



Council Minutes
12th December 2013
PHECC Offices, Naas, Co. Kildare

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Thomas Keane
Shane Mooney
Hugh Doran
David Maher
Patrick Plunkett
Tom Tinnelly
Glenna Woods
Valerie Small

Apologies: Martin Dunne
Robert Kidd
Mick Molloy
Barry O' Brien
Cathal O' Donnell

In Attendance: Barry O' Sullivan, Deputy Director/Registrar
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer
Marian Spence, Council Secretariat

1. Chair's Business

The Chair opened the meeting and acknowledged apologies from Members and the Director. He informed Council he had attended the recent meeting of Chairs of Health Agencies. It was agreed that the CEOs forum could be best placed to address shared regulatory topics including fitness to practice and he assured the Forum that PHECC welcome the opportunity to co-operate on such matters. He agreed to keep Council informed of any future developments.

1.1 Council Membership

The Chair confirmed that Martin Dunne, Director of the National Ambulance Service, had been appointed to Council in place of Robert Morton.

2. Minutes & Matters arising

2.1 Draft Minutes November meeting

Resolution:

Council approves the Minutes of the meeting held on the 14th November subject to agreed wording amendments to item 8.1, CPGs and item 11.1; Fitness to Practice.

Proposed: Stephen Brady
Carried without dissent

Seconded: Valerie Small

2.2. Matters arising

There were no matters arising.

3. Governance**3.1 Licensed CPG Providers**

Post the adoption by Council of the Credentialing, Licensing and Privileging practice regime, the rules for the recognition of service providers who undertake to implement CPGs were included for consideration. The Deputy Director confirmed legal advice about security clearance was awaited. Following a brief discussion the Deputy Director suggested a more informed decision can be made when legal opinion is secured and agreed to bring this matter back to the next meeting for formal approval.

Resolution:

Council approves in principle the revised rules for new and existing CPG service providers subject to legal opinion on security clearance and any other clarifications.

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

4. Finance**4.1 Finance position**

Details outlining PHECC's financial position up to the end of November were included and the adequacy of the internal financial controls were noted and approved. Papers were tabled for other expenditure which required authorisation including;

- The Deputy Director provided background information and correspondence in relation to funding for PHECC from the National Transport Medicine Programme. PHECC has received a payment of €165,000 following negotiations between the Director and the HSE. The Director had requested PHECC be compensated for his time efforts and workload of co-ordinating and developing the National Transport Medicine Programme on behalf of the HSE. He confirmed that some of the money was already accounted for with administrative support for the latter programme. He sought permission to fund the outsourcing and backfill of the Director's position and other support activity expenditure.
- Printing invoices for the Field Guide as well as tender documentation for the complementary electronic App were included for consideration. Permission was sought for expenditure of up to €60,000 for these two projects.
- The tender documentation for development of e-learning CPG Informative/Familiarisation Modules was tabled for consideration.
- The Deputy Director reported that a meeting occurred on the 6th Dec with the CEO of the Irish Heart Foundation (IHF) and the Director in relation to PHECC's annual financial support. He

confirmed that a reduced funding arrangement had been agreed consistent with the percentage reduction in the Letter of Determination.

Resolutions:

Council approves the following expenditure, subject to funds being available on the following;

- (a) €165,000 on outsourcing administrative support and backfilling of the Director's position funded by the National Transport Medicine Programme,**
- (b) expenditure, not to exceed €60,000, for the Field Guide (both App and Hard copy)**
- (c) expenditure, not to exceed €40,000, for the e-learning CPG Informative/Familiarisation Modules and**
- (e) funding of €89,840 for the Irish Heart Foundation**

Proposed: Valerie Small
Carried without dissent

Seconded: Michael Dineen

4.2 AP training Programme

A document detailing the financing of the AP training programme up to 2016 was included for consideration. The Deputy Director requested approval for ongoing funding to ensure continuance of the present cohorts up to 2016. He confirmed that discussions with UCD with respect to student registration fees are proposed early next year and suggested that it is now timely and prudent that student registration fees are no longer coming from the PHECC budget.

There was broad discussion on PHECC's involvement and funding to date. Patrick Plunkett suggested student fees are a matter for individuals or the service providers and it is timely for PHECC to put down a marker. Shane Mooney expressed concerns about PHECC moving away from PHECC paying student fees and any potential void that may occur. Valerie Small outlined the historic progression in nursing education and suggested this mirrors somewhat the Paramedic and Advanced Paramedic arena. Stephen Brady urged caution in the approach to any changes.

