

Minutes

PHECC Council Meeting

8th June 2016

Present

Tom Mooney (Chair)
Shane Mooney
Shane Knox
Cathal O' Donnell
Michael Dineen
Glenna Woods
Mick Molloy
Valerie Small
Stephen Brady

Apologies

Patrick Plunkett
Martin Dunne
Michael Brennan

In attendance

Peter Dennehy, Director
Barry O'Sullivan, Deputy Director
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Kathleen Walsh, Programme Development Officer
Marian Spence, Council Secretariat
Con Foley, Chair Compliance and Audit Committee

Presentations:

(1) Prof. Peter O'Meara – Paramedic Education

Prof Peter O' Meara gave a verbal presentation on the historical and current situation in education in the paramedicine field in Australia and other international arenas. An informative questions and answers session followed for members and guests with emphasis on the Irish context.

(2) Prospectus – Council Workshop Report

Mr Vincent Barton, Prospectus presented on the report from the Council workshop in Feb last. The Chair and Director acknowledged the importance of the work as a legacy document for the next Council. It was highlighted that this was not a prescriptive document but rather a roadmap to guide possible future decisions by Council. Both Cathal O' Donnell and Stephen Brady also acknowledged the work involved but expressed concern that key ambulance providers were not consulted. However it was noted that all input had come from the Council workshop participants and other international expertise in regulatory and education fields.

1. Chair's Business

1.1. Council Membership

The Chairman explained that new board member categories are now advertised and selected through the Public Appointment Services (PAS) and details on these current vacancies for Council are expected to be published on their website shortly. He reminded members in these categories currently wishing to do a second term to contact the PAS to indicate their request for re nomination.

2. Minutes & Matters arising

2.1. Draft minutes April meeting and matters arising

Resolution:

That Council approves the minutes for the meeting held in April 2016.

Proposed: Mick Molloy

Seconded: Shane Mooney

Carried without dissent

3. Director's Report

The Director verbally introduced items on the report.

3.1. Delegated decisions

The list of decisions delegated to the Director were included in the papers. Members noted this item.

3.1.1 Application UL GEMS Paramedic Programme

Members were also updated on the current status of the UL GEMS Paramedic Course application. Members were informed that a site visit by PHECC with UL Course Director to North West Ambulance Service (UK) is pending to ascertain facts regarding placement sites and ensure full compliance with PHECC standards in this regard. As this was the last meeting for this current Council it was agreed the Director in consultation with the Chair would make the final decision on the approval outcome under delegated decisions.

Resolution:

That Council approves the Director to determine application outcome in discussion with the Chair, post site visit by PHECC Representatives.

Proposed: Shane Mooney

Seconded: Mick Dineen

Carried without dissent

3.1.1.SI 449 – POMs update

The Council were informed that educational materials for the instruction for CFR and Medications for Listed Organisations were under development and due for completion next month. PHECC Programme Development Officers were liaising with the Health Product and Regulatory Agency and the Pharmaceutical Society of Ireland regarding shared communications to stakeholders.

4. Governance and Finance

4.1. Draft Minutes; Audit Committee Meeting

The Draft Minutes from the May Audit Committee meeting were included for information.

4.2. Risk Register; update status report

The revised Risk Register as presented was noted.

4.3. Service Level Agreement (SLA) - Expenditure Approval

- 4.3.1. Centre for Pre-Hospital Research
- 4.3.2. Out of Hospital Cardiac Arrest Register
- 4.3.3. Advanced Paramedic Training Programme

The Deputy Director suggested that in view of the uncertainty surrounding Council membership and current commitments it was prudent for Council to facilitate existing commitments and consider on-going SLAs to ensure there was no gaps in business arrangements. He highlighted that any future SLAs would be subject to being established in accordance with the DPER grant payment requirements expenditure (DPER 13/2014). Approval was sought as follows; Centre for Pre-Hospital Research: €134,000, Out of Hospital Cardiac Arrest Register: €25,000 and Advanced Paramedic Training Programme: €500,000.

