

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



## Council Minutes

12<sup>th</sup> February 2015

PHECC Offices Naas

### Present:

Tom Mooney (Chair)  
Michael Brennan  
Shane Knox  
Thomas Keane  
Shane Mooney  
Mick Molloy  
Cathal O' Donnell  
Patrick Plunkett

### Apologies:

Stephen Brady  
Martin Dunne  
Valerie Small  
Glenna Woods  
Tom Tinnelly  
Michael Dineen  
David Maher  
Barry O'Brien  
Hugh Doran

### In Attendance:

Barry O'Sullivan, Acting Director/Registrar  
Marian Spence, 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.

### 1.1 Council Membership

The Chair welcomed Shane Knox as a new member of Council.

### 1.2 Director's Position/PHECC Staffing

The Chairperson reported that the Director's position is currently being advertised in the national newspaper and on [www.publicjobs.ie](http://www.publicjobs.ie). He explained the rationale for the tender for an external recruitment agency to ensure fair process which is detached from the executive. The successful agency; Dalriada will handle all the applications. Patrick Plunkett enquired regarding the next stage and suggested it was appropriate from a governance perspective to have a representative of Council present. The Chair explained that candidates will be selected by the agency based on job description criteria and a member of Council may be present at interview stage.

He also indicated that two other vacancies for a Client Service Manager and a Finance & Corporate Services Officer have also been agreed in principle by the DOH.

## 2. Minutes & Matters arising

### 2.1 Draft Minutes December 2014

#### **Resolution:**

**Council approves the Minutes of the meeting held on the 11<sup>th</sup> December 2014.**

**Proposed:** Patrick Plunkett      **Seconded:** Mick Molloy  
Carried without dissent

## 3. Finance

### 3.1 C & AG Certificate 2013

The C & AG certificate relating to PHECCs' 2013 financial statements were included for information. The Acting Director also confirmed that the Audit Committee is due to meet later today.

### 3.2 Management & Accountability of Grants

The papers contained a circular from the Department of Public Expenditure & Reform (DPER) in relation to the administration of grant funding by agencies. This is a substantial document which stipulates principles and reporting procedures for grants to ensure clarity, fairness, value for money and good governance for management and accountability of public funds. The Acting Director explained the overarching implications for grantees and also the significant administrative implications for the executive given that a third of the PHECC budget is allocated to grants. The Chair agreed that a suggestion by Mick Molloy, for the drafting of a guidance framework document for grantees to ensure a smooth transition was a prudent move. Council noted the contents of the circular.

### 3.3 Financial allocation 2015

The Acting Director reported that the Department of Health have indicated that there will be no change to PHECC's financial allocation from 2014.

### 3.4 Business Plan 2015

The draft 2015 Business Plan, the accompanying addendum, along with the revised schedule of fees were considered by Council. Confirmation was given that detailed breakdown of expenditure was contained in the financial statements.

### 3.5 Addendum to business plan 2015

In response to a query the Acting Director confirmed that Council had approved a policy to devolve certain elements of the NQEMT Examination processes. He also agreed that a standing committee may recommend that Council review any policy within the approval timeframe if implementation issues arise. The Chair stated that any proposal must be cognisant of the constraints on resources.

The Acting Director confirmed that the Business Plan will be revised to reflect amendments suggested by Cathal O'Donnell and references to NAS will be removed.

Shane Knox expressed concerns relating to progress with CPC in general and EMTS in particular. Following extended discussion among members on various aspects of CPC the Acting Director confirmed that CPC would be included as an agenda item for Council.

