

**Minutes of the Council meeting held on the 25th June 2012
in the PHECC Offices Naas, Co. Kildare**

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

Apologies: Maureen Cronin
Conor Egleston
Robert Morton
Patricia FitzPatrick
Barry O' Brien
Cathal O' Donnell

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

1. Chair's Business

1.1 Council Membership

The Chair confirmed that Council's term expires on the 29th June 2012 and to date no new Council appointments have been approved.

1.2 Draft 2011 Annual Report

The draft 2011 Annual Report was circulated for initial review. The Chair asked members to provide feedback over the next few days if deemed necessary. It was agreed that the Chair and Zelie Gaffney, Chair of the Medical Advisory group (MAG) would co-sign the financial statements for the year ended 2011.

Resolution

Council approves the draft 2011 PHECC Annual Report and the Financial Statements subject to no material changes.

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O' Malley

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 10th May 2012.

Proposed: Frank O' Malley

Seconded: Macartan Hughes

Carried without dissent

3. Finances

3.1 Status Report May 31st

Financial status document up to 31st May 2012 were tabled for information and noted.

4. Risk

4.1 & 4.2 Risk Assessment and Framework/Role & Deployment and Information Management :

Two Risk items were included in the papers for information and review. In relation to the Information Management risk the Chair enquired as to the security measures in place in the event of any problems with the IT system. Barry O' Sullivan outlined the backup procedures and security guarantees and reported that the cloud computing system currently being installed will ensure easier access to data in any event.

5. Register

5.1 Awarding of NQEMT ratification:

By Examination

By Equivalence

5.2 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. He outlined the numbers in each level.

Resolution:

Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered on the appropriate divisions of the PHECC Register bringing the total on the Register to 4134.

Proposed: Frank O' Malley

Seconded: Gerry Tuohy

Carried without dissent

5.3 Fitness to Practice – Update

The Registrar spoke to the meeting on this item. He confirmed that the Fitness to Practice Committee heard three cases over a period of 3 days. The outcome of two of these cases was that the allegations of professional misconduct were not upheld. The Fitness to Practice Committee are still deliberating on the third case. The Registrar highlighted the extreme adversarial nature of these proceedings and suggested a mechanism to examine and/or improve this approach needs to be explored. Members noted the findings of the FTP to date.

6. Education & Training

6.1 New applicant Recognised Institutions

- Flashpoint medical Systems Ltd., for recognition of Institution and courses: CFR – Community and CFR- Advanced
- Philip & Son Training Consultants; for recognition of Institution and courses: CFR-Community

6.2 Existing Recognised Institutions

- Sligo Fire Services; course recognition: CFR-Advanced
- Safety Ireland, course recognition: EFR and CFR Advanced
- Irish Red Cross, course recognition; EFR-Instructor

Resolutions:

- (a) Council approves the application from Flashpoint Medical Systems Ltd., Recognition of Institution and Course: CFR Community and CFR-Advanced.**
 - (b) Council approves the application from Philip & Son Training Consultants; Recognition of Institution and Course: CFR Community**
 - (c) Council approves Sligo Fire Services recognition of Course; CFR-Advanced**
 - (d) Council approves Safety Ireland recognition of courses, EFR and CFR-Advanced**
 - (e) Council approves Irish Red Cross recognition of Course; EFR-Instructor**
- All the above are subject to ratification by the Accreditation Committee.**

Proposed: Gerry Tuohy
Carried without dissent

Seconded: Frank O' Malley

7. Other Standards

7.1 Inspection of HSE & DFB Ambulance Services

A de-identified initial aggregated report on inspections in both the NAS and DFB Ambulance Services was included in the meeting papers. The Director reported that both organisations have been very co-operative throughout the process. The Director raised the issue of clinical audit as the NAS have suggested that it may be late 2014 before they would have an ability to implement a satisfactory clinical audit system. During the ensuing discussion the Director sought direction on how to proceed with the findings in relation to the NAS. There was agreement that a robust clinical audit system was both a pre-requisite and a requirement for any effective service provision and that there was an onus on Council to register their concerns regarding this. In conclusion, Council instructed the Director to engage with the HSE to express serious concern regarding this implementation date and also to engage with HIQA on this matter.

Resolution:

That Council request the Director to correspond with both the HSE and HIQA in relation to NAS clinical audit ability.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

7.2 First Responders: Farmer's Journal article

A copy of an article from the Farmer's Journal in relation to First Responder Schemes in Co. Wicklow was tabled for information. The Director spoke on this matter. He was hopeful that both

the HSE and Wicklow First Responders would come to a mutually acceptable position on the matter.

7.3 EMS Priority Dispatch Standard & Inter Facility Transfer Standard

The EMS Priority Dispatch Standard and the Inter-Facility Patient Transfer Standard were included in the papers. The Director outlined that the references to CEN Standards for Ambulance vehicles are indicative rather than obligatory. Council was asked to make this explicit in the Standards.

Resolution:

Council approves that reference to CEN Standards are for guidance only. PHECC has not finalised definitive requirements for Ambulance vehicles.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

7.4 e-PCR

A report highlighting the key e-PCR issues for consideration in relation to PHECC's ongoing involvement with the development and implementation of e-PCR was included for information.