The Deputy Director suggested the move to the tertiary sector will in itself give some direction to the funding debate and proposed to revert to Council in relation to the student registration fee payments. Additional information concerning hospital placements and internal supervisor's fees would be sought from UCD.

The Chair in conclusion acknowledged that lessons could be learned from the nursing sector. He suggested that it is prudent to approve the funding as set out in the document and begin discussion on how to progress future funding.

Resolution:

Council approves the funding of the Advanced Paramedic programme up to March 2016 as contained in the tabled papers subject to reviewing and amending the student registration fees element.

Proposed: Hugh Doran
Carried without dissent

Seconded: David Maher

5. Education & Standards

5.1 EU Recognition Directive

The press briefing for the revised EU Directive on Recognition on Qualifications was included. This directive is due to be transposed into Irish law within a two year timeframe. The Chair noted the crossover with PHECC's recognition of qualifications. The Registrar explained that the language competency issue is paramount and also the fact that no European standard for paramedics currently exist. This directive seeks to address these issues. This matter will be brought back to Council as developments occur.

Members noted this item.

6. Quality & Safety

6.1 Ombudsman Appeal Decision

Correspondence from the Ombudsman's Office upholding an examination related decision was included and provided assurance to Council on the fairness and quality of the executive processes. This correspondence was noted.

6.2 ERC Highlights

The highlights of this year's ERC meeting were included for information. Members noted this item.

6.3 Out-Sourcing EMT MCQ examination

A proposal for outsourcing the MCQ examinations was included for consideration. The Registrar spoke on this item and highlighted and summarised the benefits both for candidates and RIs. In the ensuing discussion assurances were given in relation to the reputation, competency and integrity of any selected provider. At all stages PHECC will maintain full control of the examination question bank.

In response to Michael Dineen, the Deputy Director confirmed that the associated annual hosting costs were under the tender threshold and PHECC expect to realise savings from this initiative.

Following a query from Shane Mooney, it was confirmed that changes to the methodology would be minimal and would result in increased efficiency for students and RIs.

Resolution:

Council approves the out-sourcing of the EMT MCQ examinations.

Proposed: Shane Mooney

Seconded: Michael Dineen

Carried without dissent

7. Register

7.1 Awarding of NQEMT ratification and Names entered on Register

The report containing the names for entering on the Register, in the appropriate division, was included and noted by Council. The Registrar stated that for the first time, since the register had commenced, there are no names for the award of the NQEMT. This may indicate it is approaching saturation point for EMT training

7.2 Fitness to Practice

The transcript of the sanction hearing in the R Murphy case was included in the papers. This matter had been deferred for a legal opinion. The Deputy Director confirmed that legal opinion recommended that only Council Members party to the last proceedings could participate in any

formal ratification of the decision. It was agreed this could be facilitated through teleconference to avoid further delays. He also confirmed legal opinion has also been sought in relation to amending the SI in order to address any perceived weaknesses in the process.

8. OHCAR

8.1 & 8.2 Annual Report

The OHCAR report for 2013 was included. The report highlights the continued success of this project. Wide discussion followed on the merits of the project and its influences on other areas including KPIs. The Deputy Director suggested it is now timely that Council consider continuing to support the academic oversight component of the project through the National University of Ireland Galway (NUIG). Members agreed to continue to support OHCAR for 2014. David Maher commented on the fact there were no operational staff on the steering group and this was noted. Valerie Small suggested that CPR and availability of AEDs in the community is important also. Jacqueline Egan, Programme Development Officer confirmed that the establishment of a data hub would be the subject of a scoping document with the NUIG in the near future.

Resolution:

Council approves funding of €25,000 for the academic oversight of the OHCAR project in 2014 through NUIG.

Proposed: Valerie Small
Carried without dissent

Seconded: Michael Dineen

9. Information Standard

9.1 Ambulatory Care – Updated

An updated Information Standards for Ambulatory Care was included for consideration. Jacqueline Egan, Programme Development Officer outlined the changes.

Resolution:

Council approves the updated Information Standards for Ambulatory Care.

Proposed: Michael Dineen
Carried without dissent

Seconded: Tom Tinnelly

10. Clinical Practice Guidelines

10.1 New/updated CPGs

A total of 11 Clinical Practice Guidelines recommended by the Medical Advisory Committee (MAC) were included for ratification by Council. On the advice of Dr Sean Walsh, Consultant in Emergency Medicine Paediatrics and member of MAC two CPGs; Shock from blood loss (trauma) and non-trauma Paediatrics were withdrawn for further consultation.

