

Council Minutes

11th December 2014

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Michael Brennan
Stephen Brady
Thomas Keane
Shane Mooney
Cathal O'Donnell
Glenna Woods
Prof Patrick Plunkett

Apologies:

Valerie Small
Martin Dunne
David Maher
Barry O'Brien

Dr Hugh Doran
Dr Mick Molly
Tom Tinnelly

In Attendance:

Barry O'Sullivan, Acting Director/Registrar
Beth Breslin, Council Secretariat
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Pauline Dempsey, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members. He went on to brief Council on the response from the Department regarding filling the Director's post. It has been approved in principle and the Department wanted to know PHECC's preference for term of contract – 5 years or indefinite. After a brief discussion it was agreed that a 5 year contract with the possibility to renew was the best way forward.

2. Minutes & Matters arising

2.1 Draft Minutes October

Resolution:

Council approves the Minutes of the meeting held on the 14th November 2014.

Proposed: Stephen Brady
Carried without dissent

Seconded: Shane Mooney

3. Finance

3.1 Internal Audit Report - Procurement

The Internal Audit Report on Corporate Procurement was included and noted by Council. The Acting Director explained that after a query from the C&AG, PHECC tasked a review of their procurement policy with a view

to update its procedures. PHECC have already started tendering for Financial Accounts and Internal Auditing and in alignment with good governance a new Corporate Procurement Policy has been put in place.

3.2. Corporate Procurement Policy

The aforementioned Corporate Procurement Policy was included and noted by Council. The Acting Director explained that this was a revamp of the old policy and was in line with the OGP guidelines. One of the main updates was a strengthening of the credit card usage policy especially the "signing off" and approval procedures.

3.3. Internal Audit Report – Expenditure

The internal Audit Report – Review of Expenditure was included and noted by Council. The Acting Director highlighted the emphasis placed on the independent review of all expenses. Members expressed satisfaction and noted the contents of the report.

3.4. Statement on Internal Financial Controls

The current internal financial controls were considered and reviewed as part of governance requirements. Council

Resolution:

That Council approves the current internal financial controls which are in place.

Proposed: Professor Patrick Plunkett
Carried without dissent

Seconded: Michael Brennan

3.5. Development of an Irish Standard for Electronic Data Collection for NTMP

The Acting Director presented a request from the NTMP to coordinate an Irish Standard for Electronic Data Collection. The NTMP would provide €30K for same. Shane Mooney got assurance that PHECC's role would be as a coordinator and would assist in applying some of the existing PHECC Standards to NTMP Standard.

Resolution:

Council approves expenditure not to exceed €30,000 for the development of an Electronic Data Collection for NTMP Standard.

Proposed: Thomas Keane
Carried without dissent

Seconded: Glenna Woods

4. Education and Standards

4.1. Emergency Services Driving Standard

The Emergency Service Driving Standard was included in the Council papers for noting. The Acting Director gave a brief history of emergency services driving licences and how the Road Safety Authority in conjunction with PHECC developed this new standard. He then went on to praise Pauline Dempsey for her contribution on behalf of PHECC. The Standard will come into effect in 2015 and the PHECC Standards will be phased out before the end of Q2 in 2015.

4.2. Inter Facility Patient Transfer Standard

The Acting Director presented the Inter Facility Patient Transfer Standard-V2.6 which was included in the Council papers for consideration. He said that the changes to the Standard are to accommodate NTMP and Critical Care. It has been approved by both the Medical Advisory Committee and the Priority Dispatch Committee. Brian Power gave a brief history of the Standard and the need to update it. Cathal O'Donnell believed it was a very good document and highlighted the need for PHECC to assist in an educational

campaign for hospitals. Professor Plunkett said he was relieved as a practitioner to see mental health included in the Standard.

Resolution:

Council approves to the revised Inter Facility Patient Transfer Standard

Proposed: Patrick Plunkett

Seconded: Cathal O'Donnell

Carried without dissent

5. Quality and Safety

5.1. OCHAR Report

Jacqueline Egan presented the sixth annual National Out-of-Hospital Cardiac Arrest Register report which was included in the Council papers for noting. She gave an overview of the report highlighting the increase in survival rates due to improved defib attempts and bystander CPR. She also said OHCAR is working to further improve their process for data collection. A brief discussion followed and Cathal O'Donnell commented that the report was of a high quality and a jewel in the crown for PHECC and NAS. Council also discussed the need to engage with the public again on an awareness campaign for signs and symptoms of cardiac arrest as well as compression only CPR.

5.2. National De-fib Register

The National Defibrillator Register (NDR) Conclusion Report was included in the Council papers for noting. The Acting Director explained that while in theory a national defibrillator register should work but in practice it is too time intensive, too costly and there is no clinical evidence to show that it is effective. None of the reports recommend proceeding with it. Jacqueline Egan added that the National Defib Steering Committee concluded that an AED Register was great in theory but there is no evidence of improvement in survival outcome and the same is agreed internationally. Professor Plunkett felt strongly that if there was a strong system in place people would have confidence in using it and maybe we should approach the AED suppliers about registering. Shane Mooney spoke of a system like the GoodSam app for responders and AED locations. The Acting Director suggested that PHECC engage with AED Suppliers and if there is no data restrictions, steer registration of defibrillators through the Responder Network.

5.3. Guide to Clinical Audit

The Acting Director presented A Guide to Clinical Audit which was included in the Council papers for consideration. He explained that it was an excellent document which demystified the clinical audit process and contained easy checklists for users. Jacqueline Egan engaged with the authors who have given permission to PHECC to adopt the guidelines.

Resolution:

Council approves to adopt the Guide to Clinical Audit as a PHECC Standard

Proposed: Shane Mooney

Seconded: Glenna Woods

Carried without dissent

6. Register

6.1 Register Update

The report containing the names for the award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

7. Licenced CPG Providers - Renewals

7.1. HSE NAS

The HSE NAS report for Annual Renewal of a Licenced CPG Provider was included in Council papers with the recommendation to conditionally approve renewal for six months pending requested information provided to PHECC.

7.2. DFB

The DFB report for Annual Renewal of a Licenced CPG Provider was included in Council papers with the recommendation to conditionally approve renewal for six months pending requested information provided to PHECC. Council queried DFB's request for an exemption from CPG 5/6.4.13 Asystole – Decision Tree because of distance and timeframes to EDs. Professor Plunkett proposed that PHECC do not allow a DFB exemption and that we stand over the CPG 5/6.4.13 Asystole – Decision Tree. Glenna Woods expressed her concerns and a brief discussion ensued with an agreement to refuse exemption.

Resolution:

Council does not accede to a request for an exemption from CPG 5/6.4.13 Asystole – Decision Tree.

Proposed: Professor Patrick Plunkett
Carried without dissent

Seconded: Shane Mooney

7.3. Delegated Function – Licenced CPG Providers

The Acting Director sought approval for the delegated function to conditionally approve Licenced CPG Providers. Previously the Director could only approve or refuse.

Resolution:

Council approves the delegated function to the Director to conditionally approve Licenced CPG Providers.

Proposed: Professor Patrick Plunkett
Carried without dissent

Seconded: Michael Brennan

8. HIQA Report

8.1 Executive Summary and Recommendations

Included in the Council papers was the Executive Summary and the Recommendations from the HIQA report. The full HIQA Report 2014 was tabled for Council to review. The Acting Director suggested that Council wait until the New Year to fully consider the report because the National Capacity Review and the Ambulance Service – Dublin Region Report are still due in. He thought it would be premature to look at one without the other and it would be prudent to wait for all three. Michael Brennan highlighted the bad press for the Ambulance Service since the HIQA report came out and the general public's concern about same. A brief discussion took place regarding the condition of ambulances and the number of new and replacement ambulances. Council then agreed to wait until the New Year to review all three reports together.

9. Director's Report

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

9.1 Delegations to the Director

Decisions by Director were included for information. Council noted the decisions.

9.2 NTMP Update

The Acting Director gave a brief summary of the Neonatal Transport Medicine Activity Report contained in Council papers. He noted that the service facilitated 88% of the neonate critical care transfers and that nearly half the calls were outside of normal scheduled hours. He went on to say that all hospitals in the country have used this facility and that PHECC should be very proud of their involvement in NTMP. The Chair added that the Minister for Health was very impressed with the programme and its results to date.

10. AOB

The Acting Director updated Council on CPC and informed them that the consultation video and survey went out to all Advance Paramedics and Paramedics on the register. The video also went live on YouTube and on the PHECC Facebook page. There has been a 10% response rate so far. Those who have not responded yet will get a second and then third reminder. We will look at extending the response deadline in the New Year and then look at the suggestions for CPC recording and assessment.

The Chair thanked the Council for all their hard work through the year and wished everyone best wishes for Christmas and the New Year.

There being no other business the meeting concluded. It was agreed to meet 12th February 2015.

Signed: _____

Mr Tom Mooney
Chairperson

Date: _____

Council Minutes

13th November 2014

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Michael Brennan
Stephen Brady
Thomas Keane
Shane Mooney
Michael Dineen

Apologies:

Glenna Woods
Valerie Small
David Maher
Tom Tinnelly
Cathal O'Donnell

Dr Hugh Doran
Dr Mick Molly
Prof Patrick Plunkett
Martin Dunne

In Attendance:

Barry O'Sullivan, Acting Director/Registrar
Beth Breslin, Council Secretariat
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members and thanked Vice Chair, Michael Dineen for chairing the October meeting. He went on to brief Council on the Minister for Health's visit. The Acting Director then gave a short overview of the presentation that was given to the Minister and agreed with the Chair's belief that it was a very positive visit.

1.1 Council Membership

The Chair acknowledged Robert Kidd's resignation letter and will notify the Department of same. The Chair advised that PHECC should now prepare to advertise the Director's vacancy unless DoH objects. The Chair also sought approval to appoint an interim Medical Advisor, Mark Doyle, until a new Director is appointed. The Acting Director stated that this appointment was a necessity in order to minimise corporate risk

Resolution:

Council approves the appointment of Mark Doyle as interim Medical Advisor to PHECC.