7.5 Press Article

Members noted the contents of a recent media article in relation to the Ambulances Services.

8. Examinations

A summary document of NQEMT Examination statistics 2008-2011 was included for Council's information.

9. Projects

9.1 CISM Report

A summary Report from the Critical Incident Stress Management Project was included for information. Frank O'Malley commented on the excellent progress to date and wished the Project continued success in the future. Macartan Hughes commended the report and thanked Sharon Gallagher and all those involved in this worthwhile work.

9.2 e-Learning

Statistics on e-Learning Portal usage to date were included in the meeting papers. The Registrar confirmed that the overall uptake was very positive, however surprisingly the AP Upskilling usage was lower than expected. He reported that CPG Upskilling for EMTs has just been launched on the Portal. Further feedback is provided in the current PHECC Voice Newsletter which was tabled. Tom Tinnelly reported that that many found this medium for learning very useful.

9.3 Simulation

Barry O' Sullivan spoke on this. He had attended some of the training and reported a very positive response to this pilot initiative. A paper evaluation is to be progressed to determine the case to develop the methodology further. Michael Dineen reported positively on the training and suggested it could be beneficial to do again with a larger group as evidence suggests positive behavioural changes as a result of such training.

10. Clinical Practice Guidelines

10.1 New/Updated CPGs, for approval

A total of 9 Clinical Practice Guidelines recommended by the Medical Advisory Group (MAG) were tabled for consideration by Council. Zelie Gaffney as Chair of the Medical Advisory Group outlined the main points on the CPGs concerned. The Director highlighted that the suite of 7 Treat and Referral CPGs included were being presented, provisional to consultation with stakeholders on implementation and training requirements. He confirmed this is one step in a comprehensive approach to introducing Treat and Referral. He suggested that pilot projects in certain areas may be another step to develop further.

Resolution:

Council approves the following CPGs as recommended by the Medical Advisory Group (MAG).

- Glycaemic Emergency – Paediatric AP & P
- Glycaemic Emergency – Paediatric EMT
- Clinical Pathway Decision – Treat & Referral
- Hypoglycaemia – Treat & Referral
- Isolated seizure – Treat & Referral
- Epistaxis – Treat & Referral
- Oleoresin Capsicum (pepper) Spray – Treat & Referral
- Toothache – Treat & Referral
- Minor Burns – Treat & Referral

Proposed: Michael Dineen
Carried without dissent

Seconded: Mary Mc Clelland

11. Director's Report

The Director's Report was referred to throughout the meeting. He confirmed that it is his understanding that a new Council would be re-appointed but as this is unlikely to occur before the 29th June.

Resolutions:

Council approves the Director of PHECC to ratify:

- (1) awarding of NQEMT and names being entered on the Register on the recommendation of the Registrar;**
- (2) recognition of institutions and courses on the recommendation of the Accreditation Committee;**
- (3) the approval of organisations to implement CPGs on the recommendation of the Accreditation Committee;**
- (4) the approval of CPGs on the recommendation of the MAG and the Clinical Care Committee;**
- (5) the amendment of the EMS Priority Dispatch Standard and the Inter-Facility Transfer Standard on the recommendation of the MAG and the Clinical Care Committee**
- (6) the amendment of other Standards on the recommendation of the appropriate Working Group/Committee;**

Council also approves:

(7) expenditure by the Director, co-authorised by the Deputy Director, of funds consistent with the Strategic Plan 2011-2014 and the Business Plan 2012 subject to funds being available;

(8) that Council Committees, Sub-Committees and Working Groups continue to meet in the interim;

(9) that Council Members whose term of office expires on 29th June be co-opted onto PHECC Committees, Sub-Committees and Working Groups of which they are currently members, in the interim.

Proposed: Michael Garry
Carried without dissent

Seconded: Zelig Gaffney

12. AOB

As this was the final meeting for Council, the Chairman thanked all Members, also the Director and PHECC staff for their contribution throughout their term of office. In particular he expressed appreciation and a fond farewell to Macartan Hughes, Frank O' Malley and Michael Garry all of whom have fulfilled two terms of office. The Director expressed similar sentiments and thanked the Chair and Members for their support and hard work. The date for the next meeting will be decided when a new Council is appointed.

Signed: _____
Mr Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 10th May 2012
in the PHECC Offices Naas, Co. Kildare**

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

Apologies: Maureen Cronin
Conor Egleston
Zelie Gaffney
Michael Garry
Barry O' Brien
Tom Tinnelly

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

1. Chair's Business

The Chairman opened the meeting and acknowledged apologies. There was no Chair's business to report.

He expressed condolences on behalf of Council Members, Staff and himself on the recent death of Marie Ni Mhurchú, Client Services Manager and also Teresa Tinnelly the Mother of Tom Tinnelly, Council Member.

2. Minutes & Matters arising

Resolution:

Council approves the minutes of the meeting held on the 8th March 2012.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

3. Governance

3.1 Review of the decision for PHECC to be subsumed

The Chairman reported that no further information has been received in relation to the decision for PHECC to be subsumed. He confirmed that Council will have completed its term of office at the end of June 2012 with three members ineligible for another term.