A document was included in the papers which outlined the requirement to amend the Paediatric age range to the 'eve of the child's 16th birthday'. This was initially recommended by Prof Alf Nicholson, National Clinical Lead for Paediatrics of the HSE Paediatric and Neonatology clinical programme and subsequently endorsed by the MAC.

Resolution:

Council approves the new cut off age for paediatric patients of ≤15 years old and approves the updating of the listed paediatric CPGs to reflect this.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: David Maher

Resolution:

Council approves the following 9 CPGs as recommended by the Medical Advisory Committee (MAC).

- **Sickle Cell Crisis – Adult**
- **Sickle Cell Crisis – Paediatric**
- **Heat Related Emergency – Adult**
- **Pyrexia – Paediatric**
- **Acute Pulmonary Oedema – Adult**
- **Adrenal Insufficiency – Adult**
- **Adrenal Insufficiency – Paediatrics**
- **Shock from Blood Loss (trauma) – Adult**
- **Shock from Blood Loss (non-trauma) – Adult**

Proposed: Hugh Doran
Carried without dissent

Seconded: Patrick Plunkett

11. Director's Report

The Director's report was referred to throughout the meeting. The Deputy Director spoke on the following items included in the report and confirmed the:

- Director and Deputy Director had recently met with the DOH for broad discussions on a number of key topics.
- The National Transport Medicine Programme took a historic step this week with the commencement of the first national neonate transport service in the history of the state. The Director had previously acknowledged the support of both the Chair and Council in this programme. It was also emphasised that the launch of this service is one that Council which can be justly proud of and confirms that PHECC are continuing to deliver change and make a difference.
- A meeting was conducted between the PHECC executive and the Emergency Services Training Institute (ESTI) concerning non-compliance issues as previously discussed at Council. The Deputy Director confirmed that ESTI had been cautioned in this regard and that stringent scrutiny will apply for future renewal applications must fully comply with all requirements relating to courses and internship locations/sites. ESTI were also requested to formally advise candidates about PHECC's policy in relation to recognition of paramedic training outside the jurisdiction especially the International Paramedic Courses conducted by/on behalf of ESTI.

- The CISM e-learning project and revised Field Guide and accompanying phone app (iOS and Android) are at an advanced stage and will be available at the end of the first quarter 2014.
- Finally the Deputy Director thanked the Chairs of PHECC Committees who participated in making a video piece for the website.

12 AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 13th February 2014 in the PHECC office in Naas.

Signed: _____
Mr Tom Mooney
Chairman

Date: _____

Council Minutes
14th November 2013
PHECC Offices, Naas, Co. Kildare

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Thomas Keane
Mick Molloy
Barry O' Brien
Shane Mooney
Valerie Small

Apologies: Michael Dineen
Robert Kidd
Robert Morton
Cathal O' Donnell
Hugh Doran
David Maher
Patrick Plunkett
Tom Tinnelly
Glenna Woods

In Attendance: Barry O' Sullivan, Deputy Director/Registrar
Pauline Dempsey, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer
Marian Spence, Council Secretariat

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members and the Director.

2. Minutes & Matters arising

2.1 Draft Minutes October meeting

Resolution:

Council approves the Minutes of the meeting held on the 10th October.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

2.2. Matters arising

A summary of the Fitness to Practice presentation by solicitor, JP McDowell at the last meeting was included in the papers for information. The Deputy Director informed Council that the summary was prepared by PHECC and JP McDowell may add additional comments later.

3. Governance

3.1 Operational Risk Assessments - Clinical Practice Guidelines (CPGs)

The Chair sought clarification on what triggers the development of CPGs and assurance that Council and the Committees had the expertise on this item. Mick Molloy as Chair of the Medical Advisory Committee confirmed that the expertise is available within the current membership. He reported there were currently no statistics on which CPG(s) are being used however the Centre for Prehospital Research in Limerick is conducting some research on this. The Chair also enquired how consistency on usage of specific CPG(s) is monitored and if implementation after 18 months can be assured. The Deputy Director confirmed the onus is on registrants to familiarise themselves with current CPGs, and the service providers are responsible for upskilling their practitioners in CPGs and authorising implementation.