Proposed: Michael Dineen
Carried without dissent

Seconded: Stephen Brady

2. Minutes & Matters arising

2.1 Draft Minutes October

Resolution:

Council approves the Minutes of the meeting held on the 9th October 2014.

Proposed: Michael Brennan

Seconded: Stephen Brady

Carried without dissent

3. Governance

3.1 Operational Risk Registers 2014

The 2014 operational risk registers were considered. The Chair noted the improvement in format and presentation in relation to the previous risk registers. The Acting Director explained that the registers had been reformatted in order to enhance presentation and highlight the high risk items. He went on to review the eight high risk items listed in the registers. The Chair commended the 2014 operational risk registers to Council and suggested monitoring on a continuous basis.

Resolution:

Council approves the 2014 Operational Risk Register.

Proposed: Michael Dineen

Seconded: Thomas Keane

Carried without dissent

4. Strategic Plan

4.1 Draft Plan 2015 – 2017

The Draft Strategic Plan 2015 - 2017 contained in the Council papers was considered. The Acting Director referred to the last meeting where the Draft Strategic Plan was approved in principle. He identified the minor amendments to the document and sought approval for the plan to be adopted. The Chair thanked the Acting Director, all the PHECC staff and Council for all of their commitment in preparing the Strategic Plan.

Resolution:

Council approves the Strategic Plan 2015 – 2017.

Proposed: Shane Mooney

Seconded: Michael Dineen

Carried without dissent

5. Quality and Safety

5.1 Practitioner CPG Status

Correspondence sent to all licenced CPG Service Providers contained in Council papers was discussed. Following the last meeting of the Quality and Safety Committee, PHECC have requested a practitioner status update on the implementation of the 2012 CPGs from all licenced CPG Service Providers. In addition a query to establish the status for practitioners privileged to administer IN Fentanyl has also been requested. Shane Mooney suggested there should be an ongoing report on the 18 month anniversary of the publication of an edition of CPGs. He believes this is a serious issue and that PHECC needs to closely monitor CPG privileging compliance.

In response to a follow up query relating to PHECC's intent and responses vis a vis what if any sanctions would be introduced, the Chair clarified that this matter would be the subject of further discussion and consideration on completion of the survey.

6. Education and Standards

6.1 Council Rules for Recognition of Institutions

The Acting Director informed Council that at the last Education and Standards Committee meeting there were reservations regarding the sanctions associated with a Statutory Declaration. The committee felt it was heavy handed and wanted Council informed of same. The Acting Director reminded Council of the rationale for the Statutory Declaration and that PHECC took legal advice on this matter. Michael Dineen stated that as a practitioner he has to sign a declaration and did not understand why a Recognised Institution should be exempt. It was agreed that the Statutory Declaration strengthens PHECC's standing and it also protects PHECC (specifically in Fitness to Practice) and therefore should not be removed. Council notes the Education and Standards Committee's objection but it is their view that it is necessary for PHECC's protection and are founded in specific sound legal advice.

7. Register

7.1 Register Update

The report containing the names for the award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

8. Priority Dispatch Committee

8.1 Membership

The Acting Director sought approval to the current PDC membership to include a Coordinator from the National Transport Medicine Programme. He explained that the NTMP have a significant interest in priority dispatch and it is logical to include them in membership.

Shane Mooney asked if PDC should consider including operational staff on the committee and suggested that feedback about the software, forms, etc. to PDC is inadequate. He suggested that Stephen Brady bring this request to PDC.

Resolution:

Council approves the amendment of PDC Membership to include a Coordinator from the National Transport Medicine Programme.

Proposed: Shane Mooney
Carried without dissent

Seconded: Michael Dineen

9. CPC Update

9.1 Paramedic and Advance Paramedic Consult

Council was shown a beta/first cut consultation video for distribution to all Paramedics and Advanced Paramedics. The Acting Director gave a brief overview of the proposed CPC consultation stressing that the views of the profession were being sought through a feedback survey. This input is essential in order to ensure the relevance of the process being developed. A brief discussion followed and it was decided that the video needs to be shortened and that hyperlinks to samples of CPC in other jurisdictions should be considered.

10. NTMP

10.1 Status Update - The Acting Director informed Council that Dr John McAdoo has been appointed as the Interim National Clinical Lead while they look for a replacement for Dr Geoff King (RIP). At the steering committee PHECC was requested to maintain their support role to the NTMP.

11. Director's Report

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

After a brief discussion, it was agreed that Council will hold a "super meeting" of Council, all Council committees and working groups in February 2015. This will be an opportunity to launch the Strategic Plan and promote positive engagement and clarification of the roles of all PHECC partners. The Acting Director will prepare a draft programme for the next Council meeting.

11.2 Delegations to the Director

Decisions by Director were included for information. Council noted the decisions.

12. AOB

The Acting Director informed Council that Brian Power, former Chief Fire Officer of Dublin Fire Brigade, passed away. Brian (RIP) was our main contact with DFB for many years and will be missed.

The Acting Director spoke of three reports due out soon. One from HIQA is imminent and a National Capacity Report along with a review of ambulance services in Dublin City by the end of the year. He is hoping that the HIQA report will be ready for the December Council meeting. He also informed Council that John Cregan has taken over the NAS portfolio from Laverne McGuinness. And that this has no governance implications.

There being no other business the meeting concluded. It was agreed to meet 11th December 2014.

Signed: _____

Mr Tom Mooney
Chairperson

Date: _____

Council Minutes

9th October 2014

PHECC Offices Naas

Present:

Michael Dineen (Chair)
Michael Brennan
Stephen Brady
Martin Dunne
Shane Mooney
Dr Cathal O'Donnell
Prof Patrick Plunkett

Apologies:

Tom Mooney	Dr Hugh Doran
Valerie Small	Dr Mick Molly
David Maher	Barry O'Brien
Tom Tinnelly	Robert Kidd
Glenna Woods	Thomas Keane

In attendance:

Barry O'Sullivan, Acting Director/Registrar
Beth Breslin, Council Secretariat
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members.

2. Minutes & Matters arising

2.1 Draft Minutes September

Resolution:

Council approves the Minutes of the meeting held on the 11th September.

Proposed: Michael Brennan

Seconded: Shane Mooney

Carried without dissent

3. Governance

3.1 Risk Framework 2014

The 2014 Risk Framework contained in the Council papers was considered. The acting Director explained that this was a strategic or overarching document and that responsibility for assessment of risk had previously been devolved by Council to the Audit Committee. Accordingly the specific operational risks assessments will be included on the agenda of the next Council meeting for consideration.

Resolution:

Council approves the 2014 Risk Framework.

Proposed: Prof Patrick Plunkett

Seconded: Martin Dunne

Carried without dissent

4. Strategic Plan

4.1 Draft Plan 2015 – 2017

The Acting Director sought approval in principle for the Strategic Plan 2015 – 2017. He referred to previous presentations, meetings and discussions around the formulation and drafting of the strategy. Reference was also made to the draft implementation plan and Council's role in relation to this was discussed. The need to strengthen PHECC's powers in relation to Fitness to Practice as well as the need to protect the "Paramedic" title was also emphasised.

Resolution:

Council approves in principle the Strategic Plan 2015 – 2017 subject to the inclusion of actions relating to the strengthening of Fitness to Practice powers and the protection of the "Paramedic" title.

Proposed: Martin Dunne
Carried without dissent

Seconded: Stephen Brady

5. Education and Standards

5.1 Council Rules for Recognition of Institutions draft Version 6

The Acting Director reported that there were only minor changes after engagement with a client and legal advice. He referred to the document included in the council papers, specifically point 17c) which refers to Council making 'reasonable enquiries' with any body or persons and 17o) in the event that a renewal application is made that it is done in a timely manner. Pauline Dempsey agreed to revise and correct the sequential numbering of certain paragraphs.

5.2 Suggested Delegations

A letter from Eimear Burke (legal advisor) was included for consideration. The revised delegation was discussed. Ms Dempsey clarified that Council previously delegated powers to the Director to approve or refuse and withdraw approval from institutions in January and April 2013 and the request today was a revision to include 'suspend or attach conditions' as stated in legal advice.

Prof Patrick Plunkett felt it was vitally important to delegate the aforementioned powers to the Director and he also suggested adding the right to withhold approval for the non-payment of fees. A discussion followed and the Acting Director clarified that the RI's will always be able to avail of the appeals process and that Council will be informed as appropriate. Cathal O'Donnell asked about protection for the Director and the Chair confirmed that Council provides collective protection to the Director.

Resolution:

Council approve Council Rules for Recognition of Institutions Version 6 and delegates to the Director the authority;

- **to determine applications for recognition of training Institutions in accordance with the Council Rules for the Recognition of Institutions**
- **to approve and/or refuse and/or suspend and/or withdraw and/or attach conditions to the recognition of training institutions.**
- **to withhold approval for non-payment of fees as set out in Council Policy and schedule of fees.**

Proposed: Prof Patrick Plunkett
Carried without dissent

Seconded: Stephen Brady

5.3 Quality Review Framework – Consultation

The draft Quality Review Framework (QRF) for Recognised Institutions was included for information. Pauline Dempsey, spoke on this item and gave an overview of the framework. There was general support for this proposal and the upcoming Consultation Event with clients in November was noted. The composition of the external review panel was discussed and the costs of on-site reviews were considered essential to monitor compliance of institutions with Council Rules and also their achievements against quality standards.

6. Register

6.1 Register Update

The report containing the names for the award of the NQEMT along with a list of names for entering in the appropriate division on the Register was included and noted by Council.

7. Centre for Prehospital Research

7.1 CPR UL Interim Report

The report containing updates on various C.P.R. projects as well as a summary of the financial plan was included for information and noted by Council. Shane Mooney suggested that the Medical Advisory Committee's growing requirement for PHECC to review publications for current data and suggested the possibility of CPR UL filling this role next year.