3.2 Audit Committee Report 2011

Members noted the Audit Committee Report 2011.

3.3 Correspondence from Chair of the Audit Committee

The Chairman acknowledged receipt of correspondence from the Chair of the Audit Committee which informs Council on the risk pertaining to the expiry of Council membership at the end of June 2012.

4. Finances

4.1 Financial Statements 2011

The Deputy Director outlined the detail on the Financial Statements 2011. A summary overview of the first 4 months of 2012 was tabled for information. The contents of this document was discussed and noted.

The Director confirmed the lease on the PHECC offices is due to expire in September and that an extension of 5 years is being negotiated. This new lease will contain a proviso of an annual break clause.

Resolution:

Council approves the Financial Statements 2011.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Frank O' Malley

4.2 Council Policy: Schedule of Fees

A revised Schedule of Fees policy was tabled for consideration. A discussion ensued on the contents and changes were discussed and agreed including; a decrease in the viewing fee, an increase in the appeal fee, with the latter being refundable if successful. Other fee changes agreed included increases in application/renewal of recognition of institution and CPG approved organisational application/renewal. Fees for course applications were also increased as a once only payment. The annual maintenance and monitoring fee for recognised institutions has been abolished.

Resolution:

Council approves the revised Schedule of Fees

Proposed: Michael Dineen
Carried without dissent

Seconded: Gerry Tuohy

5. Risk

5.1 & 5.2 Continuing Professional Competency & Clinical Practice Guidelines

Two Risk Items were included in the papers for review. One minor amendment to item 1 in the Clinical Practice Guidelines risk framework was agreed to read 'the current education and training standards'.

6. Register

6.1 Awarding of NQEMT ratification:

By Examination

By 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. He outlined the numbers in each level.

Resolution:

Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered on the appropriate divisions of the PHECC Register bringing the total on the Register to 4075.

Proposed: Patricia FitzPatrick

Carried without dissent

Seconded: Frank O' Malley

6.3 Continuance Professional Competence (CPC)

A Continuous Professional Competence guide for EMTs registered with PHECC as recommended by the Accreditation Committee was included for consideration. It is proposed CPC will commence in July 2012. This follows a broad consultation process. Members discussed the pros and cons of this initiative and agreed that annual reviews should be built into the process.

Resolution:

Council approves the Continuance Professional Competence guide as recommended by the Accreditation Committee subject to review in 12 months.

Proposed: Mary Mc Clelland

Carried without dissent

Seconded: Michael Dineen

6.4 Fitness to Practice – Update

The Registrar spoke to the meeting on this item. He acknowledged the input of Patricia FitzPatrick as Chair of the Fitness to Practice Committee. He reported that a recent hearing was held and will conclude on the 6th June. The findings of the Committee will be brought back to the next Council meeting for review. It was noted there will be a tight timeframe as Council membership is due to expire on the 29th June.

7. Education & Training

7.1 PHECC KPI Annual Report – Recognised Institutions

An annual KPI Report on PHECC Recognised Institutions was included for information.

7.2 Irish Emergency Services Driving Standard

A consultation draft RSA Driving Standard for Emergency Services level 1 (of a proposed 3 levels) document was included in the papers for consideration. The Director explained this work has been a collaborative effort led by the Road Safety Authority (RSA), the National Ambulance Service, other Statutory, Voluntary, blue light agencies and PHECC. It is intended to reference this Standard when finalised in the PHECC Education & Training Standards. It was confirmed that PHECC will be involved in any on-going changes whilst deferring as appropriate to the expertise of the RSA. There was a general positive response to the RSA Driving Standard.

Resolutions:

Council approves in principle the RSA Irish Emergency Services Driving Standard subject to no material changes.

Proposed: Patricia FitzPatrick

Seconded: Gerry Tuohy

Carried without dissent

7.3 New Applicant Recognised Institutions

7.3.1 **SMT Consultants Ltd.**, Recognition of Institution and Course: CFR Community.

7.3.2 **Home Care Training Ltd (T/A Comfort Keepers Training)**, Recognition of Institution and Course: CFR Community and CFR Advanced.

Two new applicant organisations reports were included in the papers for consideration by Council.

Resolutions:

(a) Council approves the application from SMT Consultants Ltd., Recognition of Institution and Course: CFR Community.

(b) Council approves the application from Home Care Training Ltd (T/A Comfort Keepers Training), Recognition of Institution and Course: CFR Community and CFR Advanced.

Proposed: Michael Dineen

Seconded: Frank O' Malley

Carried without dissent

7.4 Existing Recognised Institutions

7.4.1 NASC recognition of courses: EMS Call-Taker and EMS Dispatcher

The report together with an addendum was included in the papers for consideration. The addendum confirmed all outstanding documents requested by the Accreditation Committee were submitted and are satisfactory.

7.4.2 Safety Ireland, Course recognition: CFR-Instructor Community

The report was included in the papers for consideration.

