

## Council Minutes

9<sup>th</sup> April 2015

PHECC Offices Naas

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**Present:**

Tom Mooney (Chair)  
Michael Brennan  
Michael Dineen  
Martin Dunne  
Shane Knox  
Valerie Small  
Shane Mooney  
Mick Molloy (via teleconference)  
Cathal O' Donnell  
Patrick Plunkett  
Stephen Brady

**Apologies:**

Glenna Woods  
Tom Tinnelly  
Barry O'Brien

**In Attendance:**

Barry O'Sullivan, Acting Director  
Marian Spence, Council Secretariat  
Brian Power, Programme Development  
Jacqueline Egan, Programme Development

### 1. Chair's Business

The Chairman opened the meeting and acknowledged any apologies.

#### 1.1. Directors Position

The Chair provided an update on the recruitment process for the Director's position. He explained there is a delay with the next and final stage due to panel member(s) availability.

#### 1.2. Council Development Program – Governance

In keeping with the strategic plan action to support effective Council membership through development programs, a governance presentation was given by Con Foley, Chair of the Audit Committee. Following the presentation Members were invited to discuss and comment.

#### 1.3. Draft Annual Report 2014

The draft 2014 annual report was included for information. The Acting Director confirmed the accounts will be completed at the end of the month for inclusion in the final document. Other items agreed were including

- (i) examinations to be included in functions,
- (ii) only include dates/names for actual meetings,
- (iii) verify the MAC membership rationale.

## **2. Minutes & Matters arising**

### **2.1. Draft Minutes February 2015**

#### **Resolution**

**Council approves the minutes for the meeting held on 12<sup>th</sup> February 2015.**

**Proposed:** Michael Dineen

**Seconded:** Shane Mooney

Carried without dissent

## **3. Finance**

### **3.1. Letter of Determination**

The letter of determination confirming PHECC's allocation as outlined at the last Council meeting was included for information. Members noted this item.

### **3.2. Grants – Guidance Framework Document**

As requested at a previous meeting a guidance framework document for issuing to grantees was included. A brief discussion ensued and there was agreement that a pragmatic approach be taken with minor grants and that any difficulties arising in relation to non-compliance by grantees be reported back to Council. Members noted this item.

### **3.3. Addendum to Business Plan 2015 – Amended**

Council noted the addendum to the business plan 2015, following discussion two amendments were made namely; change terminology from treat and refer to non-conveyance and remove reference to NAS and ePCR.

## **4. Education and Standards**

### **4.1. Committee Membership Amendment**

The Acting Director informed Council that a submission had been made for enhanced educational medical practitioner representation on the Education and Standards Committee. Council were requested to consider that all tertiary level institutions involved in paramedic training should have medical representation on the committee.

The Chair of the Education and Standards Committee reported that the committee functions well as currently structured and that, although presently vacant, there was already provision for medical practitioner representation.

#### **Resolution:**

**Council refers the filling of the educational medical practitioner representative position to the Education and Standards Committee.**

**Proposed:** Patrick Plunkett

**Seconded:** Stephen Brady

Carried without dissent

## 5. Quality and Safety

### 5.1 2012 CPG Status and IN Fentanyl Surveys - Licenced CPG Service Providers

Council considered a Quality & Safety Committee initiative report on the CPG currency and privileging status of all practitioners on 31 Jan 2015.

The report confirmed, despite being 16 months post the compliance date, both of the statutory ambulance services (HSE-NAS and DFB) had not yet completed upskilling and privileging of their staff to the 2012 Clinical Practice Guidelines. In addition two voluntary licenced providers (Civil Defence and Red Cross) have yet to clarify the upskilling and privileging status of their paramedic staff.

The Acting Director highlighted that this matter was of the highest concern as Council were now formally aware that both statutory service providers were dispatching practitioners, whom they knew were not competent in current CPGs, on emergency response ambulances and rapid response vehicles. The report reflects the actual position 16 months post the agreed upskilling completion date. He proposed informing the service heads, service risk managers, the State Claims Agency and the DOH of the associated high risks involved.