8. Director's Report

The Director's report was referred to throughout the meeting. The Acting Director wanted to formally acknowledge the performance and professionalism demonstrated by all the PHECC Staff since the passing of Dr Geoff King (RIP). He also informed Council that CPC consultations have begun and will be completed by the end of the year. A proposal to commence CPC for Paramedics and Advanced Paramedics will be brought to Council for consideration early next year.

9. AOB

The Acting director informed council about a change of ownership in the building where PHECC offices are located. He sought approval to sign a new lease to replace the old lease with the same expiry date.

Resolution:

Council approves the signing of a new lease for PHECC offices.

Proposed: Cathal O'Donnell
Carried without dissent

Seconded: Shane Mooney

A discussion on the UK Paramedic Conference took place. Shane Mooney commented how it highlighted the need to broaden the role of Paramedic care in the community and the issue of Paramedic education. He thought these were two issues for Council to look at in greater detail and it was consistent with the Strategic

Plan for engagement with key stakeholders. Dr Cathal O'Donnell welcomed the debate and cautioned using the UK as the sole benchmark for pre-hospital emergency care standards.

After a brief discussion it was agreed that Council should consider holding a "super meeting" of Council, all Council committees and working groups perhaps in December 2014 or early in the New Year. This would be an opportunity to launch the Strategic Plan and promote positive engagement and clarification of the roles of all PHECC partners.

There being no other business the meeting concluded. It was agreed to meet 13th November 2014.

Signed: _____

Mr Tom Mooney
Chairperson

Date: _____

Council Minutes

11th September 2014

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Michael Brennan
Thomas Keane`
Shane Mooney
Glenna Woods

Apologies:

Barry O'Brien	Dr Hugh Doran
Stephen Brady	Dr Hugh Doran
David Maher	Prof Patrick Plunkett
Valerie Small	Dr Mick Molloy
Michael Dineen	Dr Cathal O'Donnell
Tom Tinnelly	Robert Kidd

In Attendance:

Barry O'Sullivan, Deputy Director/Registrar
Marian Spence, Council Secretariat
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

1.1 Death of the Director Dr Geoff King

The Chair welcomed members and acknowledged apologies. On behalf of himself, the members and staff he expressed sincere condolences on the recent death of Dr Geoff King (Director) to his wife Hannah and their children. Sadly a family lost a loving husband and father and the Pre Hospital Emergency Care Council lost a visionary Director.

The following tribute was include in the Director's Report.

Dr King (MBBS FRACGP FACTM DRACOG Dip Av Med FACRRM), was the first Director of the Pre Hospital Emergency Care Council, his death is a tragedy for his wife and young children and PHECC staff have lost a truly inspirational leader and colleague. Council have lost an extraordinary Director who exploited his unique skill set to transform pre-hospital emergency care in Ireland. The wider pre hospital emergency care community have lost a catalyst for change and a champion of patient care. His immense legacy is without equal.

Geoff's compass as Director was "If you always put the patient first when making a decision, you will never make the wrong decision".

1.2 Acting Director

The Chair requested approval to appoint Mr. Barry O' Sullivan to the position of Acting Director pending the appointment of a new Director.

Proposed: Shane Mooney
Carried without dissent

Seconded: Michael Brennan

2. Minutes & Matters arising

2.1 Status - response regarding the provision of the Emergency Ambulance Services in the Dublin Region.

Clarification was given that the D/Director response relating to the *“Review of the arrangements for the provision of the Emergency Ambulance Services in the Dublin Region”* was in reply to a direct request addressed to the Director and not to Council.

2.2 Draft Minutes July

Resolution:

Council approves the Minutes of the meeting held on the 10th July.

Proposed: Glenna Woods
Carried without dissent

Seconded: Michael Brennan

3. Governance

3.1 EU Directive – recognition of professional qualifications

Correspondence from the DOH regarding the EU directive 2013/55/EU on recognition of professional qualification was included for information purposes. The Acting Director spoke on this item and explained that Member States are required to implement the Directive by 18th January 2016 at the latest. . The main provisions of the Directive are the European Professional Card (EPC) and the alert mechanism and neither will affect pre-hospital practitioners in the first phase. New arrangements for English language competency testing are expected. Council noted the correspondence.

3.2 Strategic Plan 2015-2017

The draft Strategic Plan 2015-2017 compiled by Prospectus was discussed. The Acting Director gave a presentation on the plan which outlined the detail. A draft implementation plan is currently in development and will be brought back to the next meeting for consideration. Shane Mooney suggested that developing alliances is crucial to forward planning. The Chair reiterated that the focus of the patient being central at all times should direct the plan. He thanked members for their contribution and complemented the executive and Vincent Barton and his team in Prospectus for the excellent work to date. The Acting Director confirmed that a consultation tender regarding development of paramedic competency standards has already been published online.

4. Education & Standards

4.1 Driving Standards

A background document outlining the transition of the Driving Standards (Non-Emergency and Advanced) to the Road Safety Authority (RSA) was included. PHECC, through Pauline Dempsey were close partners of the Road Safety Authority (RSA) in developing the emergency driving standards for Ireland which are now housed under the Emergency Services Driving Standard (ESDS) unit in the RSA. The Acting Director suggested it is timely for Council to consider a proposal to phase out or revoke the current PHECC Driving Standards which have now been superseded. He suggested target date to implement an exit strategy as the second quarter of 2015 in order to facilitate adequate notice to the five RI's currently recognised by PHECC to implement driving standards. It was confirmed that engagement with these RI's commenced in June this year in order to provide notice of changes.

Resolution:

Council agreed to rescind the current Driving Standards – ‘Non-Emergency and ‘Advanced’ at the end of second quarter 2015.

Proposed: Thomas Keane
Carried without dissent

Seconded: Michael Brennan

4.2 OMI Fee waiver

A submission from Order of Malta Ireland (OMI) for Council to consider a request to a waiver of the recognised institution (RI) annual fee was included. Members considered the merits of the request. Following discussion it was agreed PHECC could not support waiving the applicable fee on the basis that it would be unfair as many other RIs (including the HSE) have charity status and OMI have acknowledged their involvement as an RI in commercial activities for monetary gain.

4.3 Health Research Board – Grants

Correspondence with the HRB, notifying changes to the research funding criteria which will accommodate applications by PHECC registered practitioners was included for information. The Acting Director acknowledged it was a welcomed breakthrough for the paramedic profession. As a result Paramedics and Advance Paramedics will now be eligible to apply for the HRB funding for PHD projects which reinforces the status of the profession on a par with other registered healthcare professions. Shane Mooney suggested registrants are informed of this noteworthy news. The Chair agreed and also acknowledged the merits of this development.

4.4 Ambulance Service Protocol

A copy of information on the Handover Protocol Project and associated funding approved at the meeting in September 2013 was included by way of a reminder. The Acting Director reported it is now operational and expenditure previously approved is duly being transferred.

5. Examinations

5.1 2013 Report NQEMT – examination stats

The report on the NQEMT examination statistics results which summarise activity for 2013 was included for information.

5.2 Draft Council Policy – candidate viewing and rechecks

A policy for viewing and rechecking of examination results was included for consideration. This is a housekeeping requirement dictated by the internal ISO quality management system. The rationale and detail of this policy was outlined to members by Jacqueline Egan.

Resolution:

Council approves the Policy for NQEMT Examination Viewing and Rechecks (POL020)

Proposed: Shane Mooney
Carried without dissent

Seconded: Glenna Woods

6. Register

6.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for the award of the NQEMT along with a list of names for entering in the appropriate division on the Register were tabled and noted by Council.

6.2 Unified Regulation – UK

A document issued by Mc Dowell Purcell, solicitors with respect to unified regulations and proposals in the UK was included to update members on FTP developments internationally. The Acting Director explained that this is not dissimilar from the current proposals under consideration by the Department of Health. The Bill seeks to introduce a common fitness to practise process across all the healthcare regulators. Members noted the contents.

6.3 Update Fitness to practice cases

The Registrar, Barry O' Sullivan reported that the Preliminary Proceedings Committee met for two FTP cases and the decision was there were no case to be heard for either. One further case is being progressed to a date later this month.

6.4 Purpose of FTP – Professional Standards Authority statement

A statement from the Professional Standards Authority in the UK on the actual purpose of FTP was included for information. The Acting Director explained that this document provides clearer guidelines on the justification and performance of FTP cases as well as defining its aims and purpose in positive terms. Members noted the contents.

7. Clinical Practice Guidelines

7.1 Field Guide App and CPGs

The Acting Director reported that the 2014 CPGs were published on the 31st July 2014 and are freely available on the PHECC website for printing. Arrangements are also in place with publishers to supply hard copies at a cost for those organisations who wish to avail of this option.

He confirmed the smartphone Field Guide App is also available at a reduced cost €1.79 which is the closest price band available from the Apple I-store. Council and Committee members will be gifted this App. It will not be available in hardcopy format but can again be printed for a cost directed to the printer. He congratulated all staff involved with these items in particular Brian Power, Programme Development Officer, Deirdre Borland, Beth Breslin and John Lally. The Chair endorsed this congratulatory view.

Details on activity on the PHECC social media Facebook forum from worldwide users were included which highlight the large volume of interest that both the CPGs and Field Guide have attracted. Overall there was an overwhelming positive response. It was also noted that the BSc. in Paramedic Studies announced by University of Limerick also attracted an extremely high level of interest.

8. Director's Report

8.1 Delegations to Director

A document included in the papers outlines recent delegated decisions by the Director. Members noted this item. Other matters contained in the report were referred to throughout the meeting.

8.2 PHECC Voice

The summer edition of the PHECC Voice was included for information.

8.3 DOH – Acute Hospitals Policy

An extract from the DOH website which highlights PHECC is now listed under the Acute Hospitals Policy (Unit 3) which states 'supporting PHECC in meeting its statutory obligations' was included for information.