## Resolution

### Council approves

- (a) the 2015 Business plan
- (b) the addendum to the 2015 business plan subject to agreed amendments and
- (b) the revised schedule of fees V10

**Proposed:** Mick Molloy

**Seconded:** Shane Mooney

Carried without dissent

## 4. Education & Standards

### 4.1 Teaching Faculty Framework

The Education and Standards Committee recently approved this initiative. Shane Knox commended Pauline Dempsey on her part in this outstanding work. Regarding the Facilitator role he queried facilitators and the requirement for registration. Pauline Dempsey clarified that a person must be on the register and be a tutor for a period of 5 years to be eligible for the facilitator award. There was some flexibility for the more senior facilitators to remain active in teaching and developing tutors but not to teach NQEMT courses independently. Patrick Plunkett supported this approach. He reported that this is currently the case for the medical profession. A brief discussion ensued and the teaching faculty framework was approved.

#### Resolution:

**Council approves the Teaching Faculty Framework.**

**Proposed:** Shane Knox

**Seconded:** Patrick Plunkett

Carried without dissent

### 4.2 Quality Review Framework

The Quality Review Framework as recommended by the Education & Standards Committee was included for consideration by Council. Barry O' Sullivan, Acting Director reported this standard underwent substantial consultation and review with our stakeholders, principally the recognised institutions.

Shane Knox queried if this standard should also be applicable to agencies providing educational material on behalf of PHECC, particularly e-learning. The Acting Director advised that e-learning providers were not recognised institutions under the terms of the SI. Following discussions confirmation was given that open tendering is applied to e-learning projects including provision for appropriate QA processes being in place.

#### Resolution:

**Council approves the Quality Review Framework**

**Proposed:** Shane Knox

**Seconded:** Thomas Keane

Carried without dissent

### 4.3 Recognition of professional qualifications obtained outside the State

The annual report on the recognition of professional qualifications obtained outside the state was included for information. Pauline Dempsey, Programme Development Officer provided information on the proposed European Professional Card and the 'alert mechanism'. Shane Mooney commented on the increasing complexities of applications

## **5. Quality and Safety**

### **5.1 Launch of the national First Responder Network**

PHECC attended the recent launch of CFR Ireland by the Minister for Health in January. This national responder network was seed funded by Council last year for their inaugural conference as well as the establishment of a dedicated CFR.ie website. This volunteer network has engaged positively with and is being supported by NAS. Ultimately all responder groups will be linked with the national ambulance service control centre and in addition CFR activities will be integrated nationally which will to potentially give support and direction to community responders.

### **5.2 CFR Ireland – Grant request**

A request for Council to support their 2015 conference was included for consideration.

#### **Resolution:**

#### **Council approves funding of €5000 for CFR Ireland 2015 conference**

**Proposed:** Shane Knox

**Seconded:** Shane Mooney

Carried without dissent

### **5.3 NQEMT Exam Report 2014**

A report on the NQEMT examinations summary of results for 2014 was included for information. Jacqueline Egan reported that the current examinations database structure is being revised and confirmed that a detailed breakdown of results will be forthcoming later in the year. Shane Knox enquired if viewing and rechecks procedure can be discussed by the Education & Standards Committee. He was informed by Jacqueline that it will be included as an agenda item at the next Education & Standards meeting.

### **5.4 CPG Privileging status survey by licensed CPG providers**

A summary report from licenced CPG providers regarding

- a) the status of upskilling of practitioners to the 2012 edition of the CPG's and
- b) the number of APs privileged to administer IN Fentanyl was included for information.

A detailed status report will be brought to the next meeting.

Shane Mooney reported that the Quality & Safety Committee meetings in 2015 will include themed workshops which will take place in advance of the commencement of the meeting with guest speakers presenting on particular interest areas. This initiative is an attempt to encourage a higher attendance at meetings. The next meeting will take place on the 4<sup>th</sup> March in the Ashling Hotel, Dublin and the theme of the workshop will be Clinical Audit.

## **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. CPGs**

### **7.1 CPG Interim Directives**

A policy document outlining the process for the issue of interim directives was included for consideration. The Acting Director confirmed the process and methodology was necessary for governance and will also

require the Medical Director for licensed CPG providers to counter sign directives in relation to medication authorisations.