7.4.3 Academy of Emergency Care CUH – EMT

The report together with an addendum was included in the papers. The addendum confirmed all outstanding documents requested by the Accreditation Committee were subsequently submitted and are satisfactory.

Resolutions:

(a) Council approves the application from NASC for courses: EMS Call-Taker and EMS Dispatcher.

(b) Council approves the application from Academy of Emergency Care CUH for course: EMT.

(c) Council approves the application from Safety Ireland for course: CFR Instructor Community.

Proposed: Michael Dineen

Seconded: Frank O' Malley

Carried without dissent

8. Recognition of Equivalence

An annual KPI Report on Recognition of Equivalence applications was included for information.

9. Projects

9.1 RESUS Business Case

A Prospectus consultation paper outlining the case for an Irish Resuscitation Council and/ or membership of the European Resuscitation Council was included for consideration. The Director reported the paper has been submitted to contributors for initial impressions and quality checks. A discussion ensued and some minor wording changes were agreed. The question was asked about any possible implications or duplicity with regard to the work of the Irish Heart Foundation. The Chair reminded Members when initially raised at a meeting in Limerick it was agreed PHECC were best placed to progress this due to their legislative status. In conclusion, the Chair recommended and Members agreed that PHECC engage with the European Resuscitation Council (ERC) to explore the feasibility of developing a memorandum of understanding (MOU) for Ireland to become a Member. The Chair suggested a positive statement along these lines would add further to the report.

Resolution:

Council approves engagement with the European Resuscitation Council (ERC) to explore development of a Memorandum of Understanding (MOU).

Proposed: Frank O Malley

Seconded: Gerry Tuohy

Carried without dissent

9.2 ICT Information Update

An annual KPI Report on ICT was included for information.

10. Clinical Practice Guidelines

10.1 Council Policy: implementation timeframes for Clinical Practice Guidelines – V1

The revised policy which was circulated previously to Council was included in the papers. There was general agreement for approval.

Resolution:

Council approves in principle the document outlining the timeframes for the implementation of Clinical Practice Guidelines subject to recommendation by the Accreditation Committee.

Proposed: Michael Dineen

Seconded: Mary Mc Clelland

Carried without dissent

10.2 Council Policy: Organisation approval to implement CPGs

A draft amended policy for pre-hospital emergency care service providers who apply for approval for implementation of Clinical Practice Guidelines was tabled for consideration. Members discussed the document and some minor wording changes were agreed.

Resolution:

Council approves the policy for pre-hospital emergency care service providers for approval for implementation of Clinical Practice Guidelines.

Proposed: Michael Dineen
Carried without dissent

Seconded: Mary Mc Clelland

10.3 New/Updated CPGs, for approval

A total of 5 Clinical Practice Guidelines recommended by the Medical Advisory Group (MAG) were included for ratification by Council.

Resolution:

Council approves the following CPGs as recommended by the Medical Advisory Group (MAG).

- **Acute Coronary Syndrome (Paramedic/A-Paramedic/MP)**
- **Harness Induced Suspension Trauma (EMT/Paramedic/A-Paramedic)**
- **Harness Induced Suspension Trauma (OFA/EFR)**
- **External Haemorrhage (OFA/EFR)**
- **External Haemorrhage - Adult (EMT/Paramedic/A-Paramedic).**

Proposed: Michael Dineen
Carried without dissent

Seconded: Mary Mc Clelland

10.4 Application for approval to implement 3rd Edition Clinical Practice Guidelines:

10.4.1 **Army Medical Corps**

10.4.2 **Codeblue**

Resolution:

Council approves the Army Medical Corps to implement 3rd edition Clinical Practice Guidelines.

Proposed: Frank O' Malley
Carried without dissent

Seconded: Macartan Hughes

Resolution:

Council approves Codeblue to implement 3rd edition Clinical Practice Guidelines.