11. AOB

11.1 Irish Red Cross (IRC) – Funding request

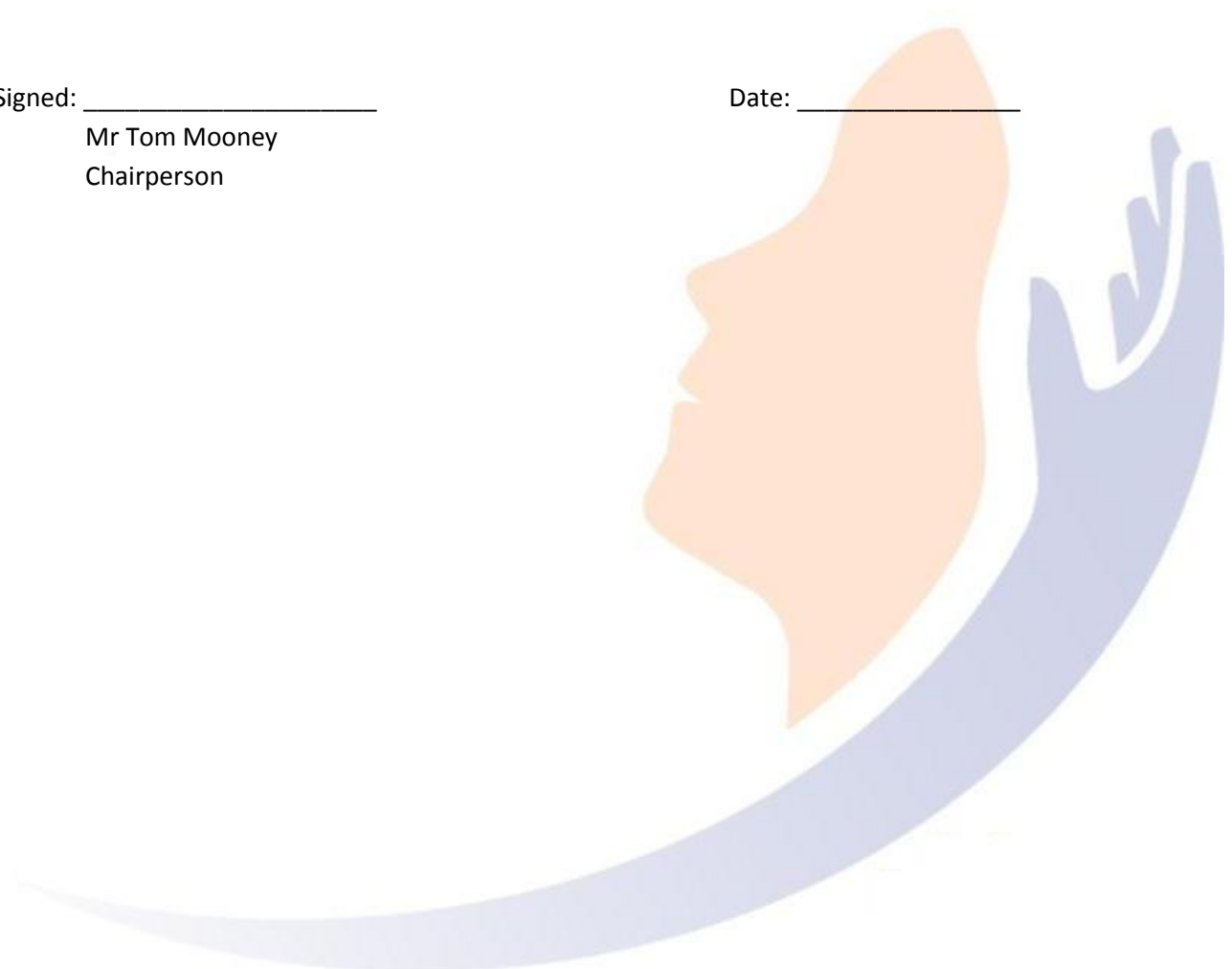
The Acting Director tabled an e-mail request from the Manager in Irish Red Cross requesting funding for an IRC/Red Crescent European Network of Psychological Support (ENPS) event in October. Michael Brennan questioned whether AOB was the correct time in the meeting to bring up this matter. The Acting Director acknowledged it had been erroneously omitted as an agenda item. However following consideration Council reasoned that financial support for this event was not appropriate, in any case, as the event was restricted and lacked cross sectional involvement.

There being no other business the meeting concluded. The next meeting will take place on the 9th October in the PHECC offices.

Signed: _____

Mr Tom Mooney
Chairperson

Date: _____



Council Minutes

10th July 2014

PHECC Offices Naas

Present:

Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Martin Dunne
Thomas Keane
Dr Mick Molloy
Shane Mooney
Dr Cathal O Donnell
Prof Patrick Plunkett
Tom Tinnelly
Glenna Woods

Apologies:

Barry O'Brien
David Maher
Valerie Small
Dr Hugh Doran

In Attendance:

Barry O'Sullivan, Deputy Director/Registrar
Marian Spence, Council Secretariat
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Chair welcomed members and acknowledged apologies. He reported that the Director was continuing his medical treatment and will continue to avail of sick leave as appropriate.

2. Minutes & Matters arising

2.1 Draft Minutes May

Amendments to the minutes regarding item 9.2 PCR-NAS Re-Design were agreed for alteration.

Resolution:

Council approves the Minutes of the meeting held on the 16th May subject to agreed amendments to item 9.2.

Proposed: Mick Molloy
Carried without dissent

Seconded: Michael Dineen

3. Governance

3.1 Draft Annual Report 2013

The draft 2013 Annual Report was included for consideration. The Chair informed members that individual council expenses will also be included in the final report and duplication noted in the draft will be corrected.

Resolution:

Council approves the 2013 Annual Report subject to inclusion of individual Council member(s) expenses.

Proposed: Shane Mooney
Carried without dissent

Seconded: Mick Molloy

3.2 Update Strategic Plan 2015-2018

A summary working document on the Strategic Plan 2015-2018 compiled by Prospectus was included for information. The Chair spoke on this item and sought agreement on overall direction at this stage. It is expected the next draft will be available for the September meeting. He advised that Prospectus would be available to accommodate any additional views from members who were unable to attend the meeting in May.

3.3 Medical Advisory Committee (MAC) - revised terms of reference

A revised terms of reference for the MAC was included. This Chair of MAC at the May meeting indicated concern regarding the robustness of the role and scope of MAC in the development of Clinical Practice Guidelines (CPGs). At a subsequent MAC meeting revised terms of reference were agreed for Council's consideration. The Chair, Dr Mick Molloy explained the rationale for each revision which includes provision to provide Council with internationally benchmarked evidence based CPGs and utilise expert advice/consensus groups when it is necessary.

Resolution:

Council approves the revised terms of reference of the Medical Advisory Committee

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Michael Brennan

4. Finances

4.1 Revised schedule of fees

A revised schedule of fees was included for consideration. The changes were introduced to make provision for; additional approved courses, an amendment to the viewing/recheck fee for NQEMT examinations, annual CPG application/renewal fees and charging for the Field Guide and Field Guide App. The CPG manuals are now available free on the PHECC website and are no longer being printed. After some discussion it was agreed to charge €10 for a hard copy of the Field Guide 2014 which would be made available free on the web. In addition Council decided that a smart phone Field Guide 2014 app, incorporating the CPGs will be made available to download at a cost of €1.99.

Resolution:

Council approves the revised schedule of fees including costs for the Field Guide 2014 (hard copy) @ €10 and Field Guide 2014 App @ €1.99.

Proposed: Stephen Brady
Carried without dissent

Seconded: Glenna Woods

4.2 Draft Minutes Audit Committee meeting

This item was deferred from the May meeting. The draft minutes were included for information of Council. Members noted this item.

4.3 C&AG Certification 2012 accounts

The C&AG 2012 certification as well as a list of the queried items with PHECC feedback explanations for each in addition to the job description for the Medical Advisor's role were included for information. The Deputy Director reported on each item. Member(s) comments were invited by the Chair. A short discussion ensued and it was agreed that adequate explanations were provided on all matters listed.

4.4 Draft financial statements 2013

The 2013 financial statements were included. The Deputy Director reported on the detail and the draft was approved subject to no material changes by the C&AG and inclusion of the individual member(s) expenses.

Resolution:

Council approves the 2013 financial statements subject to no material changes by C&AG and inclusion of individual Council member(s) expenses.

Proposed: Mick Molloy
Carried without dissent

Seconded: Patrick Plunkett

4.5 Addendum to business plan 2014

The 2014 addendum to the business plan and details showing priorities and deliverables required by the DOH was included for information. The Deputy Director reported that monies from the budget have been assigned to fund the priorities and deliverables going forward.

Resolution:

Council approves the addendum to the 2014 business plan.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

5. Education & Standards

5.1 Paramedic Course educational qualifications

This item was brought forward from previous meeting. Correspondence from DFB/RCSI which clarified their position on equivalence and compliance with the existing requirements was included. The Deputy Director clarified the current standard as approved by Council and indicated that NAS/UCD had previously committed to same. He also explained the methodology to resolve any problems associated with the current NAS paramedic panel. Any communication deficiencies arising from the application of the standard will be addressed through a rigorous assessment of the NASC/UCD reaccreditation application to be a recognised institution at paramedic level.

5.2 Revised Council policy for NQEMT

Jacqueline Egan, Programme Development Officer spoke on this item. She explained the changes were intended to improve the process around viewing and rechecks at EMT and Paramedic level. These amendments will facilitate a more affable and efficient interface between PHECC and candidates and negate the immediate requirement for convening the appeals panel.

Resolution:

Council approves the revised NQEMT policy.

Proposed: Stephen Brady
Carried without dissent

Seconded: Glenna Woods

5.3 Correspondence re proposal for Paramedic BSc.

Correspondence from the DOH on a proposal from UCD on the commencement of a BSc in emergency medical science as well as a PHECC response were included for information.

A letter from University of Limerick announcing the commencement of a Bachelor of Paramedic Studies (practitioner entry) which will begin early next year was tabled. This development was welcomed and noted by Members.