3.2 Operational Risk Assessment - Continuing Professional Competency (CPC)

Shane Mooney confirmed there was a broad discussion around CPC at the last meeting of the Safety & Quality Committee. Mick Molloy suggested the framework used by the Irish College of General Practitioners for CPC points may be a useful model for PHECC to adopt.

Council reviewed and examined the two operational risk assessments and are satisfied that adequate and appropriate procedures are in place to minimise the risk.

3.3. ISO 9001:2008 Accreditation

A copy of the recertification audit of the PHECC management system was reviewed. The audit confirmed that the management system conforms with all the requirements of the ISO 9001:2008 standard. The re-accreditation to ISO standards provides assurance to Council in relation to PHECC's internal governance and the effectiveness of the quality management system. Valerie Small congratulated the executive on this achievement.

4. Finance

4.1 Minutes of the Audit Committee

Council noted the contents of the minutes, in particular the slow turnaround of the C&AG Report and the high risk in financial controls with only two people in finance. The Chair asked for comments on the report from members. Shane Mooney highlighted the high legal costs mainly associated with Fitness to Practice (FTP) cases. In response the Deputy Director confirmed that PHECC and others regulators were asked to offer suggestions for cost reductions to the Department of Public Expenditure and Reform. PHECC suggested that smaller regulators should be empowered to collectively employ a solicitor to work on FTP cases. Permission from the DOH would be a requirement for this to happen. Mick Molloy enquired if PHECC had direct access to Barristers as some other regulators had. The Deputy Director agreed to investigate this.

4.2 Internal Audit Report

The internal audit report for 2013 confirming PHECC's financial probity was examined. The Deputy Director expanded on details as requested, in particular FTP and associated costs. The Chair acknowledged PHECC's limited resources in this regard. The contents of the report were noted.

5. Education & Standards

5.1 Higher level institution application

A paper entitled *Addendum to Council Rules for Application from Higher Level Institutes* was included for consideration. Valerie Small as Chair of the Education & Standards Committee spoke on this and endorsed the paper which will facilitate the transition from the current vocational training model to the new higher education approach (BSc programmes). A discussion ensued which highlighted concerns relating to the operation of both standards concurrently and the need for clarity around PHECC's role in the process. Stephen Brady cautioned that PHECC needs to ensure a measured process is in place. The addendum to Council rules was approved in principle in order to accommodate an application from a higher level institute. At the conclusion of discussion the Chair agreed that a more structured discussion on the matter would be required at a future meeting.

5.2 Activity Report; Recognised Institutions

The *Activity Report – Recognised Institutions* was included in the papers. Council considered the report and concern was expressed regarding one particular recognised institution who demonstrated significant non-compliance with current Council Rules as outlined. It was agreed that the executive would engage robustly with the institution to ensure compliance. Council also directed that this institution be instructed to make a full (fresh) application to be a PHECC Recognised educational institution early in 2014 when their current status expires. The application is to include recognition of both the institution and all courses. Failure to meet Council's requirements will result in a refusal of recognition.

The Chair of the Education & Standards Committee; Valerie Small addressed the meeting on this subject. She endorsed the need to revise current Council Rules as a first step to incorporate a sanctions regime for violations/non-compliance. This must be considered in tandem with the burgeoning requirement to develop institutional review/inspection methodology and procedures. It was acknowledged that this was a substantial body of work and may require outsourced services including external consultancy/expertise. Revised rules for enforcement and inspection methodology by or on behalf of PHECC will be prepared and considered by the committees prior to reverting to Council for approval.

5.3 CPC standards for EMTs

A document outlining the requirements of CPC for registered EMTs as approved by the Education & Standards Committee was included for consideration. The Registrar reported the cycle for EMTs would commence on the 1st November. He explained that a guide and FAQs were available on the PHECC website explaining the rationale for CPC. Over the next six months all aspects will be explained in a similar format. He confirmed that best practice suggests 3-5% is audited annually. He also confirmed that CPC for Paramedic and Advanced Paramedic level will be announced following a

national consultation. Members discussed the role of the assessors in the process and the need to develop this role.

Resolution:

Council approves the Continuous Professional Competency Standard for registered Emergency Medical Technicians.

Proposed: Mick Molloy
Carried without dissent

Seconded: Stephen Brady

6. Presentation

Valerie Small in her role as an Advanced Nurse Practitioner and at the request of the Director gave a presentation on the scope and role of the Advanced Nurse Practitioner (ANP) in the Emergency Nursing services. It highlighted the historical context and emerging scope of practice on clinical decisions such as xrays and medications. She confirmed that a National Forum of ANPs has now been established and a standard national job specification is being progressed. The presentation was well received by all.