Proposed: Mary Mc Clelland
Carried without dissent

Seconded: Gerry Tuohy

11. Director's Report

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

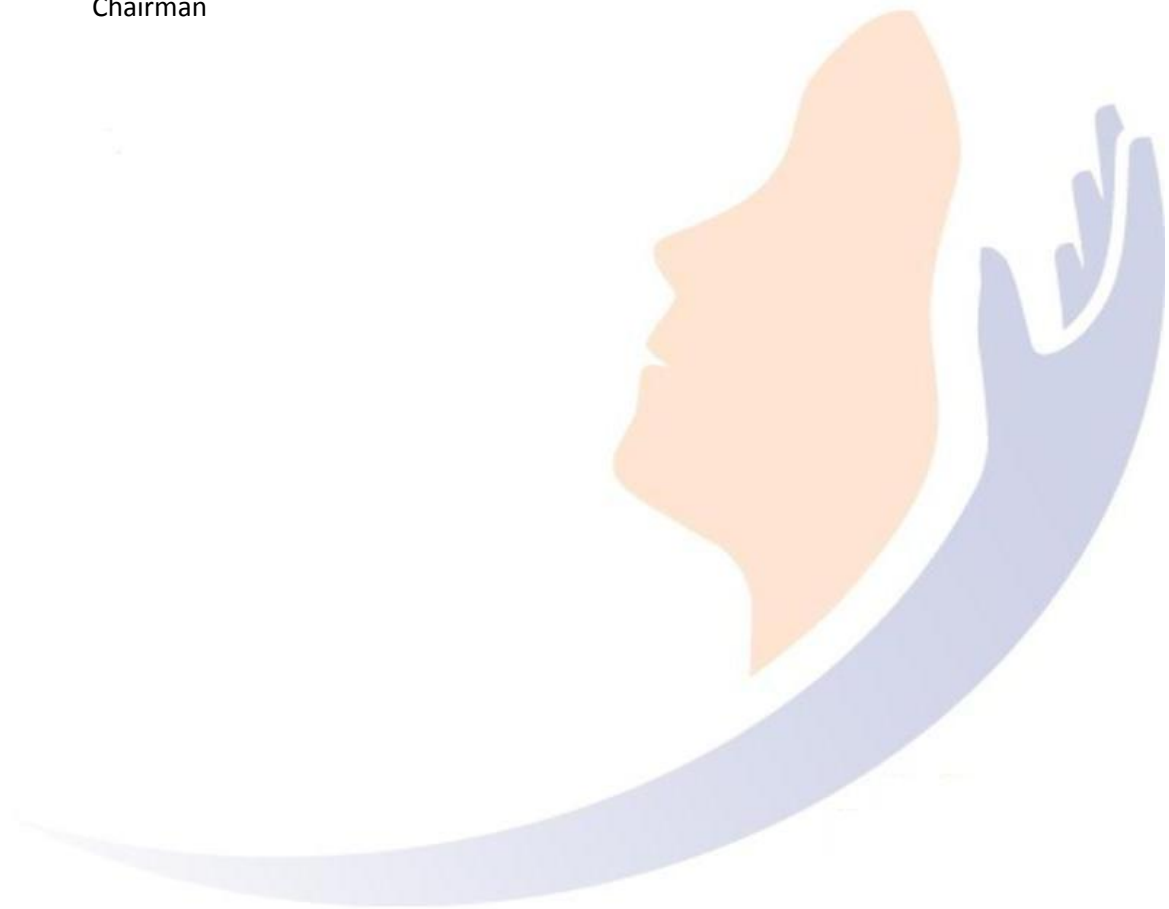
12. AOB

The Chair and members were in agreement to defer the next meeting until Monday 25th June to facilitate the awaited decision from DOH on Council membership due to expire on the 29th June.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____



**Minutes of the Council meeting held on the 8th March 2012
In the PHECC Offices, Naas, Co. Kildare**

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

Apologies: Maureen Cronin
Conor Egleston
Mary McClelland
Zelie Gaffney
Cathal O' Donnell
Tom Tinnelly

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

1. Chair's Business

The Chairman opened the meeting and acknowledged apologies. There was no Chair's business to report.

2. Minutes & Matters arising

Resolution:

Council approves the minutes of the meeting held on the 9th February 2012.

Proposed: Valerie Small
Carried without dissent

Seconded: Gerry Tuohy

3. Governance

Review of decision for PHECC to be subsumed into HSCPC

- Update position "Delivering Change-Making it Happen"

A copy of the updated Prospectus Report titled “Delivering Change-Making it Happen” currently with the DOH was included in the papers. The Chairman confirmed PHECC is awaiting feedback or engagement with the DOH in this regard. He expressed his personal views on the document and highlighted: (1) Section 4 may be perceived as having a defensive stance; (2) the matter of increased registration fees to upwards of €300 per annum needs to be highlighted; (3) the broad participation and effectiveness of current PHECC Committee structure may be lost in the merger; (4) legal continuity of the Register and the legal transfer of Council responsibilities are matters than require immediate attention. A discussion ensued on the pros and cons of the matters highlighted. Barry O’ Brien was complimentary of the work of PHECC to date and agreed its fundamentally important work would be lost in a merger. He expressed the view that the probable registration fee increase will unlikely affect outcome. Michael Dineen highlighted that a large proportion of numbers on the Register were EMTs working in a voluntary capacity and suggested there is high probability that numbers would decrease if fees were substantially raised. Michael Garry suggested PHECC engage with voluntary groups. The Chairman suggested rather this should be formally explained to the DOH during any engagement.

Robert Morton suggested the use of the Prospectus logo in the report may have a negative connotation and expressed concern it may be circulated further. The Director provided reassurances in this regard.

In conclusion the Chairman agreed to keep members updated on any progress from the DOH.

Resolution:

Council approves engagement of Prospectus to assist in responding to the Review of the decision for PHECC to be subsumed.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

4. Finances

Letter of Determination

The letter of allocation from the DOH was included in the papers. The Director confirmed that it was a reduced figure, as expected, in comparison with 2011.

Outsourcing

This matter was discussed at the last meeting. The Director briefed members on this item as outlined in his report. He confirmed that expenditure up to €150,000 during 2012 would be required for outsourcing arrangements. This €150,000 would include the €75,000 from HSE to support the Transport Medicine (Retrieval-Transfer) Programme. He stated that income from sales of Manuals and Guides would re-coup another circa €50,000 leaving a requirement of circa €25,000 from PHECC’s base funding. Council’s approval was sought for this expenditure.