5.4 Revised Council rules for recognised institutions

Revised Council rules (V5) for recognised institutions were included for consideration. The Deputy Director spoke on this item. He explained that in the absence of responder specific legislation and following legal advice a requirement for more robust rules became evident. The revised Council rules make provision for a statutory declaration, additional policies e.g. complaints and appeals as well as a quality assurance and evidence of internal QA systems including a named internal verifier to systematically organise and monitor the quality of PHECC courses leading to award of NQEMT and responder level certificates. Provision is also included for the conduct of site inspections by a Panel on behalf of Council and publication of the inspection reports.

He emphasised the need following legal advice to make provision for (i) Recognised Institutions to make a Statutory Declaration, (ii) to recognise institutions providing education and training to persons pursuing the award of the NQEMT and other PHECC responder level certificates, (iii) to move rules relating to courses into the respective education and training standard as 'course approval criteria', and (iv) that provision for Garda Vetting is accommodated in the rules. Members agreed to approve the proposed revised rules including (i to iv) after consideration of legal advice.

Resolution:

Council approves Council Rules (V5) for recognised institutions with immediate effect.

Proposed: Tom Tinnelly
Carried without dissent

Seconded: Stephen Brady

6. Register

6.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for entering on the Register, in the appropriate division, was included and noted by Council. The Registrar provided an update on the new on-line registration process for Paramedics. He reported the process will begin for Advanced Paramedics shortly.

6.2 Update Fitness to Practice

On the two FTP cases cited at the last meeting, the Registrar reported one case has been deferred until September and the other has been redirected based on legal advice. Two additional cases have since been received and nominations to chair preliminary proceedings committee meetings were sought. Dr Mick Molloy agreed to chair.

Mick Molloy enquired on the status of a related matter he raised at the last meeting regarding how fluidity on the Register is managed for example moving from Advanced Paramedic to Paramedic. The Registrar agreed this will be addressed at a later stage and may require a council policy on the matter.

6.3 Paramedic impersonation

The Deputy Director reported that correspondence from an individual purporting to be a Paramedic which came to the attention of PHECC has been reported to the Gardaí.

7. Quality & Safety

7.1 Crewing of ICVs

This item was addressed at a previous meeting and a response was awaited on the matter from the Director of NAS. The response from the Director assured Council that the Inter Facility Standard is complied with at all times by the NAS. The minimum clinical crewing level on the Inter Facility Patient Transfer Standard is two EMTs.

8. Review of the arrangement for emergency ambulance services – Dublin region

Correspondence to the Director regarding the *“Review of the arrangements for the provision of the Emergency Ambulance Services in the Dublin Region”* and the corresponding response from the D/Director were included for information. Mr Shane Mooney stressed his dissatisfaction with including the private ambulance service capacity or resources in a review. Dr Cathal O’Donnell stated he considered the term *“trophy issue”* to be intemperate.

9. Clinical Practice Guidelines

9.1 CPG status update

This item was requested at a previous meeting when Council sought assurances regarding the numbers of CPG and authorised medications for each level. Brian Power Programme Development Officer with responsibility for this area spoke on this item. He reported that the numbers of CPGs and the numbers of medications for each level were on par with other jurisdictions and a report on this information is contained in the document 9.2 Revised EMS priority dispatch standard

Brian Power, Programme Development Officer also reported on the revisions on the EMS priority dispatch standard which was updated by the Priority Dispatch Committee. Following a brief discussion there was agreement to approve the revised standard.

Brian Power further outlined the latest version of the Dispatch Cross Reference (DCR) table which contains over 1,700 codes which link to the priority dispatch system. He requested that Council approve the updated version and that authority to approve future versions be delegated to the Director.

Resolutions

- (a) Council approves the revised EMS Priority Dispatch Standard and the updated DCR table.**
- (b) Council approved the delegation of authority to approve future versions of the DCR table to the Director.**

Proposed: Michael Dineen
Carried without dissent

Seconded: Mick Molloy

9.3 Update Information Seminars

A verbal report was given by the Deputy Director on recent health information seminars including clinical audit workshops which took place in Athlone. The agenda was available in the papers. He reported that both days were well attended and feedback was very positive. He informed the meeting of a 2-day conference at the College of Paramedic in the UK which will be held in October and he invited members to express interest if they wish to attend.

10. Director's Report

10.1 Delegations to Director

A document included in the papers outlines recent delegated decisions by the Director. Members noted this item. Other matters contained in the report were referred to throughout the meeting.

11. AOB

11.1 Update SI – No 300/2014 – Medical Products (Prescriptions and Control of Supply) (Amendments) Regulations 2014

This item was tabled for information. The implications are that current interim directives will no longer be applicable as the medications involved are included in the new 7th Schedule. It will also future proof CPG development for medications required going forward.

There being no other business the meeting concluded. It was agreed no meeting will take place in August, the next meeting will take place on the 11th September in the PHECC offices.

Signed: _____

Mr Tom Mooney
Chairperson

Date: _____

Council Minutes

16th May 2014

Malton Hotel, Killarney, Co. Kerry

Present:

Tom Mooney (Chair)
Michael Dineen
Dr Hugh Doran
Dr Mick Molloy
Shane Mooney
Dr Cathal O'Donnell
Dr Patrick Plunkett
Valerie Small
Glenna Woods

Apologies:

Stephen Brady
Michael Brennan
Thomas Keane
Martin Dunne
Robert Kidd
Barry O'Brien
David Maher
Tom Tinnelly

In Attendance:

Barry O'Sullivan, Deputy Director/Registrar
Marian Spence, Council Secretariat

1. Chair's Business

The Chair welcomed members and acknowledged apologies. He thanked the vice chair Michael Dineen for chairing the last meeting in his absence.

2. Minutes & Matters arising

2.1 Draft Minutes March

Resolution:

Council approves the Minutes of the meeting held on the 13th March.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Mick Molloy

2.2. Matters arising

2.2.1 AP Placements clarification

As previously requested by a member, a breakdown of costs for hospital placements for 2013 for the AP Programme was included for information.

3. Governance

3.1 Logo Policy

A revised logo usage policy was included for consideration. The Deputy Director reported that the revisions address the specific variations for usage for recognised institutions providing training and for licenced service providers authorised to implement clinical practice guidelines (CPGs) as well as other conditional permissions.

Resolution:

Council approves the PHECC Logo Usage Policy.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

3.2 Draft Minutes Audit Committee meeting

This item was deferred to the next meeting.

4. Quality & Safety

4.1 & 4.2 NAS crewing of Intermediate Care Vehicles (ICVs) & PHECCs' response

This matter was discussed at the March Quality & Safety Committee meeting. The papers contained correspondence regarding the authorisation by NAS of non-clinical staff in crewing of ICVs and assisting in the delivery of patient care and the regularisation by NAS control of tasking staff who have no training or qualifications to assist in delivering patient care. In the correspondence NAS were requested to cease this practice immediately as it was unsound, flawed and contrary to Council policy. The response from the NAS citing contractual obligations and the minimisation of potential risk was tabled.

The Deputy Director highlighted that planned closure of a control centre was not a justification for change of a Council policy or lowering of a standard and proposed that the matter be escalated to a higher level. Dr Cathal O' Donnell explained the current two tiered service which exists. He outlined how the NAS intends to manage the controller legacy situation going forward and explained the implications on funding and staffing for the NAS which dictated or limited their options to address the matter. The Deputy Director acknowledged the administrative issue but stated that PHECC's concern is that the memo is a highly retrograde step, without foundation and clinically unacceptable. Dr Cathal O' Donnell requested that the Director of NAS be afforded an opportunity to respond on this matter. In conclusion the Chair directed that prior to any escalation, a response within a specific time frame, which may resolve the issue be requested from the NAS Director.

5. Education & Standards

5.1 New Courses: First Aid Response (FAR)

The new First Aid Response (FAR) course as recommended by the Education & Standards Committee was included for consideration. The Deputy Director explained this course will address a separation from the Occupational First Aid standard which was weighted in favour of the commercial/industrial environment. The new FAR course will have a wide impact in the public and responder area.

There was lengthy discussion on this item. Some questions and concerns were raised regarding the duration, student ratio, and the target group at which it was aimed. Other factors such as the eventual cost due to the duration of the course. It was suggested the word basic should be omitted as the course is aimed at a higher level. It was highlighted that this standard was a combination of first aid and CFR and may not be suitable for all audiences. Patrick Plunkett suggested that the Education & Standards Committee might consider the option for voluntary organisations to submit their First Aid courses with a view to PHECC approval and co-branding. Following the discussion there was general agreement to approve the FAR course subject to some wording amendments.

Resolution:

Council approves the First Aid Response (FAR) Course subject to agreed amendments.

Proposed: Mick Molloy
Carried without dissent

Seconded: Michael Dineen

5.2 EFR Basic Tactical Emergency Care (EFR-BTEC) course

The new Emergency First Response Basic Tactical Emergency Care course as recommended by the Education & Standards committee was included for consideration. The Deputy Director explained the person certified

The Deputy Director reported that two new fitness to practice cases had been received. He sought nominations from Council for the position(s) as chairperson for fitness to practice committee meetings due to take place in July. Dr Patrick Plunkett agreed to chair the meetings for both cases.

7. Clinical Practice Guidelines

7.1 Updated CPGs

An explanatory note was included as part of the CPG suite for consideration. This confirmed some anomalies identified which required some CPGs to be amended. A discussion ensued. Under direction of Dr Mick Molloy, the Chair of the MAC, members scrutinised each of the CPG's presented. It was decided that 4 would be redirected to the MAC for further consideration. Patrick Plunkett expressed his concerns as a practicing Physician with the high number of CPGs in circulation. Dr Cathal O' Donnell expressed apprehension regarding how the selection process for the requirement of a new CPG(s) was identified. Following a wide discussion the Chair of the Medical Advisory Committee (MAC) suggested a root and branch approach will need to be conducted in this regard. In conclusion it was agreed that this would be an agenda item for discussion at the next Council meeting.

Resolutions:

(a) Council approves the following 9 CPGs as recommended by the Medical Advisory Committee.