7. Register

7.1 Awarding of NQEMT ratification and Names entered on Register

The register report, listing the individuals to be awarded an NQEMT and also the names for entering on the Register, in the appropriate division were included for noting by Council.

7.2 Registration Regime – Terminology

A document entitled *Practice Regime for Pre-Hospital Emergency Care/EMS Regulatory Terminology in Ireland* was included for consideration. This outlines registration terminology, provides clarification and assigns responsibilities of practitioners, service providers and PHECC and is consistent with international best practice. The Registrar explained the new terminologies of Credentialing, Licensing and Privileging and confirmed that all 3 will be required for registered EMS practitioners working with PHECC approved Service Providers.

Resolution

Council approves the Practice Regime for Pre-Hospital Emergency Care/EMS Regulatory Terminology in Ireland.

Proposed: Mick Molloy
Carried without dissent

Seconded: Thomas Keane

7.3 Decision Appeal Case- R Hogg

The report on the appeal decision of R Hogg v Director of PHECC was included for information. Members noted this item.

7.4 Letter - Council Determination - N Newland

Included in the papers was the final response letter to N Newland following the Fitness to Practice hearing and his appearance before Council last month confirming Council's sanction to 'advise' in relation to professional conduct. This will be noted on the PHECC Register.

8. CPGs

8.1 New/updated CPGs

A total of 6 Clinical Practice Guidelines recommended by the Medical Advisory Committee (MAC) were included for ratification by Council. Brian Power, Programme Development Officer explained that changes were necessary to update to existing current best practice.

- **Post-Resuscitation Care – Adult; P and AP**
- **Acute Coronary Syndrome; P, AP and MP**
- **Asthma – Adult; EFR**
- **Asthma – Paediatrics; EFR**
- **Asthma – Adult; EMT,P and AP**
- **Asthma – Paediatrics; EMT, P, and AP**

Resolution:

Council approves the following CPGs as recommended by the Medical Advisory Committee (MAC).

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

8.2 Tactical Emergency Care

Following representation from an Garda Síochana Emergency Response Unit to the Medical Advisory Committee in relation to emergency care under hostile conditions, MAC recommended to Council to introduce a new education and training standard of Tactical Emergency Care which is divided into Basic and Advanced levels. This draft document was included for consideration. Members discussed the pros and cons of these new standards. Concerns were expressed regarding the Advanced Tactical Care level in particular, and the need for clarity in relation to an appropriate scope of practice.

Council noted the document with the suggestion that the Medical Advisory Committee (MAC), the Quality & Safety and Education & Standards Committee(s) proceed to engage and develop further prior to additional consideration and approval.

9. MERIT Project

A summary MERIT Report from 2009-2013 showing activities and achievements during its lifespan was included. The Chair reported this brings this stage of the project to an end and budget permitting in 2014 Council may look at further engagement between this and Primary Care. The report was noted. The full report will be available on the PHECC website.

10. Director's Report

The Director's report was referred to throughout the meeting. The update on the Transport Medicine Programme was deferred to the next meeting.

11. Fitness to Practice

Sanction Hearing - R Murphy, 5097 - The Fitness to Practise Committee (FTP) of the Pre-Hospital Emergency Care Council at the Osprey Hotel, Naas, Co. Kildare on the 28th of August, 2013 conducted a hearing into an allegation of professional misconduct which was made against Mr Robert Murphy, Advanced Paramedic (PHECC Pin 5097). The FTP Committee concluded that Mr Murphy's conduct did indeed amount to professional misconduct. The report of the FTP hearing and all associated documents were considered by Council at this sanction hearing.

Mr Murphy was invited to attend the Council sanction hearing to make any representations to Council in relation to this matter. Mr JP McDowell, solicitor represented the Registrar and Mr Murphy was accompanied by Mr Peter O'Dowd (brother-in-law) and Mr Tom Hanley (friend). Before Mr Murphy's representative spoke any Council member with any involvement with the case left the room.

Council was advised it had two roles in the case. One is the issue of sanction and the other is in relation to the issue of publication. Mr McDowell outlined the background to the case; an allegation of professional misconduct was made against Mr. Murphy, being a person who holds the national qualification in emergency medical technology at the level of competence of advanced paramedic and whose name appears within the advanced paramedic division of the register in or around 5th May 2012 placed and/or arranged for the placing of an iPhone in a toilet at Nenagh in circumstances where

- (a) the phone was hidden in a gloves box in the toilet and/or
- (b) the iPhone was positioned in a manner whereby it could record through the holes in the gloves box and/or
- (c) the video was set in video record mode and/or
- (d) he knew or ought to have known the toilet might be used by your colleagues.

