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 and Children. 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 and Children.

These financial statements, which are part of the annual report, have been submitted to the Comptroller and Auditor General and are awaiting certification.

## PRE-HOSPITAL EMERGENCY CARE COUNCIL

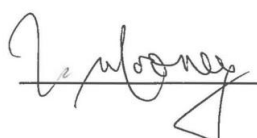
### Income and Expenditure Account

**YEAR ENDED 31 DECEMBER 2012**

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 excess of income over expenditure.

<b>Income</b>	<i>Notes</i>	<b>2012</b>	<b>2011</b>
		€	€
Department of Health Allocation		2,848,779	2,930,083
Other Income	4	372,550	634,114
		<u>3,221,329</u>	<u>3,564,197</u>
Transfer to Capital Fund Account to fund Fixed Assets	18	(6,437)	(14,579)
		<u><u>3,214,892</u></u>	<u><u>3,549,618</u></u>
 <b>Expenditure</b>			
Employee Costs	3	893,984	988,174
Staff Related Expenses	5	81,055	102,823
Accommodation and Establishment Expenses	6	152,902	151,241
Recruitment and Media	7	8,219	23,293
Consultancy and Other Professional Fees	8	109,722	64,189
Examination and Other Related Expenses	9	114,528	140,458
Printing and General Administration	10	197,818	216,782
Information, Communication and Technology	11	59,188	80,069
Council/ Committee Expenses	12	48,088	85,345
EMS R&D, Special Projects, Grants	13	1,444,950	1,669,149
Register Expenses	14	124,227	16,708
		<u>3,245,151</u>	<u>3,538,232</u>
 <b>Statement of Movement in Accumulated Surplus (Deficit )</b>			
Surplus (Deficit) for the year		(19,789)	11,386
Surplus (Deficit) at 1 January 2012		49,600	38,214
Surplus (Deficit) at 31 December 2012		<u><u>29,811</u></u>	<u><u>49,600</u></u>

On behalf of the Council



**Chairman**



**Council Member**

11<sup>th</sup> July 2013

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

**PRE-HOSPITAL EMERGENCY CARE COUNCIL**

**Balance Sheet**

**As at 31 DECEMBER 2012**

	<i>Notes</i>	<b>2012</b>	<b>2011</b>
		<b>€</b>	<b>€</b>
<b>Fixed Assets</b>	17	9,645	19,536
<b>Current Assets</b>			
Cash in Bank		(4,153)	15,698
Debtors and Prepayments	16	62,894	124,752
		<hr/>	<hr/>
		68,386	140,450
<b>Current Liabilities</b>			
Creditors and Accruals	15	28,927	90,848
<b>Net Current Assets</b>			
Total Assets less Current Liabilities		<hr/> <b>39,459</b> <hr/>	<hr/> <b>69,138</b> <hr/>
<b>Financed By</b>			
Capital Fund Account	18	9,645	19,536
Surplus(Deficit) on Income and Expenditure Account		(19,788)	11,386
Reserves brought forward		49,603	38,214
		<hr/> <b>39,459</b> <hr/>	<hr/> <b>69,136</b> <hr/>

On behalf of the Council



**Chairman**



**Council Member**

11<sup>th</sup> July 2013

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

# PRE-HOSPITAL EMERGENCY CARE COUNCIL

## Notes for the Financial Statements

YEAR ENDED 31 DECEMBER 2012

### 1. Period of Account

These Financial Statements cover the year from 1 January 2012 to 31 December 2012.

### 2. Administration

The Department of Health provided direct funding to the Pre-Hospital Emergency Care Council (PHECC).

### 3. Particulars of Employees and Remuneration

The total staff complement as approved by the Minister for Health and Children at 31 December 2012 was fourteen. The actual complement was 13 permanent. Pension levies of €52,128 have been deducted and paid over to the Department of Health and Children. The aggregate employee costs were

	2012	2011
	€	€
Staff Salaries (Gross )	773,970	792,836
Employers PRSI	57,714	58,481
Superannuation	44,636	0
CPC Secondment	0	59,904
Temporary Staff	17,633	76,953
	<u>893,984</u>	<u>988,174</u>