- **Abnormal work of Breathing - Adult - FAR/EFR/OFA**
- **Abnormal work of Breathing - Paediatric - FAR/EFR/OFA**
- **Harness induced suspension trauma - AP/P & EMT**
- **Harness induced suspension trauma - FAR & EFR**
- **Heat related emergency - FAR & EFR**
- **Hypothermia - FAR & EFR**
- **Inadequate Ventilations – Adult - AP/P & EMT**
- **Asthma – Adult - AP/P & EMT**
- **Asthma – Paediatric – AP/P & EMT**

(b) Council recommends the following 4 CPGs are redirected to the Medical Advisory Committee for further consideration:

- **Submersion Incident – EFR**
- **Altered Level of Consciousness - P & AP**
- **Altered Level of Consciousness – EMT**
- **CPG – Postpartum Haemorrhage – P & AP**

Proposed: Valerie Small
Carried without dissent

Seconded: Shane Mooney

8. Director's Report

8.1 Delegations to Director

Documents were included in the papers and an additional amended document was tabled which outlined delegated decisions by the Director. Members noted this item.

The Deputy Director spoke on other items contained in the report. He highlighted that the Road Traffic Act 2014 now provides a definition of an 'ambulance service' for the purposes of availing of exemptions (under Section 87 of 2010), as those approved by Council and known as a "licenced CPG provider" as per Council's Rules (POL003- V4). An exit strategy for the management of the present PHECC Driving standard will need to be decided. A copy of the new RSA Emergency Services Driving Standard information booklet was circulated.

in EFR-BTEC will possess additional knowledge and skill set in assessment of emergency care patients in hostile or austere environments.

Resolution:

Council approves the EFR Basic Tactical Emergency Care (EFR-BTEC) course.

Proposed: Mick Molloy
Carried without dissent

Seconded: Michael Dineen

5.3 Paramedic course educational qualifications

Correspondence regarding the paramedic entry criteria was included for consideration. This item was brought forward from the last meeting due to the absence of the Director of the NAS. Barry O’Sullivan suggested that this item be deferred again as the head of Education and Competence Assurance in the NAS had indicated that a response from an NAS Council member would be forth coming. He outlined the background on this matter. The establishment of paramedic course entry criteria was considered by the Accreditation Committee three years ago, and was subsequently approved by Council and set out in current Council Rules (RUL006). [Meetings dates 22/2/2011 and 31/3/2011]. Correspondence from NASC confirmed familiarity with the revised criteria and also a declaration of compliance. The subject became problematic when the validity and legitimacy of the criteria was queried by the NASC representative on the Education and Standards Committee.

In response to a member’s query on how the issue was being addressed by DFB/RCSI it was confirmed that a response on the matter was awaited, although DFB/RCSI have not graduated any paramedics since the introduction of the current Education and Training Standard. A new Paramedic course commenced in January this year and have yet to graduate.

5.4 CFR certification correspondences to NAS and DFB

PHECC correspondence concerning the CFR Advanced certification and the responses from both NAS and DFB were included in the papers. DFB have provided assurance that processes will be modified to ensure compliance by the 31st May 2014. Dr Cathal O’ Donnell spoke on behalf of the NAS and explained that this matter was discussed at the NAS management meeting. He outlined that the current NAS CFR processes far exceeded the CFR Advanced certification. The Deputy Director confirmed that CFR certification was mandatory every two years for all responders and practitioners.

Resolution:

Council approves the mandatory awarding of CFR Advanced Certificates (co-branded Service/RI and PHECC) for all practitioners in the statutory services (NAS and DFB) with effect from 31 May 2014.

Proposed: Valerie Small
Carried without dissent

Seconded: Glenna Woods

6. Register

6.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for entering on the Register, in the appropriate division, was included and noted by Council.

6.2 Fitness to Practice

He reported that electronic re-registration of Practitioners has commenced and matters are at an advanced stage for the re-registration of all paramedics on the 31st of May this year. He complemented the work of all the registration staff for the smooth transition. Shane Mooney enquired regarding the implications of not registering in a timely fashion. He was informed that it would not be legal for individuals who failed to re-register to comply with the Medicinal Products Act and administer any medications.

Members were informed that both a Health Information and Clinical Audit Seminar and Workshop which will take place over 2 days in June. PHECC is currently exploring electronic patient data collection options with a view to carrying a trial later this year.

9. AOB

9.1 Letter from Registrant

Correspondence from an Advanced Paramedic wishing to step down to Paramedic level for a period of 6 months was included for consideration. Members discussed the implications for granting this request. Dr Cathal O' Donnell as Medical Director of the NAS reported that mentoring and support offers had been made to the individual concerned. However he has not been informed by the individual of the specific reasons for this transition. Some of the discussion highlighted the requirement for review of registration processes to capture mobility on the Registrar. It was decided this would be explored as a broader item in the future. The Chair concluded this case does not come under PHECC's remit and recommended the individual should engage with the employer for support with issues involved.

9.2 PCR – NAS Re-design

This matter was carried over from the last meeting. Dr Cathal O' Donnell confirmed that the proposal is an interim solution to meet requirement for clinical audit. A re-design of the PCR was proposed to facilitate the inclusion of optical character recognition (OCR) boxes and combine the processes of scanning with the extraction of the data via OCR which will allow clinical reporting to commence. This is proposed as an interim solution to the implementation of the ePCR option. A draft copy of a re-designed PCR was circulated. David Willis, Quality & Risk Manager with the NAS joined the meeting and gave a presentation which explained the detail of the new design. A discussion ensued and questions were raised regarding the differences between it and the existing PCR. Concerns were expressed regarding the (i) format (ii) usability and (iii) implications on data collection in this regard. The Deputy Director expressed concerns that the draft PCR presented may not be fit for purpose. He recommended the PHECC logo be removed from the trial PCR. Patrick Plunkett suggested it could be trialled without the PHECC logo. Dr Cathal O' Donnell registered his disappointment at the failure to secure complete partnership agreement as it had been a lengthy process to date. It was noted the PCR would be trialled on a limited basis with outcomes being made available to Council. Michael Dineen expressed concern at the tension between the NAS and PHECC as the regulator. The Chair confirmed PHECC's support for the NAS position with regard to meeting requirement but cannot endorse the new PCR design.

There being no other business the meeting concluded. It was agreed no meeting will take place in June and the next meeting will take place on the 10th July in the PHECC offices.

Signed: _____
Mr Tom Mooney
Chairperson

Date: _____

Council Minutes
13th March 2014
PHECC Offices, Naas, Co. Kildare

Present:

Michael Dineen (Vice-Chair)
Stephen Brady
Hugh Doran
Thomas Keane
Michael Brennan
Shane Mooney
Mick Molloy
Patrick Plunkett
Valerie Small
Glenna Woods

Apologies:

Martin Dunne
Robert Kidd
David Maher
Barry O' Brien
Tom Mooney (Chair)
Cathal O' Donnell
Tom Tinnelly

In Attendance:

Barry O' Sullivan, Deputy Director/Registrar
Marian Spence, Council Secretariat
Jacqueline Egan, Programme Development Officer
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer

1. Chair's Business

The meeting was chaired by Vice Chair, Michael Dineen. He acknowledged apologies for the Chair and other members. On behalf of Council he expressed condolences to the wife and family of David Fitzgerald a registered Paramedic on the sad news of his accidental death this morning. It was agreed letters of condolence be sent to his family and work colleagues.

Resolution

Council approves letters of condolence be sent on the accidental death of David Fitzgerald (RIP).

Proposed: Glenna Woods
Carried without dissent

Seconded: Mick Molloy

2. Minutes & Matters arising

2.1 Draft Minutes February

The draft minutes were considered with amendment agreed on item 8.1 First Aid Response Standard; remove reference to OFA and HSA as they have yet to be informed and remove mention of the Education and Standards Committee.

Resolution:

Council approves the Minutes of the meeting held on the 13th February subject to the agreed amendments.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Mick Molloy

2.2. Matters arising

2.2.1 AP training clarification

The Chair confirmed that PHECC were awaiting clarification on the requested information.

2.2.2 Events Standards

Mick Molloy enquired about an update on this item which was mentioned at the last meeting and the current status the Draft Events Standard. It was agreed that this matter should be included for more detailed discussion at the forthcoming strategic planning workshop.

3. Governance

3.1 Legal Opinion

A legal opinion on future amendments to the Establishment Orders confirmed that primary legislation is required. Council noted the correspondence and agreed this matter be addressed again at the strategic planning workshop.

4. Finance

4.1 Letter of Engagement C&AG

Correspondence from the C&AG in relation to 2013 financial statements was included for information. The Deputy Director advised that in response, PHECC had requested clarification on the 60% increase in audit fees, a reciprocal arrangement regarding responses, a meeting prior to commencement between the Senior Auditor and the Chair of the Audit Committee, clarification on documentation templates and a query register to be established and maintained.

Patrick Plunkett expressed concern about the 'allegations' referred to in item 4 on Disclosure of Certain Matters and the reporting lines on such matters vis a vis standards of proof and fair procedures. It was agreed to include this item on the agenda of the above proposed meeting.

4.2 Audit Committee Annual report 2013

The Audit Committee Annual Report for 2013 was included. The Deputy Director spoke on this item. He explained that generally 3 meetings took place annually however only 2 meetings took place in 2013 due to the hiatus in Council membership. Members noted this item particularly the statement on the effectiveness of the internal financial controls.

4.3 Minutes of the Audit Committee meeting 4 March 2014

The Minutes of the Audit Committee 4 March were included for information and the Members noted this item.

4.4 Schedule of Fees

A revised Schedule of Fees was included for consideration. The main changes were in relation to the €10 annual fee for registrants to accommodate the online re-registration annually. The Registrar explained the online re-registration would allow greater resource efficiencies. Members discussed the pros and cons of the change.

Resolution:**Council approves the revised Schedule of Fees.**

Proposed: Valerie Small
Carried without dissent

Seconded: Stephen Brennan

5. Education & Standards**5.1 Recognition of professional qualifications – Annual Report 2013**

The Annual Report 2013 for recognition of professional qualifications was included for information of Council. Pauline Dempsey, Programme Development Officer outlined the detail in the report. She reported the Education & Standards Committee had viewed the document. She highlighted the excellent work carried out by the qualifications assessors panel (QAP) in assessing and making a recommendation on individual applications.