The Director commended the comprehensive work of Barry O'Sullivan on the new requirements (FRS102) on the financial statements. He also acknowledged the input from Con Foley, FCCA and Chair of the PHECC Compliance and Audit Committee

Resolution:

That Council approves the Service Level Agreement (SLA) expenditure for the following subject to satisfactory SLAs being established in accordance with the DPER grant payment requirements expenditure (DPER 13/2014).

- (a) Centre for Pre-Hospital Research for €134,000
- (b) Out of Hospital Cardiac Arrest Register for €25,000
- (c) Advanced Paramedic Training Programme for €500,00

Proposed: Michael Dineen
Carried without dissent

Seconded: Stephen Brady

4.4. Draft Financial Statements 2015 - FRS 102

The Deputy Director/Registrar reported that the format of the financial statements has been changed significantly, in comparison to the previous year's format, at the direction of the Office of the Comptroller and Auditor General (OCAG). In order to comply with Financial Reporting Standard 102 (FRS 102), the revised Statements based on what is contained in the papers were tabled at the meeting. As these tabled papers were incomplete members were asked to note and the final draft will be brought back to the next meeting. Members duly noted this item.

4.5. Draft Annual Report – 2015

A copy of the draft 2015 Annual Report was tabled at the meeting. Approval was agreed subject to amendment to the Council member's attendance list.

Resolution:

That Council approves the annual report 2015 subject to amendment to the Council meetings attendance list.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

5. Registration Matter

5.1. Register Updates

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

5.2. Fitness to Practice – Update

The Deputy Director/Registrar reported that based on legal advice it was agreed to defer proceedings on the five FTP cases pending until the new Council has convened office.

5.3. Children’s First Act 2015

The Deputy Director/Registrar reported that PHECC is now mandated to report any offenses under the Children’s First Act 2015 and that Practitioners are also liable to report under schedule 210 of the Act. As there appears to be some unresolved matters regarding reporting between the Children’s First Act 2015 and the National Vetting Act this item will be brought back to Council when further information becomes available. Regarding the National Vetting Act retrospective vetting of all staff is now mandatory which will be a matter for all service providers.

6. **Clinical Governance Matters**

6.1. CPGs for approval

Updated CPGs and the associated care principles included in the meeting papers were recommended by the Medical Advisory Committee (MAC) for consideration. The final MAC meeting was held that morning prior to the Council meeting at which the Spinal Injury Management CPGs for all levels were signed-off and recommended for consideration. The five Council members present at the MAC meeting verified the agreed changes to the spinal injury management CPGs and recommended for Council approval.

Resolution:

That Council approves the following CPGs including the care principles as recommended by the Medical Advisory Committee (MAC).

- **Pain Management - Adult – EMT/P and AP**
- **Pain Management – Paediatric (≤ 15 Years) – EMT/P and AP**
- **Stridor - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Behavioural Emergency – EMT/P/AP**
- **Primary Survey Medical - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Primary Survey Trauma - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Primary Survey - Paediatric (≤ 15 Years) – EFR**
- **Secondary Survey - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Seizure/Convulsion - Adult P/AP**
- **Harness Induced Suspension Trauma – EMT/P/and AP**
- **Actual/Potential Shock from Blood Loss (trauma) – Adult – P/AP**
- **Asthma - Paediatric (≤ 15 Years) – EMT/P and AP**
- **Asthma - Paediatric (≤ 15 Years) – EFR**
- **Seizure/Convulsion - Paediatric (≤ 15 Years) – P/AP**
- **Septic Shock - Paediatric (≤ 15 Years) – P/AP**
- **Verification of Death - P/AP**
- **Spinal Injury Management – OFA/FAR/EFR**

- **Spinal Injury Management – EFR**
- **Spinal Injury Management – EMT**
- **Spinal Injury Management – P/AP**

Proposed: Shane Mooney

Seconded: Mick Dineen

Carried without dissent

6.2. Medication Formulary

The Medication Formulary included in the papers was recommended by the Medical Advisory Committee for consideration. It was highlighted that this is a support document which was discussed at the MAC earlier today. Approval in principal was sought subject to formal sign-off by the Medical Advisor of PHECC, Mr Mark Doyle.