**Resolution:**

**Council approves the CPG Interim Directive Policy**

**Proposed:** Shane Mooney  
Carried without dissent

**Seconded:** Mick Molloy

**7.2 CPG Development Policy**

Barry O' Sullivan, Acting Director outlined the background for the requirement for this policy. He explained that Council members had previously expressed concerns in relation to publication of CPGs. This policy establishes a prioritisation, development, approval and maintenance process for CPGs. Mick Molly, the Chair of MAC confirmed the process was best practice and also would future proof ongoing developments.

**Resolution:**

**Council approves the CPG Development Policy**

**Proposed:** Cathal O' Donnell  
Carried without dissent

**Seconded:** Shane Knox

**7.3 Emergency Inter-Hospital Transfer (Protocol 37) implementation**

A funding proposal for the implementation of the Emergency Inter-Hospital Transfer Protocol 37 project was included in the papers for consideration.

The Acting Director outlined the present process recommended by the Priority Dispatch Committee (PDC) which enables triage of 112 calls into one of six priority categories. A difficulty has been identified where emergency inter-hospital transfers are competing directly with 112 calls outside the hospital and the default position to date has been to allocate the ambulance to a pre-hospital emergency. The emergency inter-hospital transfer (Protocol 37) sub group, chaired by Mr Mark Doyle, was set up under the Priority Dispatch Committee to address this issue. The next stage is an education process for hospital staff, EMS Call Takers and Dispatchers.

Following discussion and reservations as to the quantum of the funding being sought there was support for the project subject to a reduction in the amount and time scale.

**Resolution:**

**Council approves funding in principle of €80,000 for the Protocol 37 implementation for year one (2015).**

**Proposed:** Michael Brennan  
Carried without dissent

**Seconded:** Shane Knox

**8. Centre for Pre-hospital Research**

**8.1 Annual Report 2014**

The annual report from CPR outlines activities during 2014 and also contains a proposal for a funding increase for 2015. The Acting Director spoke on this item and referred to a tabled document on their budgetary allocations from 2011-2014. He highlighted the increase year on year and the fact that staffing costs had increased when other public bodies were under constraints. Following a discussion it was agreed funding be

approved to same allocation as 2014. It was also agreed that PHECC engage with the organisation to discuss the type of research funded. Barry O' Sullivan reminded all again that the DPER management and accountability of funds will stringently apply.

**Resolution:**

**Council approves funding of €130,422 for the Centre for prehospital research (CFR– University of Limerick) subject to engagement with PHECC on agreed research projects.**

**Proposed:** Thomas Keane  
Carried without dissent

**Seconded:** Shane Knox

**9. Director's Report**

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

**9.1 Delegations to the Director.**

Decisions by the Director were included for information. A query was raised in relation to the approval of Munster Medics as a recognised institution. A discussion ensued on this organisation's level of involvement at events which is readily visible on social media. Brian Power explained the organisation is not a PHECC licensed CPG provider. Pauline Dempsey confirmed an induction meeting with Munster Medics is planned; the Acting Director agreed to engage with the representative when they attended the office. Council noted the decisions.

**10. AOB**

**10.1 Customer Charter**

A draft copy of the new customer charter was circulated for information.

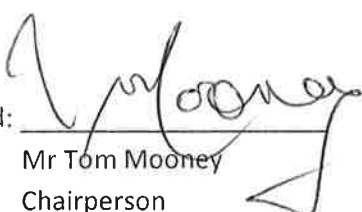
**10.2 Declarations of Interests**

Information on Members obligations under the code of practice for governance of state bodies was circulated for completion.

**10.3 Death of Deirdre Merrigan (wife of Matt Merrigan)**

Barry O Sullivan informed members of the recent death of Deirdre Merrigan, wife of Matt Merrigan (SIPTU). He reported that Matt has been a great support to PHECC in the early days of operation. It was agreed a letter of condolence be sent to Matt on behalf of Council.

There being no other business the meeting concluded. It was agreed to cancel the March meeting in the light of the appointment of a new Director and no urgent business in the meantime.

Signed:   
Mr Tom Mooney  
Chairperson

Date:   
9/4/2015