5.2 Recognition of Institutions and approved courses – Annual report 2013

The Annual report 2013 was included for information of Council. Pauline Dempsey, Programme Development Office spoke on this item. She highlighted the positive increase in numbers of CFR Community certificates and the low number of certificates issued for CFR Advanced. She also updated members on the Quality Evaluation Reports (QERs) returned annually by Recognised institutions. QER evaluation is currently carried out by Ms Dempsey, however under proposed Council Rules external quality review including site visits will be carried out by a 'panel of external reviewers'. The Deputy Director highlighted that under outsourcing arrangements the panel of experts proposed would be a worthwhile initiative.

Regarding the issue of CFR A certificates, Council were advised that a different standard was being applied to the statutory service providers in comparison with all other service providers. This existence of this conundrum was confirmed on the completion of the inspection of the licenced CPG service providers. The rationale for such inconsistency is contrary to good governance and exposes PHECC to the risk and perception of regulating to a double standard. The Deputy Director also confirmed that for registration and re-registration purposes, including CPC portfolio management by registrants, certification of CFR status is a necessity for all practitioners. Ms Dempsey confirmed that the issue of CFR certificates is a mandatory requirement under current rules for recognised institutions.

Stephen Brady suggested that both NAS and DFB be engaged and their responses brought back to the next meeting. Mick Molloy suggested the PHECC correspondence should highlight responsibilities as a recognised institution and CPG service provider to their own staff. There was general agreement on this course of action.

5.3 Paramedic course educational qualifications

Copies of correspondences in relation the entry criteria for paramedic training in NAS UCD was included. A response letter from NAS UCD was tabled. The Deputy Director spoke on this item and highlighted inconsistencies with NASC UCD partnership arrangements because NASC UCD's recognition of prior learning policy requires 6 leaving certificate subjects and a UCD representative agreed they were not fully compliant with the entry requirement.

It was agreed that HSE NAS employees and new entrant panel members through no fault of their own may be involved. The Deputy Director stated he would engage directly with HR recruitment in HSE to explore the matter further.

Shane Mooney sought clarification on DFB's position. Council agreed to defer consideration on this matter to the next meeting.

6. Register

6.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for entering on the Register, in the appropriate division, was included and noted by Council.

6.2 Registration Policy Revision

The draft re-registration policy (Paramedic) was included for consideration. This item was referred to earlier in the meeting. The policy revision outlines the changes required to facilitate the single re-registration date of the 31st May each year. A discussion ensued and some minor wording amendments were suggested and agreed.

Resolution:

Council approves the revised Re-Registration Policy subject to agreed amendments.

Proposed: Mick Molloy

Seconded: Valerie Small

Carried without dissent

6.3 Online re-registration

A document outlining the process routes for on-line registration was included for information. The Deputy Director reported this went live the previous Friday and it was supported positively. Members noted this item.

7. Clinical Practice Guidelines

7.1 Updated CPGs

Updated Clinical Practice Guidelines were included in the papers. Brian Power, Programme Development Office spoke on this item.

Resolutions:

Council approves the following 4 CPGs as recommended by the Medical Advisory Committee.

- **Advanced Airway Management – Adult – P and AP**
- **Advanced Airway Management – Paediatric (≥8 years) – P**
- **Advanced Airway Management – Paediatric (≤15 years) – AP**
- **Inadequate Ventilations – Paediatric (≤15 years) – EMT, P and AP**

Proposed: Valerie Small

Seconded: Shane Mooney

Carried without dissent

7.2 Medication Formulary 2014

The Medication Formulary 2014 as recommended by the Medical Advisory Committee (MAC) was included for consideration. Brian Power, briefed Council on the primacy of the CPGs for both Practitioners and Responders and that the medication formulary was a reference document. He sought Council's approval subject to synchronisation of the medication formulary with the associated CPGs.

Resolution:

Council approves the Medication Formulary 2014 as recommended by the Medical Advisory Committee while giving the executive the authority to ensure it reflects the CPGs as the primary source.

Proposed: Hugh Doran

Seconded: Shane Mooney

Carried without dissent

7.3 Clinical Care Principles

The clinical care principles document as recommended by the MAC was included for consideration. Brian Power explained these were the care principles that underpinned all CPGs for both practitioners and responders.

Resolution:

Council approves the clinical care principles for both practitioners and responders as recommended by the Medical Advisory Committee.

Proposed: Valerie Small

Seconded: Shane Mooney

Carried without dissent

7.4 Defibrillation Position Paper

The defibrillation position paper as recommended by the Medical Advisory Committee was included for consideration. Pat Plunkett requested that the reference to health care professionals on page 1 be removed.

Resolution:

Council approves the Defibrillation position paper as recommended by the Medical Advisory Committee with the reference to health care professionals removed.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

8. Director's Report

The Director's report was referred to throughout the meeting. The Deputy Director highlighted two important recent events that were supported by Council. The Response Conference was well attended and will provide the conduit for networking opportunities and learning for responders nationwide. The CISM stress awareness launch in HSE Ballinasloe took place recently and was well received. He explained this is initially for the statutory services however PHECC will launch for all responders nationwide later in the year. He confirmed videos will be available on the PHECC website for both events.

8.1 Delegations to Director

Documents were included in the papers which outlined delegated decisions by Director. Members noted this item.

9. AOB

9.1 Media Matters

The Deputy Director briefed Council on a recent interview he conducted for a Prime Time programme on the ambulance service which is due to air on the 18th March and also on an Irish Time article related to ambulance service inspections.

9.2 FOI Request

The Deputy Director also briefed Council on a recent FOI request for reports on the inspections of ambulance services. He reported to date they have not been published and outlined the rationale for this decision by the Director.

9.3 Strategic Planning Workshop

The Deputy Director outlined the proposed details for the forthcoming strategic planning workshop in May. He confirmed PHECC will engage an outside Facilitator to assist and expedite in sessions.

There being no other business the meeting concluded. It was agreed no meeting will take place in April and the May meeting will be held in the Malton Hotel in Killarney.

Signed: _____

Mr Michael Dineen
Vice-Chairman

Date: _____

Council Minutes
13th February 2014
PHECC Offices, Naas, Co. Kildare

Present:	Tom Mooney (Chair)	Apologies:	Michael Brennan
	Stephen Brady		Hugh Doran
	Michael Dineen		Robert Kidd
	Martin Dunne		David Maher
	Thomas Keane		Barry O' Brien
	Shane Mooney		Tom Tinnelly
	Mick Molloy		
	Cathal O' Donnell		
	Patrick Plunkett		
	Valerie Small		
	Glenna Woods		

In Attendance: Geoff King, Director
Barry O' Sullivan, Deputy Director/Registrar
Jacqueline Egan, Programme Development Officer
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer
Marian Spence, Council Secretariat

1. Chair's Business

The Director briefed Council on his current status and confirmed his agreement to engage with an independent occupational health professional to reassure Council on competency and health matters.

1.1 Council Membership

The Chair acknowledged apologies and welcomed Martin Dunne, Director of the National Ambulance Service, as a new member of Council.

2. Minutes & Matters arising

2.1 Draft Minutes December

The draft minutes were included in the papers for consideration.

Resolution:

Council approves the Minutes of the meeting held on the 12th December

Proposed: Valerie Small
Carried without dissent

Seconded: Glenna Woods

2.2. Matters arising

2.2.1 AP training clarification

Correspondance between PHECC and UCD in relation to Advanced Paramedic Programme funding were included in the papers. Patrick Plunkett sought clarification on payments for hospital placements. The Director in response confirmed that various arrangements existed in different hospitals. He agreed to seek site specific information with respect to hospitals. The Director also confirmed that in principle PHECC would not undertake payment of registration fees in the future.

3. **Governance**

3.1 Licensed CPG Providers

This item was carried over from the last meeting. Correspondences from PHECC's legal advisors and the executive's response were included. The Deputy Director reported on the legal opinion which outlined five items; Garda Vetting, English Language Competency, Obligations to recognise decisions of the Council arising from Fitness to Practice inquiries, Terminology and Exemptions. A broad discussion ensued on the matter balancing the role of protecting the public with the risk of a legal challenge. Patrick Plunkett highlighted that the minutes of the last meeting confirmed Council's approval of the Rules subject to legal opinion and suggested adopting having taken legal advice into consideration and assessed the associated risk. There was general agreement and the recommendation was carried.

Cathal O' Donnell enquired if the executive is satisfied with the legal advisors. In response the Director confirmed there is positive engagement to date and their expertise in this area is invaluable and also confirmed reduced fees had been negotiated.

Resolution:

Following a review of the legal opinion, Council approved the rules for new and existing CPG service providers.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Michael Dineen

3.2 Vetting Act 2012

A copy of a circular letter from An Garda Siochana outlining the current status of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 was included for information. PHECC will come under the Act as a healthcare regulator. The legislation is due to come into force during the early part of 2014. The Director's Report confirmed the Healthcare Regulators Forum has commenced engagement with the Dept. of Justice for further clarification. Council noted the letter.

3.3. Strategic Plan 2014

The Chair reminded members that it was now timely to begin the process of updating and developing the Strategic Plan for the next three years. He suggested reviewing progress on the existing plan was the starting point. He asked members to provide feedback to the executive. Mick Molloy highlighted again the EMS Standard in public events and stressed it is incumbent on PHECC to develop a standard. He suggested that a draft on this item is housed within the DOH. The Director confirmed such a document exists and expressed confidence that it remains a draft but has official status. He confirmed he would explore this further and report back to Council.

4. Finance

4.1 Finance Statements 2012

The Deputy Director confirmed that the C&AG has approved the Financial Statements for 2012 which were previously approved by Council. Michael Dineen was nominated as the Council member to co-sign the statements along with the Chair.

