

Minutes of the Council Meeting

11th February 2016

Present

Tom Mooney (Chair)
Thomas Keane
Shane Mooney
Shane Knox
David Maher
Stephen Brady
Glenna Woods
Valerie Small
Patrick Plunkett

Apologies

Cathal O' Donnell
Martin Dunne
Mick Molloy
Michael Brennan
Michael Dineen

In Attendance

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

1. Chair's Business

The Chair opened the meeting and acknowledged apologies.

1.1 Audit Committee Annual Report 2015

The Chair of the Audit Committee, Mr Con Foley presented the Audit Committee Annual Report 2015 to members in a closed session prior to the meeting. There was a detailed discussion on his presentation and Council was pleased to note that the Audit Committee is happy to report that the systems of internal control in PHECC has functioned effectively in all respects for 2015.

2. Minutes & Matters arising

2.1 Draft minutes December meeting

Resolution:

Council approves the minutes of the December meeting to include an additional name which was omitted on the attendance list.

Proposed: Stephen Brady **Seconded:** Pat Plunkett

Carried without dissent

3. Governance and Finance

3.1. Letter of allocation for 2016

The letter of allocation 2016 from the DOH was included for information. Members noted this item.

3.2. & 3.3 Draft Business Plan and addendum 2016

Both the draft business plan and addendum 2016 were included for consideration. A brief discussion ensued.

Resolution:

Council approves the draft business plan and addendum 2016.

Proposed: Valerie small

Seconded: Pat Plunkett

Carried without dissent

3.4. Schedule of Fees

The current schedule of fees (V12) was included for consideration in accordance with Dept. of Health requirements. It was noted that no changes have been made to the schedule since September 2015.

Resolution:

Council approves Schedule of Fees (V12) as presented with the 2016 business plan.

Proposed: Valerie Small

Seconded: Pat Plunkett

Carried without dissent

3.5. Conference Sponsorship

Information on requests for sponsorship funding for both the forthcoming CFR Conference and the EMS Gathering was tabled for consideration. A discussion on the merits of these events to the wider EMS and Responder community resulted in the following resolution:

Council approves:

(A) Sponsorship funding of €10k for the 2016 CFR Conference.

(B) Sponsorship funding of €15k for the 2016 EMS Gathering.

Proposed: Shane Mooney

Seconded: David Maher

Carried without dissent

3.6 Draft Management Letter 2014 C&AG

A draft management letter from C&AG referring to the 2014 accounts was included. Council members noted this item.

4. Registration Matters

4.1 Register Update

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 and noted by Council.

The Registrar reported that one of the two pending fitness to practices cases will not be proceeding while the second will be progressed to the preliminary screening committee over the coming weeks. Members noted this item.

5. Clinical Governance Matters

5.1. CPGs for non-medical persons in emergency (SI 449)

The CPGs for non-medical persons in an emergency as recommended by the Medical Advisory Committee (MAC) were included for consideration. Following discussion minor amendments were agreed to the following CPGs:

1.3.6 Naloxone; clarity regarding Apnoea and Hypoxia

1.3.4 Salbutamol; change spacer device at top of list and decreased respiratory rate also.

5.2. Education & Training Standards - for non-medical persons in an emergency (SI 449)

The Training Standards - for non-medical persons in emergency (SI 449) as recommended by the Education & Standards Committee were also included for consideration.

The Chair of the Education & Standards Committee expressed gratitude to Pauline Dempsey, Programme Development Office for her work on the standards and wished her well in her new role in the Department of Health.

Resolutions:

Council approves the:

(A) CPGs for non-medical persons in emergency (SI 449) subject to agreed minor amendments.

Proposed: Shane Knox
Carried without dissent

Seconded: Shane Mooney

(B) Education & Training Standards - for non-medical persons in an emergency (SI 449)

Proposed: Stephen Brady
Carried without dissent

Seconded: Valerie Small

5.3. Performance indicators for prehospital emergency care – Research Paper

The research paper on performance indicators for prehospital emergency care was included for information. The Director outlined the background on this paper which identifies key performance indicators for pre-hospital emergency care. It will be returned to the Medical Advisory Group (MAC) to develop and categorise into a document to take it to the operational stage. Members noted this item.

6. Quality and Safety

6.1. OHCAR Annual Report

This was deferred to the March meeting.

7. Research

7.1. Centre for Prehospital Research – Annual Report 2015

The annual report 2015 from the Centre for Prehospital Research was included for information. The matter of PHECC guiding some of the research areas was mooted. It was confirmed this had been addressed at a previous meeting and it was suggested that the Medical Advisory Committee could explore this further.

8. Risk Register

The Risk Register February 2016 was included. It was highlighted that the Audit Committee have oversight of the management of risk. The Chair expressed congratulations to the Deputy Director on the clarity of the work and invited any questions.

Following a brief discussion it was suggested that the Risk Policy be included in the document for circulation to members.

Resolution:

Council approves the Risk Register (February 2016).

Proposed: David Maher

Seconded: Thomas Keane

Carried without dissent

9. Director's Report

The Director gave a verbal status report on examinations and current electronic data collection projects. All other items contained in the report were addressed throughout the meeting.

9.1 Delegated decisions

The report on the delegated decision to the Director were included for noting.

10. AOB

10.1 Staffing

The Director briefed members on the retention of a temporary staff member to facilitate the completion of administrative (ISO) projects within the organisation.

10.2 Council Workshop (10th/11th February)

Regarding the Council Workshop, the Chair suggested 4 groups be formed to expand on the recommendations of the workshop and report back to Council at the June 2016 meeting.

The next meeting will be held on the 10th March.

Signed: _____

Mr. Tom Mooney
Chairperson

Date: _____

10/3/2016.