Resolution:

Council approves expenditure up to €150,000 for PHECC outsourcing requirements.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

Draft Business Plan

The draft 2012 PHECC Business Plan was tabled. The Director highlighted the detail will be refined further. The Chairman suggested it be broadened to show clearly the translation from management goals to operational actions.

Resolution:

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

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Garry

5. Risk

Amended Risk Framework items 'Education & Training' and 'Governance & Finance' were included from last month's Council meeting. Two new Risk items 'Examination and Certification' and 'Record of Responders and Register of Practitioners' were also included for review by Council. Members noted and agreed the contents.

6. Register

Awarding of NQEMT ratification:

- By Examination
- By 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. He confirmed the numbers in each level and the numbers for new applications approved under assessment of equivalence of professional qualification obtained overseas. This information is in the current Spring PHECC Newsletter. He also confirmed that a more detailed statistical report on the latter group will be brought to the next meeting.

Resolution:

Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered on the appropriate divisions of the PHECC Register bringing the total on the Register to 3975.

Proposed: Michael Dineen
Carried without dissent

Seconded: Frank O Malley

Fitness to Practice – Update

The Registrar confirmed that a Fitness to Practice hearing will take place on Friday 13th April.

7. Recognition of Equivalence

Both these items were deferred from the February meeting.

Policy/procedure; proposal to change; for initial consideration

The Director reported, following the successful outcome from the recent appeal hearing on PHECC Policy/Procedures in relation to Recognition of Equivalence of qualification obtained overseas, that the fundamental change henceforth proposed is to stream EU and Non-EU applicants differently. This will result in not giving non-EU applicants the opportunity to appeal decisions under EU law. Support in principle was sought from Council to progress the detail of this document for consideration by the Accreditation Committee and in consultation with PHECC's solicitors.

Appeals: Policy/procedure: proposal to review; for initial consideration

Documents related to Policy and Procedure for Appeals, were also included. The Director provided background information on the appeal, and agreed to seek guidance from PHECC's solicitors in this regard.

Resolution:

- (a) Council approves in principle the revision of Policy and Procedure for Recognition of Equivalence of Qualifications Obtained Overseas following consideration by the Accreditation Committee and in consultation with PHECC's solicitors.**

- (b) Council approves in principle revision of Policy and Procedure for Appeals following consideration by the Accreditation Committee and in consultation with PHECC's solicitors.**

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Garry

Appeal Decision

The Findings of the recent Appeal process in relation to Recognition of Equivalence was included for information of Council and for consideration in light of the review proposals above. The Chairman complimented Patricia FitzPatrick, as Chair of the Appeal Committee for a comprehensive Report. Patricia FitzPatrick suggested input from the Accreditation Committee could add to it further. It was agreed that a significant review of the PHECC website application information will be addressed when the policy is revised.

8. Projects

Centre for Pre-hospital Research

○ Budget 2012 for approval

This matter was discussed at the last Council meeting. The Director informed members that the budget for 2012 was being finalised and approval in principle was sought for funding up to a maximum of €150,000, subject to funding being available, and agreement between CPR and the PHECC office on budget detail. It was confirmed this was a one year arrangement and PHECC's expectations re outputs are to be made explicit.

Resolution:

Council approves funding support in principle up to a maximum of €150,000 subject to funding being available, and subject to satisfactory agreement between CPR and the PHECC office on budget detail.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Michael Garry

9. ePCR

Isle of Wight Visit- Recommendations

An extract outlining the recommendations from the report on the recent study visit to the Isle of Wight was included for consideration. The Director informed members that a workshop has been arranged with the AQUIP Group in consultation with the HSE and NAS later this month to consider developing KPIs in relation to the recommendations. The Director agreed to keep Council informed.

10. Clinical Practice Guidelines

New/updated CPGs; for approval

A total of 5 Clinical Practice Guidelines recommended by the Medical Advisory Group (MAG) were included for ratification by Council.

Resolution:

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

- Secondary Survey – Paediatric
- Primary Survey Medical – Paediatric
- Primary Survey- Trauma – Paediatric

- Pain Management – Paediatric
- Pain Management - Adolescent

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

Robert Morton queried the status of 'Fentanyl' as the drug of choice in paediatric pain management. The Director outlined the current research position for this medication. In response to a question raised about implementation of CPGs within the services he confirmed it was PHECC's role to assist in CPG development and if the service providers do not adopt for whatever reason they would need to be able to stand over their decision.

11. Director's Report

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

12. AOB

Patricia FitzPatrick mentioned that some students had approached her unofficially to complain about a recognised institution and in particular the provision of internship training. She was advised by the Director that PHECC's practice is to direct them to the Institution in the first instance. Michael Garry suggested it may be that students had made approaches to institutions for bespoke intern training which could not be accommodated.

The Spring Newsletter was circulated to Members. Barry O' Sullivan highlighted page 8 referring to consultation regarding the potential of a Field Guide smart phone application. He reported there has been a phenomenal response to the on-line survey.