Resolution:

That Council approves in principle the revised Medication Formulary as recommended by the Medical Advisory Committee (MAC) subject to formal sign-off by the PHECC Medical Advisor, Mr. Mark Doyle.

Proposed: Cathal O’ Donnell

Seconded: Shane Knox

Carried without dissent

6.3. Verification of death Policy

The Verification of death policy included in the papers was recommended by the Medical Advisory Committee for consideration.

Resolution:

That Council approves the Verification of death policy as recommended by the Medical Advisory Committee (MAC).

Proposed: Mick Dineen

Seconded: Mick Molloy

Carried without dissent

6.4. Spinal Injury Management Standard

A draft of the Spinal injury management standard was included for consideration following the final editing at the MAC meeting earlier today. It was reported that it had been changed from a ‘rule out to a rule in’ for spinal motion restriction decision. The five Council members present at the MAC meeting verified the agreed edits and recommended the standard for Council approval.

Resolution:

That Council approves the Spinal Injury Management Standard as recommended by the Medical Advisory Committee (MAC).

Proposed: Mick Molloy

Seconded: Mick Dineen

Carried without dissent

6.5. Governance Validation Framework

A document entitled Governance Validation Framework was tabled. This is the culmination of work by an outside agency awarded the tender previously approved by Council. This framework will enable PHECC to begin implementing structured inspection processes of Licensed CPG Providers. Members noted this item.

6.6. Palliative Care CPG; update

The meeting was informed that the Palliative Care Standard and associated CPG were developed by MAC following recommendation from the Palliative Care sub-group. The standard and CPG were approved by MAC and subsequently by Council in March 2016. It was reported that a query had arisen regarding whether the process under the CPG Development Policy had been followed in full. A Delphi process was then completed and results were debated at the MAC meeting. Subsequently, it was recommended by MAC that Council revisit the CPG as there were potential implementation issues associated as a result.

A discussion ensued, it was highlighted that the approved Palliative Care Standard remains valid. The Chair of MAC explained the possible options available at this juncture. Members were reminded of the related extract from the approved standard '*PHECC registered Practitioners may be privileged to provide palliative care, on behalf of a Licenced CPG provider, subject to them completing an approved palliative care training module*'. Members were also informed that the Palliative Care Programme has offered assistance with a training package to support the introduction of the CPG. The final training package will be considered by the Education & Standards Committee in due course. Members agreed to this course of action.

It was noted that a considerable amount of work will be required by the service providers to implement this CPG. The Chair summed up the discussion by stating that clinically the Palliative Care CPG was best practice for patients, however implementation for service providers may prove problematic.

Resolution

That Council upheld the approval of the Palliative Care CPG subject to compliance with the Palliative Care Standard.

Proposed: Glenna Woods

Seconded: Valerie Small

Carried without dissent

7. Quality and Safety

7.1 CPG Implementation Status – 2014

The final report on the practitioner upskilling status for the 2014 CPGs in all licenced CPG providers was included for information. Jacqueline Egan, Programme Development Officer highlighted the merits of the exercise and requested members to take note of the high implementation rate across providers.

7.2 STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels

STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels as recommended by the Quality & Safety and Medical Advisory Committees was included for Council's consideration. There was wide consultation on the development of the standards through the Quality and Safety Committee. Jacqueline Egan, Programme Development Officer provided a brief overview of the standard.

Resolution:

That Council approves STN024 Assuming Clinical Lead Pre-Hospital at responder and practitioner levels.