Mr McDowell noted that the FTP Committee expressed the belief that professional people are required to uphold certain minimum standards of professional conduct in their dealings with patients, colleagues and their professional body. The Complainant as a colleague of Mr Murphy's was in a professional relationship of trust and confidence with him as her superior and was entitled to expect that he would not attempt to video record her in a toilet. *"We have concluded that the conduct which is admitted amounts to professional misconduct"*

Mr Hanley spoke on behalf of Mr Murphy and was then followed by Mr O'Dowd who also spoke in mitigation. Two documents were also submitted to Council for consideration. Mr Murphy declined to make a statement. At the conclusion any Council members who had a previous involvement in the case, all representatives and PHECC executive staff withdrew to allow Council deliberate.

After a period of consideration and discussion Council deferred further deliberations to their next meeting which is scheduled for 12 December 2013.

12 AOB

12.1 Funding request

A sponsorship request was received from Darren Cash from DFB Boxing club for a boxing event between NAS and DFB in aid of Cystic Fibrosis to be held on the 29th November.

Resolution:

Council approves sponsorship funding for boxing strips to the value of €884 for the charity boxing match.

Proposed: Shane Mooney
Carried without dissent

Seconded: Mick Molloy

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 12th December in the PHECC office in Naas.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____

Council Minutes

10th Oct 2013

PHECC Offices, Naas, Co. Kildare

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Shane Mooney
Valerie Small
Tom Tinnelly
Glenna Woods

Apologies: Hugh Doran
Thomas Keane
Robert Kidd
Robert Morton
David Maher
Mick Molloy
Barry O' Brien
Cathal O' Donnell
Patrick Plunkett

In Attendance: Barry O' Sullivan, Deputy Director/Registrar
Pauline Dempsey, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer
Marian Spence, Council Secretariat

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members and the Director.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 12th Sept.

Proposed: Michael Dineen
Carried without dissent

Seconded: Stephen Brady

2.2. Matters arising

2.2.1 Funding Request

Following his presentation at the last Council meeting, a funding request was included from Mark Dixon for the joint UCD-CEMS and Centre for Prehospital Research on the Biomechanical Analysis of Spinal Immobilisation during pre-hospital extrication; “A Proof of Concept Study”. Members were in agreement to fund this worthwhile initiative.

Resolution:

Council approves funding of €17,500, in response to a funding request for the Biomechanical Analysis of Spinal Immobilisation during pre-hospital extrication; “A Proof of Concept Study”.

Proposed: Shane Mooney **Seconded:** Michael Dineen
Carried without dissent

2.2.2 Correspondence regulation and inspection of Ambulance Services

Correspondence to HIQA’s Directorate was included in the papers. Some historical correspondence related to this matter was tabled for information. The Deputy Director confirmed the Director had concluded a positive engagement with HIQA and the correspondence confirmed PHECC’s position on this matter. In response to questions on inspection process, Brian Power reported on outcomes from past inspections of private ambulance services which resulted in one service ceasing to trade and another becoming compliant after fulfilling the recommendations of the inspection. In summarising, the Chair confirmed Council’s satisfaction that the PHECC Standards are being followed.

2.2.3 Defibrillation Bill - Update

The Director in his report confirmed the DOH had previously been advised of Medical Advisory Committee’s concerns re the Defibrillation Bill, and Council’s subsequent endorsement of those concerns.

3. Governance

3.1 Risk Item - Examinations & Certification

Jacqueline Egan, Programme Development Officer spoke on this item. She outlined the background to the one high risk item on the document; the high demand on PHECC internal staffing resources for EMT examinations which are presently co-managed by PHECC and the recognised institution involved. To manage this demand along with the devolvement of the OSCE’s component of the examination PHECC have commenced engagement with the recognised institutions. She confirmed PHECC will continue to have a member of the quality team at every examination to ensure quality and integrity are maintained.

3.2 Risk Item - Record of Responders & Register of Practitioners

The Deputy Director confirmed there were three areas deemed as high risk under this heading. Namely, (a) automation of the registration process; (b) supporting the register with a robust fitness to practice system and; (c) ensuring that scope of practice and professionalisation agenda is supported and progressed. He reported that information on international practices of registration in similar professions may prove helpful and agreed to bring this to a later meeting.

