

**MINUTES
Council Meeting**

12th November 2015

Present

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

Apologies

Michael Dineen
David Maher

In Attendance

Peter Dennehy
Barry O Sullivan
Marian Spence
Pauline Dempsey
Jacqueline Egan
Brian Power

1. Chair's Business

The Chair opened the meeting and acknowledged apologies. He informed the meeting that he had received correspondence from Tom Tinnelly proffering his resignation on Council following his retirement from the National Ambulance Service. The Chair acknowledged his contribution to PHECC and the EMS wider community and expressed the well wishes of all including staff for the future.

2. Minutes & Matters arising

2.1. Draft minutes Sept meeting

Resolution

Council approved the draft minutes for the September meeting subject to an amendment to the date on item 2.1.

Proposed: Shane Knox
Carried without dissent

Seconded: Pat Plunkett

3. Governance and Finance

The Director outlined the detail on the following matters on this agenda item.

3.1 ISO 9001:2008 – Recertification

The audit report from the external organisation tasked to conduct PHECC's quality management system was included for information. The audit findings confirmed that management systems are established and maintained in line with the requirements of this International Standard in all areas of the business of the organisation. Members noted this item.

3.2 Internal Audit Report 2015

The internal Audit Report for 2015 as presented to the Audit Committee which outlined the methodology, findings, recommendations and conclusions was included for consideration by Council. The Chair reported that Con Foley, the Chair of the committee had written to him regarding the proposed DPAR governance requirements and the suggestion to rename the Committee title to the Audit and Compliance Committee to better reflect its role.

Resolution

Council approves the internal Audit Report for 2015.

Proposed: Cathal O' Donnell

Seconded: Mick Molloy

Carried without dissent

3.3 Audit Committee Meeting October – Draft Minutes

The third and final meeting for 2015 of the Audit Committee took place on 22nd October 2015 at the Council offices. The draft minutes of the meeting were included for information. It was confirmed in agreement with a recommendation of the Chair of the Audit Committee that three meetings annually are deemed satisfactory for the business of the organisation.

3.4 Risk Register – Update

The current updated Risk Register as presented to and considered by the Audit Committee was included for consideration by Council. There was a brief discussion on this item.

Resolution:

Council approves the updated Risk Register as recommended by the Audit Committee.

Proposed: Patrick Plunkett

Seconded: Martin Dunne

Carried without dissent

3.5 Statement of Internal Financial Controls

Resolution:

Council reviewed and were satisfied with the system of internal financial controls.

Proposed: Michael Brennan

Seconded: Martin Dunne

Carried without dissent

4. Education & Standards

4.1 Paediatric First Aid

Correspondence from the Dept. of Children & Youth Affairs requesting Council's assistance to develop a Paediatric First Aid standard for the early year's sector was included for consideration. During deliberation the current First Aid Response (FAR) standard was put forward for consideration as it includes care management for adults and children. It was agreed it would satisfy the first aid requirements for both adults and children in the sector. This was agreed by Council. It was agreed that the executive will respond to the request and convey Council's decision on the matter.

4.2 Expression of Interest – 2016 CFR Training products

Information on the expression of interest for the 2016 CFR training products was included. It was reported that interviews will be held in the coming weeks.

5. Registration Matters

5.1. Register Update

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.

5.2. Registration Rules 2015

Updated registration rules 2015 were included for consideration by Council. The Registrar spoke on the detail of this document. A broad discussion ensued on the matter of re-registration. This item will be brought back to the December meeting.

5.3. Code of Professional Conduct and Ethics

The revised draft of the Code of Professional Conduct and Ethics was included for consideration by Council. Item 2.1 was highlighted and discussed. Following discussion it was agreed to amend to read 'identify themselves by name to patients in their care'. Members noted this item.

5.4. Registration – Declaration and Commitment

The revised Registration – declaration and commitment was included. Members noted this item.

5.5. Fitness to Practice; for information

An update on this item will be forthcoming at a future meeting.

5.6. Continuing Professional Competency (CPC)

The completed CPC survey for Paramedics and Advanced Paramedics were included for information. The executive agreed to circulate the CPC survey findings to all registrants and subsequently prepare a draft model scheme for additional consultation.

Shane Knox outlined his work on CPC as part of his doctorate and suggested that his work could enhance the process going forward. He informed members he will write formally to Council in this regard.

Members viewed a presentation on the latest version of the on-line CPG familiarisation modules. A broad discussion ensued on the pros and cons of this initiative. The Registrar highlighted the requirement to provide reassurances of compliance by practitioners. Some questions were raised which the Registrar agreed to follow up with further deliberation.

6. Clinical Practice Guidelines

6.1 Prescription only medication for non-medical persons in emergency

Members were informed that SI 449 of 2015 (Medicinal Products (prescription and control of supply) (Amendment) (No. 2) Regulations 2015 was signed on 15th October 2015 by Minister Varadker. This was included in Council papers for information. The Department of Health has requested assistance

with development of clinical practice guidelines (CPGs) and education modules to enable non-medical persons to administer specified prescription only medications in emergencies. A broad discussion ensued on this important pre-hospital emergency care initiative. Following discussion Council agreed to task the Medical Advisory Committee to develop CPGs and the Education and Standards Committee to develop training modules in this regard. It was agreed to also write to the DOH to highlight opportunities to expedite such initiatives in the future.

Resolution:

In response to the new SI 449 of 2015, Council requests that the Medical Advisory Committee develop CPGs and the Education & Standards Committee develop appropriate training modules to enable this project to proceed.

Proposed: Patrick Plunkett

Seconded: Mick Molloy

Michael Brennan voted against this resolution and he requested that this vote be recorded.

7. Quality and Safety

7.1. OHCAR – Funding request

A funding request including a budget outline of expenditure for 2016 for the academic component of the OHCAR Register was included for consideration by Council.

Resolution:

Council approves funding of €25,000 for the Out-of-Hospital Cardiac Arrest Register (OHCAR)

Proposed: Patrick Plunkett

Seconded: Cathal O' Donnell

Carried without dissent

8. Director's Report

8.1 Delegated decisions

The report on the delegated decisions to the Director was included. Members noted this item.

The Director outlined other matters in report not included in agenda items. These included an update on progress for the educational eligibility standard for entry onto the paramedic course and informed members that a tender has been awarded to Royal College of Surgeons (RCSI) and a preliminary report will be forthcoming at the December meeting.

9. AOB

9.1 Protocol 37

A query was raised on the current status of Protocol 37 implementation. It was reported that interviews were proceeding for a project lead and it was hoped that the project would commence in early January 2016.

9.2 Council Workshop

The Chairman reported the Director and he had consulted on the merits of members meeting early in the New Year for 1-day workshop to focus on governance and strategic matters. Further details will be available for the December meeting.

There being no other business the meeting concluded. The next meeting will be held on the 10th December.

Signed: J. Mooney
Chairman

Date: 10/12/2015