Next Meeting

The Chairman informed members that in consultation with the Director it has been decided not to have a meeting in April. However if a response from the DOH is forthcoming in the meantime this would be reviewed. It was agreed the next meeting would be held on the 10th May 2012.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____

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

Apologies: Maureen Cronin
Conor Egleston
Mary McClelland
Zelie Gaffney
Cathal O' Donnell
Tom Tinnelly

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

1. Chair's Business

The Chairman opened the meeting and acknowledged apologies. There was no Chair's business to report.

2. Minutes & Matters arising

Resolution:

Council approves the minutes of the meeting held on the 9th February 2012.

Proposed: Valerie Small
Carried without dissent

Seconded: Gerry Tuohy

3. Governance

Review of decision for PHECC to be subsumed into HSCPC

- Update position "Delivering Change-Making it Happen"

A copy of the updated Prospectus Report titled “Delivering Change-Making it Happen” currently with the DOH was included in the papers. The Chairman confirmed PHECC is awaiting feedback or engagement with the DOH in this regard. He expressed his personal views on the document and highlighted: (1) Section 4 may be perceived as having a defensive stance; (2) the matter of increased registration fees to upwards of €300 per annum needs to be highlighted; (3) the broad participation and effectiveness of current PHECC Committee structure may be lost in the merger; (4) legal continuity of the Register and the legal transfer of Council responsibilities are matters than require immediate attention. A discussion ensued on the pros and cons of the matters highlighted. Barry O’ Brien was complimentary of the work of PHECC to date and agreed its fundamentally important work would be lost in a merger. He expressed the view that the probable registration fee increase will unlikely affect outcome. Michael Dineen highlighted that a large proportion of numbers on the Register were EMTs working in a voluntary capacity and suggested there is high probability that numbers would decrease if fees were substantially raised. Michael Garry suggested PHECC engage with voluntary groups. The Chairman suggested rather this should be formally explained to the DOH during any engagement.

Robert Morton suggested the use of the Prospectus logo in the report may have a negative connotation and expressed concern it may be circulated further. The Director provided reassurances in this regard.

In conclusion the Chairman agreed to keep members updated on any progress from the DOH.

Resolution:

Council approves engagement of Prospectus to assist in responding to the Review of the decision for PHECC to be subsumed.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

4. Finances

Letter of Determination

The letter of allocation from the DOH was included in the papers. The Director confirmed that it was a reduced figure, as expected, in comparison with 2011.

Outsourcing

This matter was discussed at the last meeting. The Director briefed members on this item as outlined in his report. He confirmed that expenditure up to €150,000 during 2012 would be required for outsourcing arrangements. This €150,000 would include the €75,000 from HSE to support the Transport Medicine (Retrieval-Transfer) Programme. He stated that income from sales of Manuals and Guides would re-coup another circa €50,000 leaving a requirement of circa €25,000 from PHECC’s base funding. Council’s approval was sought for this expenditure.

Resolution:

Council approves expenditure up to €150,000 for PHECC outsourcing requirements.

Proposed: Michael Garry
Carried without dissent

Seconded: Valerie Small

Draft Business Plan

The draft 2012 PHECC Business Plan was tabled. The Director highlighted the detail will be refined further. The Chairman suggested it be broadened to show clearly the translation from management goals to operational actions.

Resolution:

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

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Garry

5. Risk

Amended Risk Framework items 'Education & Training' and 'Governance & Finance' were included from last month's Council meeting. Two new Risk items 'Examination and Certification' and 'Record of Responders and Register of Practitioners' were also included for review by Council. Members noted and agreed the contents.

6. Register

Awarding of NQEMT ratification:

By Examination
By 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. He confirmed the numbers in each level and the numbers for new applications approved under assessment of equivalence of professional qualification obtained overseas. This information is in the current Spring PHECC Newsletter. He also confirmed that a more detailed statistical report on the latter group will be brought to the next meeting.

Resolution:

Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered on the appropriate divisions of the PHECC Register bringing the total on the Register to 3975.

Proposed: Michael Dineen
Carried without dissent

Seconded: Frank O Malley

Fitness to Practice – Update

The Registrar confirmed that a Fitness to Practice hearing will take place on Friday 13th April.

7. Recognition of Equivalence

Both these items were deferred from the February meeting.

Policy/procedure; proposal to change; for initial consideration

The Director reported, following the successful outcome from the recent appeal hearing on PHECC Policy/Procedures in relation to Recognition of Equivalence of qualification obtained overseas, that the fundamental change henceforth proposed is to stream EU and Non-EU applicants differently. This will result in not giving non-EU applicants the opportunity to appeal decisions under EU law. Support in principle was sought from Council to progress the detail of this document for consideration by the Accreditation Committee and in consultation with PHECC's solicitors.

Appeals: Policy/procedure: proposal to review; for initial consideration

Documents related to Policy and Procedure for Appeals, were also included. The Director provided background information on the appeal, and agreed to seek guidance from PHECC's solicitors in this regard.