4.2 National Transport Medicine Programme 2013

Included in the papers was a letter to the Chairman from Dr Geoff King on his role as Clinical Lead on the National Transport Medicine Programme acknowledging PHECC support and facilitation. Members viewed a promotional video on the work of the National Neo-Natal Transport Programme to date. Geoff King reported on progress and funding details. He sought Council's endorsement on the progress of the programme in both paediatric and adult services. There was a brief discussion around locations of ambulance vehicle. Members endorsed the work to date and approved funding allocations as detailed in the correspondence.

Resolutions:

- (a) Council approves and supports the work of the National Transport Medicine Programme (TMP), moving into both the paediatric and adult services building on the success of the neo-natal programme, and authorises the executive to continue to facilitate the TMP financial support activities subject to there being sufficient funding available and the application of public sector procurement guidelines.**

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Valerie Small

- (b) Council approves the additional National Transport Medicine Programme expenditure which was conducted at the close of 2013.**

Proposed: Michael Dineen
Carried without dissent

Seconded: Glenna Woods

4.3 DOH Funding – Letter of Determination 2014

A copy of the letter of determination from the DOH outlining PHECC allocation of funds for 2014 was included for information. It confirms a 3% reduction from the previous year.

4.4 PHECC Cash Drawdown Schedule 2014

In line with DOH requirements a document outlining PHECC's cash drawdown schedule for 2014 was included in tabled papers for consideration by Council.

Resolution:

Council approves the PHECC drawdown schedule for 2014.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

4.5 Draft Business Plan 2014

The Draft Business Plan for 2014 was included in tabled papers for consideration by Council. The Deputy Director reported on the detail of this item. He confirmed a more comprehensive plan would be brought back to Council at a later stage.

Resolution:

Council approves in principle the Draft Business Plan for 2014 subject to a more detailed plan being available at a later stage.

Proposed: Mick Molloy
Carried without dissent

Seconded: Glenna Woods

5. Education & Standards

5.1 Paramedic Science Training Course (GEMS) – University of Limerick

Correspondence from Professor Michael Larvin of the Graduate Entry Medical School (GEMS) a part of the University of Limerick outlining an expression of interest in becoming a provider of Paramedic Science training was included. The Deputy Director summarised the key points. He confirmed the advice that PHECC's role as the Regulator was to set standards and approve content of courses and PHECC have no part in financing. There was agreement that this issue would eventually link with the CAO and required policy approval. The Chair in conclusion agreed it was a positive initiative and engagement with interested parties was important. Following discussion it was decided to note the contents of the letter.

5.2 CPR Annual Report

The Annual Report for 2013 from the Centre for Prehospital Research in Limerick was included for information and also a funding request for consideration of Council. The Director commented on the excellent work of the Centre. The Chair suggested Council note the report and welcomed any feedback.

Resolution:

Council approves in principle the budget submitted subject to

- **the imposition of 3% overall reduction in budget**
- **clarification of priorities and**
- **no additional staffing.**

Proposed: Mick Molloy
Carried without dissent

Seconded: Glenna Woods

6. Quality & Safety

6.1 e-PCR Data

Correspondance from PHECC to NAS on the management of the patient e-PCR data was included for information. A discussion ensued. Cathal O' Donnell as Medical Director of NAS confirmed his strong commitment to electronic data collection and in the absence of a current electronic system also confirmed his commitment to paper based data collection.

6.2 PCR Design

A proposal document from the NAS requesting changes to the existing E-PCR design was included. There was broad discussion on the item. Cathal O' Donnell and Marin Dunne spoke on the rationale for these changes. It was highlighted these were minor design changes but any change could have implications. Following discussion it was agreed that NAS would conduct a self-funded trial in a selected area and feedback the results to PHECC. It was also agreed that parallel with this trial PHECC would arrange a consultation seminar with all stakeholders.

7. Register

7.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for entering on the Register, in the appropriate division, was included and noted by Council.

7.2 Fitness to Practice - Mr Robert Murphy, Advanced Paramedic (PHECC Pin 5097)

Correspondance to Mr Robert Murphy confirming the determination by Council following a meeting on the 22nd of November 2013 was included in the papers. At that meeting Council considered the Report of the Fitness to Practice Committee inquiry into an allegation of professional misconduct which was made against Mr Murphy.

Council accepted and **confirmed a finding of professional misconduct** against, Mr Robert Murphy, Advanced Paramedic (PHECC Pin 5097) with respect to his conduct that on/or around 5 May 2012; he placed and/or arranged for the placing of an iphone in a toilet at Nenagh Ambulance Base and

- a) The iphone was hidden in a gloves box in the toilet and/or
- b) The iphone was positioned in a manner whereby it could record through holes in the gloves box and/or
- b) The iphone was set in video-record mode and
- d) He knew or ought or ought to have known that the toilet might be used by your colleagues.

- Council determined that Mr Murphy's behaviour in this case fell far below the standard expected of a registrant,
- Council's decided to impose a sanction of "censure" in this case which is the maximum sanction available,
- Council instructed that Mr Murphy's employer should be informed of the outcome of the case
- and the sanction be noted on the Register for a period of 12 months

Council members noted the correspondence.

8. Clinical Practice Guidelines

8.1 New/updated CPGs

New and updated Clinical Practice Guidelines were included in the papers. There was discussion around some of them and Members were invited to discuss the clinical detail with Brian Power, Programme Development Officer. It was agreed that clinical issues may be referred back to the Medical Advisory Committee (MAC).

Resolutions:

(a) Council approves in principle the following 28 CPGs as recommended by the Medical Advisory Committee (MAC) subject to any clinical issues being referred back to the MAC.

- Hypothermia – EMT
- Symptomatic Bradycardia – Adult –EMT/P/AP
- Seizure/Convulsion – Paediatric (≤15 years) – EMT
- Seizure/Convulsion – Paediatric (≤15 years) – P/AP
- Allergic Reaction/Anaphylaxis – Paediatric (≤15 years) – EMT
- Allergic Reaction/Anaphylaxis – Adult – EMT
- Poisons- Adult – AP Primary Survey Medical – Adult –EMT/P/BTEC/AP
- Primary Survey Trauma – Adult –EMT/P/BTEC/AP
- Primary Survey – Adult – EFR/BTEC
- Limb Injury – Adult – EMT/P/AP
- Limb Injury – Adult – EFR/BTEC
- External Haemorrhage – Adult –EMT/BTEC/P/AP
- External Haemorrhage – EFR/BTEC
- External Haemorrhage – Paediatric (≤15 years) – EMT/BTEC/P/AP
- Acute Coronary Syndrome – P/AP/MP
- Sepsis – Adult – EMT/P/AP
- Inadequate Ventilations – Adult- EMT/P/AP
- Abnormal Work of Breathing – Adult –FAR/EFR/OFA
- Inadequate Ventilations - Paediatric (≤15 years) – EMT/P/AP
- Abnormal Work of Breathing - Paediatric (≤15 years) – FAR/OFA/EFR
- Pain Management - Paediatric (≤15 years) – EMT/P/AP
- Pain Management – Adult – EMT/P/AP
- Seizure/Convulsion – Adult – P/AP
- Fainting- FAR/OFA/EFR
- Tachycardia – Adult- P/AP
- Submersion Incident – EMT/P/AP
- Exacerbation of COPD – EMT/P/AP
- Tachycardia – Adult (tabled)

Proposed: Michael Dineen

Seconded: Valerie Small

Carried without dissent

A document outlining the First Aid Response Standard was included in the papers.

Resolution:

Council approves the badging of the listed CPGs to reflect the new First Aid Response standard as recommended by the Medical Advisory Committee .

- Primary Survey – Adult
- Secondary Survey Medical – Adult
- Secondary Survey Trauma – Adult
- Basic Life Support – Adult
- Basic Life Support – Paediatric
- Foreign Body Airway Obstruction – Adult
- Foreign Body Airway Obstruction – Paediatric
- Post –Resuscitation Care

- **Recognition of Death – Resuscitation not indicated**
- **Cardiac Chest Pain – Acute Coronary Syndrome**
- **Anaphylaxis – Adult**
- **Glycaemic Emergency – Adult**
- **Seizure/Convulsion – Adult**
- **Stroke**
- **Poisons**
- **Altered Level of Consciousness – Adult**
- **Heat Related Illnesses**
- **External Haemorrhage**
- **Spinal Immobilisation – Adult**
- **Burns**
- **Limb Injury**
- **Submersion Incident**
- **Anaphylaxis – Paediatric**
- **Seizure/Convulsion – Paediatric**
- **Harness Induced Suspension Trauma**

Proposed: Cathal O Donnell
Carried without dissent

Seconded: Valerie Small

8.2 Medication Formulary

Two items for inclusion into the Medication Formulary were tabled for consideration by Council.

- **Ticagrelor**
- **Tranexamic Acid**

Resolution:

Council approves Ticagrelor and Tranexamic Acid in the Medication Formulary.

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

9. Director's Report

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

10. AOB

10.1 EMS Gathering 2014

Correspondance confirming details of the 2014 EMS Gathering and a sponsorship request was included for consideration by Council. This event is expected to be strongly supported for CPC/CPD purposes. It was agreed to hold the May Council meeting in Killarney during the time of this event.

Resolution:

Council approves sponsorship not to exceed €10,000 for the 2014 EMS Gathering.

Proposed: Michael Dineen
Carried without dissent

Seconded: Glenna Woods

10.2 Responder Conference 2014

Details of the RESPOND Conference which takes place on the 1st March 2014 in Tullamore were included for information. PHECC approved sponsorship for this event at a previous meeting. It will be the First National Conference dedicated to Responders with a view to establish a National Network of Responders.

10.3 Deputy Medical Director NAS

Correspondence from NAS Medical Director confirming the appointment of Professor Conor Deasy as the Deputy Medical Director to the NAS was included for information.

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 13th March 2014 in the PHECC office in Naas.

10.4 CISM Launch

Details of the launch of the CISM Stress Awareness Training (e-learning module) being held on the 5th March in the National Ambulance College, Ballinasloe was circulated for information.

Signed: _____

Mr Michael Dineen
Vice Chairman

Date: _____