Council noted the contents of the operational risk assessments and are satisfied that appropriate measures to minimise any risks are in place.

3.3. Audit Committee

The draft Audit Committee Report 2012 was included in the papers for approval. The Deputy Director explained the delay was due awaiting receipt of the certificate and management letter from the Comptroller & Auditor General. The Audit Committee also reported that the receipt of a Management Letter for 2011 from the C&AG, which was still outstanding at the year-end. The Committee confirmed that in their opinion the system of internal financial control in PHECC has functioned effectively in all respects for 2012

Resolution:

Council approves the Audit Committee Report 2012 subject to receipt of the management letter from the Comptroller & Auditor General.

Proposed: Stephen Brady
Carried without dissent

Seconded: Michael Dineen

3.4 2012 Draft Annual Report

The Draft Annual Report 2012 was tabled for approval.

Resolution:

Council approves the 2012 Annual Report.

Proposed: Stephen Brady
Carried without dissent

Seconded: Michael Dineen

4. PHECC Committees

The Chairs of the Education & Standards Committee and the Quality & Safety Committee, Valerie Small and Shane Mooney respectively provided an update on their committee membership (s). The Education & Standards Committee is due to meet on the 15th October and the Quality & Safety Committee is due to meet on the 5th November.

4.3 Priority Dispatch Committee

A revised terms of reference for the Priority Dispatch Committee was included for consideration. The variation in the terms of reference is requested to facilitate the development and implementation of the Protocol 37 relating to inter-hospital transfers. Council amended the composition of the Priority Dispatch Committee and replaced the Deputy Medical Director of the HSE National Ambulance Service (generic) with a hospital based medical practitioner with an interest in priority dispatch.

Resolution:

Council approves the revised terms of reference of the Priority Dispatch Committee.

Proposed: Valerie Small
Carried without dissent

Seconded: Shane Mooney

Resolution:

Council approves Mr Mark Doyle, Consultant in Emergency Medicine as a member of the Priority Dispatch Committee.

Proposed: Glenna Woods
Carried without dissent

Seconded: Valerie Small

5. Register

5.1 Awarding of NQEMT ratification & Names entered on Register

The register report, containing the individuals to be awarded an NQEMT and also those for inclusion on the Register were tabled. The Registrar confirmed that as expected the growth in registration membership had slowed down considerably. Council noted the report and names.

5.2 Fitness to Practice – Update

The Registrar referred to correspondence from a recent case, which indicated the appellant Robert Murphy, was not in a position to attend the Council meeting as scheduled. As a result, Council's consideration of this case was deferred to the November meeting.

6. Legal Presentation – Fitness to Practice

As requested at the September Council meeting, a formal legal presentation devoted to Fitness to Practice was made by PHECC's legal advisors; JP McDowell, Partner, McDowellPurcell Solicitors. He provided general information of Fitness to Practice procedures and the specific correlation between Council and the Fitness to Practice Committee. There was broad discussion following the presentation with positive feedback from members.

The Registrar also provided details on the sanctions permissible and the power to publish findings. He also outlined that there was no automatic entitlement for re-registration on the PHECC Register. In response to a question it was suggested the CPG approval for service providers could be amended to include a provision for the management of sanctioned practitioners. This would be brought back to Council for formal approval in due course.

In conclusion the Chair agreed it was a valuable session and endorsed the suggestion that Council issue a document outlining the legal and practical processes for Fitness to Practice matters. He thanked Mr McDowell for his input.

7. CPGs

7.1 New/updated CPGs

A total of 8 Clinical Practice Guidelines recommended by the Medical Advisory Committee (MAC) were included for ratification by Council. Brian Power, Programme Development Officer provided background information on each. Regarding the particular CPG on "Not Breathing – Opioid Overdose – CFR/CFR-A" he explained that legislative change is required to allow Responder level administer prescription only medication.

Resolution:

Council approves the following CPGs as recommended by the Medical Advisory Committee (MAC)

- **Symptomatic Bradycardia – Paediatric – AP/P/EMT**
- **Pain Management – Adult – AP/P/EMT**
- **Asthma – Adult- AP/P/EMT**

- Asthma – Paediatric – AP/P/EMT
- Not Breathing – Opioid Overdose – CFR/CFR-A
- Asthma Paediatric – EFR
- Glycaemic Emergency – Paediatric – AP/P
- Seizure/Convulsion – Paediatric – AP/P

Proposed: Shane Mooney
Carried without dissent

Seconded: Michael Dineen

8. Director’s Report

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

11. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 14th November in the PHECC office in Naas.