Resolution:

- (a) Council approves in principle the revision of Policy and Procedure for Recognition of Equivalence of Qualifications Obtained Overseas following consideration by the Accreditation Committee and in consultation with PHECC's solicitors.**

- (b) Council approves in principle revision of Policy and Procedure for Appeals following consideration by the Accreditation Committee and in consultation with PHECC's solicitors.**

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Garry

Appeal Decision

The Findings of the recent Appeal process in relation to Recognition of Equivalence was included for information of Council and for consideration in light of the review proposals above. The Chairman complimented Patricia FitzPatrick, as Chair of the Appeal Committee for a comprehensive Report. Patricia FitzPatrick suggested input from the Accreditation Committee could add to it further. It was agreed that a significant review of the PHECC website application information will be addressed when the policy is revised.

8. Projects

Centre for Pre-hospital Research

○ Budget 2012 for approval

This matter was discussed at the last Council meeting. The Director informed members that the budget for 2012 was being finalised and approval in principle was sought for funding up to a maximum of €150,000, subject to funding being available, and agreement between CPR and the PHECC office on budget detail. It was confirmed this was a one year arrangement and PHECC's expectations re outputs are to be made explicit.

Resolution:

Council approves funding support in principle up to a maximum of €150,000 subject to funding being available, and subject to satisfactory agreement between CPR and the PHECC office on budget detail.

Proposed: Patricia FitzPatrick
Carried without dissent

Seconded: Michael Garry

9. ePCR

Isle of Wight Visit- Recommendations

An extract outlining the recommendations from the report on the recent study visit to the Isle of Wight was included for consideration. The Director informed members that a workshop has been arranged with the AQUIP Group in consultation with the HSE and NAS later this month to consider developing KPIs in relation to the recommendations. The Director agreed to keep Council informed.

10. Clinical Practice Guidelines

New/updated CPGs; for approval

A total of 5 Clinical Practice Guidelines recommended by the Medical Advisory Group (MAG) were included for ratification by Council.

Resolution:

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

- Secondary Survey – Paediatric
- Primary Survey Medical – Paediatric
- Primary Survey- Trauma – Paediatric

- Pain Management – Paediatric
- Pain Management - Adolescent

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

Robert Morton queried the status of 'Fentanyl' as the drug of choice in paediatric pain management. The Director outlined the current research position for this medication. In response to a question raised about implementation of CPGs within the services he confirmed it was PHECC's role to assist in CPG development and if the service providers do not adopt for whatever reason they would need to be able to stand over their decision.

11. Director's Report

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

12. AOB

Patricia FitzPatrick mentioned that some students had approached her unofficially to complain about a recognised institution and in particular the provision of internship training. She was advised by the Director that PHECC's practice is to direct them to the Institution in the first instance. Michael Garry suggested it may be that students had made approaches to institutions for bespoke intern training which could not be accommodated.

The Spring Newsletter was circulated to Members. Barry O' Sullivan highlighted page 8 referring to consultation regarding the potential of a Field Guide smart phone application. He reported there has been a phenomenal response to the on-line survey.

Next Meeting

The Chairman informed members that in consultation with the Director it has been decided not to have a meeting in April. However if a response from the DOH is forthcoming in the meantime this would be reviewed. It was agreed the next meeting would be held on the 10th May 2012.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 9th February 2012
in the Killashee House Hotel, Naas, Co. Kildare**

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

Apologies: Maureen Cronin
Conor Egleston
Mary McClelland
Zelie Gaffney
Michael Garry
Barry O' Brien
Tom Tinnelly

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

1. Chair's Business

The Chairman opened the meeting and acknowledged apologies. There was no Chair's business to report.

2. Minutes & Matters arising

Resolution:

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

Proposed: Frank O' Malley **Seconded:** Macartan Hughes
Carried without dissent

3. Governance

3.1 Annual Report

Members were provided with a copy of the Annual Report 2010.

- C&AG footnote

A copy of the updated Prospectus Report titled “Delivering Change-Making it Happen” currently with the DOH was included in the papers. The Chairman confirmed PHECC is awaiting feedback or engagement with the DOH in this regard. He expressed his personal views on the document and highlighted: (1) Section 4 may be perceived as having a defensive stance; (2) the matter of increased registration fees to upwards of €300 per annum needs to be highlighted; (3) the broad participation and effectiveness of current PHECC Committee structure may be lost in the merger; (4) legal continuity of the Register and the legal transfer of Council responsibilities are matters than require immediate attention. A discussion ensued on the pros and cons of the matters highlighted. Barry O’ Brien was complimentary of the work of PHECC to date and agreed its fundamentally important work would be lost in a merger. He expressed the view that the probable registration fee increase will unlikely affect outcome. Michael Dineen highlighted that a large proportion of numbers on the Register were EMTs working in a voluntary capacity and suggested there is high probability that numbers would decrease if fees were substantially raised. Michael Garry suggested PHECC engage with voluntary groups. The Chairman suggested rather this should be formally explained to the DOH during any engagement.

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Carried without dissent

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Proposed: Michael Dineen
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Seconded: Michael Garry

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Proposed: Patricia FitzPatrick
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Seconded: Michael Garry

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Signed: _____

Mr Tom Mooney
Chairman

Date: _____