An extensive discussion on the matter followed.

#### **Resolution:**

**Council notes the report and will review the situation again at the next Council meeting and instructs the executive to take no further action presently.**

**Proposed:** Patrick Plunkett

**Seconded:** Valerie Small

Carried - 9 members voted in favour and 1 member abstained.

The Acting Director advised Council of possible conflicts of interest in arriving at this resolution. Accordingly he advised, he would reserve his position with respect to seeking legal advice.

### 5.2 Implementation of Clinical Audit Standard

The implementation of the Clinical Audit Standard as recommended by the Quality and Safety Committee was included for consideration. It was confirmed that the report on the Key Performance Indicators (KPIs) for Prehospital Care are awaiting academic publication. Following a brief discussion Council requested that University College Cork provide a pre-publication copy of the report for the next Council meeting.

### 5.3 NQEMT Exam Appeal

A de-identified report from the Appeal Panel in relation to a January hearing was included for information. Members noted this item.

## 6. Register

### 6.1. Draft Registration Rules

A draft of the revised Registration Rules 2015 was included for information. Following discussions there was agreement that primary legislation is needed to ensure robust legal protection and the Chair suggested the need for this to be raised again with DOH. Members noted this item.

#### 6.2. Draft Code of Professional Conduct and Ethics

A draft Code of Professional Conduct and Ethics was included for information. Members noted this item.

#### 6.3. Draft Registration Declaration and Commitment

A draft Registration Declaration and Commitment document was included for information. Members noted this item.

#### 6.4. Names awarded the NQEMT and entered on Register

The report containing the names for 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.

#### 6.5. CPC Survey Preview

A brief sample of the comprehensive CPC survey document for Paramedics and Advanced Paramedics as requested at a previous meeting was included for information. Members noted this item.

### **7. Clinical Governance Validation Framework**

#### 7.1. Draft Request for Tender

A draft tender request to facilitate the implementation of a quality review of Licenced CPG Service Providers was included for information. Members noted this item.

### **8. Director**

#### 8.1. Risk Register and Summary Mar 2015

An amended Risk Register summary was included for information. The Acting Director highlighted that CPG currency was now noted as the highest risk for Council as of March 2015. Members noted this item.

#### 8.2. Decisions Delegated to the Director

A summary report of decisions delegated to the Director was included. Members noted this item.

The Acting Director confirmed receipt of an assurance from Munster Medics that the cover they provide at events was at EFR level. Members were advised that PHECC's authority is only applicable to licenced CPG Providers and there was agreement to raise associated potential risks with the DOH.

#### 8.3. Directors Report

Items included in the Director's report were referred to throughout the meeting with the exception that approval had been received to recruit two replacement staff members through the PAS redeployment pool.

#### 8.4. Direct Professional Access – Bar Council

Correspondence from the General Council of the Bar of Ireland was included. This confirms that PHECC is now listed as a body with direct access to the Bar for legal advice purposes.

## 9. AOB

### 9.1 Termination of PHECC Driving Standards

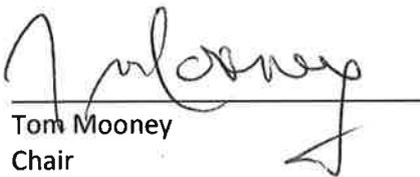
The NASC Education Manager confirmed receipt of the final notification of the cessation of the PHECC Driving Standards with effect from 3<sup>rd</sup> July 2015 and advised Council that HSE NAS will be continuing with the delivery of driving courses.

### 9.2 Protocol 37

The Acting Director confirmed discussions seeking supporting/matching funding had been initiated with the HSE at the highest level and that subject to agreement the programme should commence in June this year.

It was agreed to postpone the 14<sup>th</sup> of May meeting to a date to be decided in order to facilitate the recruitment process for a Director.

Signed

  
Tom Mooney  
Chair

Date: 21/05/15