### 4 Other Income

	2012	2011
	€	€
Registration Fees	58,340	22,060
Interest Income	919	785
Accreditation and Examination Fees	129,979	175,606
Superannuation Contributions	40,079	43,560
Training Manuals and DVD sales	3,028	20,129
Certificate Income	21,682	6,044
Post and packaging fees	1,717	2,356
Clinical Practice Guidelines sales	16,263	17,741
Other Income	0	30
CFR Material	65,543	95,803
Transport Medicine Programme	35,000	250,000
	<u>372,550</u>	<u>634,114</u>

### 5 Staff Related Expenses

	2012	2011
	€	€
Staff Travel and Subsistence	58,018	73,032
Staff Training and Development	22,765	29,215
Staff Other Expenses	272	577
	<u>81,055</u>	<u>102,823</u>



<b>6 Accommodation &amp; Establishment Expenses</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Office Rent and Charges	119,133	119,383
Electricity (Light and Heat)	11,535	9,549
General Maintenance	8,034	9,147
Cleaning	4,561	4,220
Catering / Kitchen Supplies	9,639	8,941
	<b>152,902</b>	<b>151,241</b>
<b>7 Recruitment &amp; Media Expenses</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Media and Recruitment	8,219	23,293
	<b>8,219</b>	<b>23,293</b>
<b>8 Consultancy and Other Professional Fees</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Legal Fees	15,226	11,259
Consulting and Professional Fees- Miscellaneous	75,757	34,089
Consulting Fees - Finance	6,733	7,146
Internal Audit	4,526	4,175
Audit Fees	7,480	7,520
	<b>109,722</b>	<b>64,189</b>
<b>9 Examinations &amp; Other Related Expenses</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Examination Board Venues	13,356	13,317
Exam Analysis and Secondment	12,107	11,533
External Examiners	89,065	115,609
	<b>114,528</b>	<b>140,458</b>
<b>10 Printing and General Administration</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Stationery	19,665	19,795
Telephone & Mobiles	28,414	25,413
Postage & Couriers	39,891	48,362
Office Equipment	2,313	356
Printing / Annual Reports / Certificates	60,394	78,682
Insurance	3,918	3,895
Copiers/ Service Contracts etc	12,022	15,445
Library/ Information Services	22,325	15,627
Bank Interest and Charges	1,411	1,682
Membership of Bodies	7,464	7,526
	<b>198,818</b>	<b>216,782</b>
<b>11 Information, Communications &amp; Technology</b>	<b>2012</b>	<b>2011</b>
	<b>€</b>	<b>€</b>
Software and Peripherals.	11,865	11,093
ICT Licences and Support	47,323	68,977
	<b>59,188</b>	<b>80,069</b>

## 12 Council/Committee Expenses

	2012	2011
	€	€
Council Members	6,119	16,924
Council Matters	10,022	37,516
Accreditation Committee	680	1,947
Clinical Care Committee	899	713
Medical Advisory Group	10,081	9,503
Other Working/ Advisory Groups	20,288	18,742
	<u>48,088</u>	<u>85,345</u>

## 13 EMS R&D, Special Projects & Grants

	2012	2011
	€	€
Irish Heart Foundation	91,163	93,024
E PCR Initiative	181,758	180,790
Conference Sponsorship	6,003	5,000
Advanced Paramedic Development Funding	656,028	485,000
University of Limerick CPR Project	170,000	0
Bad Debts/Write Off	0	2,789
eLearning Project	72,754	84,293
National College of Ireland Maynooth CISM	78,108	5,000
Out of Hospital Cardiac Arrest Register	25,000	102,692
Citizen CPR Project	1,107	278
Printing Clinical Guides	0	61,725
Printing Clinical Care Reports	29,864	130,438
Retrieval Programme	101,619	229,623
MERIT Programme	0	250,000
Research	17,441	0
Special Projects Miscellaneous	14,105	38,499
	<u>1,444,950</u>	<u>1,669,150</u>

## 14 Register

	2012	2011
	€	€
Administration - ID Cards, Licences etc	16,086	6,080
Fitness to Practice Hearing	108,141	10,628
	<u>124,227</u>	<u>16,708</u>

## 15 Creditors

Amounts falling due within one year	2012	2011
	€	€
Trade Creditors	4,573	26,890
Accruals	24,354	63,958
	<u>28,927</u>	<u>90,848</u>

## 16 Debtors & Prepayments

	2012	2011
	€	€
Prepayments	53,626	31,007
Debtors	9,268	93,745
	<u>62,894</u>	<u>124,752</u>