Proposed: Michael Dineen

Seconded: Valerie Small

Carried without dissent

7.3 STN004 Cardiac First Response (CFR) Report Information Standard 2016

The Cardiac First Response (CFR) Information Standard 2016, as recommended by the Medical Advisory Committee (MAC) was included for consideration.

Resolution:

That Council approves the Cardiac First Response (CFR) Report Information Standard 2016 as presented.

Proposed: Mick Dineen

Seconded: Shane Mooney

Carried without dissent

7.4 STN005 Ambulatory Care Report (ACR) Information Standard 2016

The Ambulatory Care Report (ACR) Information Standard 2016, as recommended by Medical Advisory Committee, was included for consideration.

Resolution:

That Council approves the Ambulatory Care Report (ACR) Information Standard 2016.

Proposed: Shane Knox

Seconded: Glenna Woods

Carried without dissent

7.5 Electronic data collection at Events by auxiliary and voluntary licenced providers; eACR application and reports overview

Due to time constraints, Jacqueline Egan, Programme Development Officer could not provide an overview of summary reports generated from patient clinical data, captured electronically, using tablet PCs at Events attended by voluntary and auxiliary organisations as part of the eACR/PCR pilot. This item was for information only and no resolution was required.

8. Education and Standards

8.1 Emergency First Response BTEC – revision of standards entry criteria modification as recommended by the E&S Committee.

Correspondence outlining a rationale for an entry criteria modification to the EFR-BTEC standard as well as a copy of the standard was included for consideration. A discussion ensued regarding the delimitation of 'hostile and austere' environment. The Chair of the Education & Standards Committee highlighted that a robust discussion had taken place on the matter and the skills basis of the practitioner was paramount. It was subsequently agreed to remove this criterion to allow more open access to the course.

Resolution:

That Council approves the modification to the entry criteria to the EFR-BTEC standard.

Proposed: Shane Mooney

Seconded: Cathal O' Donnell

Carried without dissent

8.2 Paramedicine Competency Framework – UCD commissioned paper

The Paramedicine Competency Framework – UCD commissioned paper was included for information. Members noted this item.

8.3 CFR Standards (ILCOR guidelines) revision

The revised CFR-Community and CFR-Advanced standards in line with the current ILCOR guidelines and recommended by the Education & Standards Committee were included for consideration.

Resolution:

That Council approves the revised CFR Standards in line with current ILCOR guidelines.

Proposed: Mick Dineen

Seconded: Shane Mooney

Carried without dissent

8.4 Quality Review Framework – Reporting of outcomes for onsite visit reports

Kathleen Walsh, Programme Development Officer informed the meeting that on-site reviews were recently conducted on 4 more recognised institutions and draft reports will be available for Council in due course. Revision of the reporting of Quality Standards Review Onsite Report for RI's was included for information.

9. AOB

9.1 CPGs Moodle platform

The Chair of MAC, Mick Molloy suggested it may be prudent to explore options regarding a Moodle type IT platform to enable a cohesive and inclusive processing of Clinical Practice Guidelines by the MAC Committee. It was agreed to explore options at a future meeting.

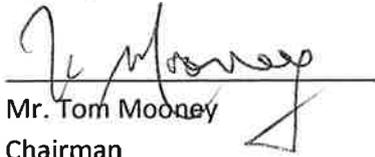
Mr Tom Mooney, Chair thanked Members, the Director, executive and staff as well as Con Foley, Chair of the Compliance and Audit Committee and Chairs and members of all PHECC Committees for their contribution and hard work. He acknowledged the courtesy, professionalism, and commitment of all during his 8 years as Chair of the Council.

Mr. Peter Dennehy, Director commended the Chair and Members on the work achieved during the time of this 3rd Council and his appreciation for their support during his tenure as Director.

Members too expressed appreciation to the Chair and executive and other members.

There being no other business the meeting concluded. The next meeting date will be decided by the new Council when it is convened.

Signed:


Mr. Tom Mooney
Chairman

Date: 18/07/2016