<b>17 Fixed Assets</b>	<b>ICT Equipment</b>	<b>Other Equipment</b>	<b>Totals</b>
<b>Cost</b>			
At 1 January 2012	850,039	190,758	1,040,797
Additions in year	6,437	0	6,437
<b>At 31 December 2012</b>	<b>856,476</b>	<b>190,758</b>	<b>1,047,234</b>
<b>Accumulated Depreciation</b>			
At 1 January 2012	833,977	187,284	1,021,261
Charges for the year	13,533	2,795	16,328
<b>At 31 December 2012</b>	<b>847,150</b>	<b>190,079</b>	<b>1,037,589</b>
<b>Net Book Value</b>			
<b>At 31 December 2012</b>	<b>8,966</b>	<b>679</b>	<b>9,645</b>
<b>At 31 December 2011</b>	<b>16,062</b>	<b>3,474</b>	<b>19,536</b>

<b>18 Capital Fund Account</b>	<b>2012</b>	<b>2011</b>
	€	€
Opening Balance 1st January	19,536	25,064
Transfer from Income and Expenditure Account	6,437	14,579
Less		
Amortisation in line with depreciation - Note 17	16,328	20,107
<b>Closing Balance at 31st December</b>	<b>9,645</b>	<b>19,536</b>

<b>19 Council Members Fees and Expenses</b>		<b>2012</b>	<b>2011</b>
		€	€
Michael	Brennan	719	1,898
Michael	Dineen	1,057	1,943
Conor	Egleston	0	118
Patricia	Fitzpatrick	149	449
Zelie	Gaffney	306	1,684
Michael	Garry	304	889
Karen	Healy	0	0
Mary	McClelland	34	319
Tom	Mooney	440	650
Barry	O'Brien	308	1,823
Cathal	O'Donnell	457	907
Frank	O'Malley	1,200	2,423
Valerie	Small	86	562
Tom	Tinnelly	205	1,718
Gerry	Tuohy	854	1,578
Gerry	Bury	0	49
<b>Total</b>		<b>6,119</b>	<b>17,011</b>

Council Members are not in receipt of fees for their services as council members.

### **20 Directors Remuneration Package**

*for the year ending 31 December 2012*

	<b>2012</b>	<b>2011</b>
	€	€
Annual Basic Salary - PO Civil Service Rate	103,472	103,472
Medical Director's Allowance	17,416	17,416
Total Remuneration Package	<u>120,888</u>	<u>120,888</u>

The Director is not in receipt of any pension benefits other than the standard entitlements under the Local Government Superannuation Schemes and no bonus was paid to the Director in 2012. The Council is awaiting formal sanction from the Minister to the above terms as required under SI 109/2000.

### **21 Superannuation Deductions**

*for the year ending 31 December 2012*

On the 2<sup>nd</sup> of Sept 2011, DoHC 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 €40,079 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 2012*

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

### **24 Annual Energy Efficiency Report**

*for the year ending 31 December 2012*

The energy usage at the Council's office premises for the year ending 31 December 2012 was 68,121 M.Watts.

### **25 Approval of Financial Statements**

The Financial Statements were approved by the Council on 11 July 2013.

## Appendix 1

### Schedule of attendance by Council Members

#### Attendance Council Meeting 2012

<b>Name</b>	<b>9<sup>th</sup> February</b>	<b>8<sup>th</sup> March</b>	<b>10<sup>th</sup> May</b>	<b>25<sup>th</sup> June</b>
Tom Mooney (Chair)	Yes	Yes	Yes	Yes
Michael Brennan	Yes	Yes	Yes	Yes
Maureen Cronin	No	No	No	No
Michael Dineen	Yes	Yes	Yes	Yes
Conor Egleston	No	No	No	No
Patricia FitzPatrick	Yes	Yes	Yes	No
Michael Garry	No	Yes	No	Yes
Zelie Gaffney	No	No	No	Yes
Macartan Hughes	Yes	Yes	Yes	Yes
Mary Mc Clelland	No	No	Yes	Yes
Robert Morton	Yes	Yes	Yes	No
Barry O Brien	No	Yes	No	No
Cathal O Donnell	Yes	No	Yes	No
Frank O' Malley	Yes	Yes	Yes	Yes
Valerie Small	Yes	Yes	No	Yes
Tom Tinnelly	No	No	No	Yes
Gerry Tuohy	Yes	Yes	Yes	Yes