Signed: _____
Mr Tom Mooney
Chairman

Date: _____

Council Minutes

12th Sept 2013

PHECC Offices, Naas, Co. Kildare

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Thomas Keane
Shane Mooney
Cathal O' Donnell
Glenna Woods

Apologies: Hugh Doran
Robert Kidd
Robert Morton
David Maher
Mick Molloy
Barry O' Brien
Patrick Plunkett
Valerie Small
Tom Tinnelly

In Attendance: Barry O' Sullivan, Deputy Director/Registrar
Marian Spence, Council Secretariat
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members and the Director.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 11th July.

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Brennan

The Deputy Director confirmed that the correspondence to DoH regarding PHECC's inspection outcomes of the statutory ambulance services was delayed pending a meeting with HIQA. Dr King has recently met with the newly appointed HIQA Director of Safety and Quality Improvement. This was a positive and timely meeting and the letter to DoH will be included in the papers for the next meeting.

3. Governance

3.1 Risk

- Education & Training
- Governance & Finance

Two risk assessments were included on the agenda. The Deputy Director outlined that the education and training risks were mainly in the low region whilst the finance items were less so. Council noted these assessments.

3.2 PHECC Committees update

3.2.1 Education & Standards Committee

Pauline Dempsey, Programme Development Officer provided an update on the Education & Standards Committee and confirmed that it is close to full membership with a proposed meeting date before the end of October.

3.2.2 Quality & Safety Committee

Jacqueline Egan, Programme Development Officer provided an update on the Quality & Safety Committee and confirmed that it too is close and is expected also to meet before the end of October.

3.2.3 Medical Advisory Committee (MAC)

Correspondence from Seamus Clarke (ICGP) proposing representation on MAC from the Faculty of Pre-Hospital Care of the Royal College of Surgeons in Edinburgh was discussed. There was general agreement that the MAC already had the necessary expertise and that JRCALC would be a more appropriate or analogous organisation to engage if required. The proposal was also considered to be untimely as MAC has recently been reconstituted with up to 32 members.

4. Register

4.1 Awarding of NQEMT ratification & Names entered on Register

The Register booklet containing the names for awarding of the NQEMT and entering on the Register was included in the tabled documents. This item was noted.

4.2 Fitness to Practice – Update N Newland

The Registrar spoke on this item and reported on a hearing heard before the Fitness to Practise Committee of the Pre-Hospital Emergency Care Council at the Osprey Hotel, Naas, Co. Kildare on the 18th of June 2013. This hearing concerned an allegation of professional misconduct which was made against Mr Nigel Newland, Paramedic (PHECC Pin 4310).

The outcome of the hearing was the Fitness to Practise Committee;

- welcomed Mr Newland's acknowledgment of error of judgment;
- welcomed his agreement to furnish a letter of apology;
- requested a copy of this letter should be submitted to the Registrar of the Pre-Hospital Emergency Care Council;
- because of the seriousness of this matter decided to accept the Registrant's consent to be advised in this matter;
- and the Fitness to Practise Committee requested that
 - a. There should be no repeat of this conduct in the future and that;
 - b. The Registrant should be advised to re-familiarise himself with the PHECC Code of Conduct and Ethics as it reflects Registrant's relationship with patients, colleagues and the Council.
- did not make a finding of professional misconduct against Mr Newland.

All documentation including a transcript of the hearing was made available to Council members. The legal assessor provided general advice on the legal process in facilitating Mr Newland make representation to Council. He informed members that the case was closed and this hearing allowed due process to be finalised. The role of Council now was to accept the report, and issue a formal sanction of an Advise in relation to his conduct and also record their decisions. Council were also reminded that any members who previously participated in the case were barred from making any contribution and should exclude themselves from any discussions or deliberations.

Mr Newland and his solicitor Mr Pat McDonagh joined the meeting. Mr McDonagh on behalf of his client stated that he was present at Council as a matter of courtesy and that his client had noted the outcome of the Fitness to Practice hearing and that he had complied with the ruling.

The legal assessor informed Mr McDonagh that Council intended to complete four actions; 1. Note the content of the Fitness to Practise Committee Report, 2. Formally advise Mr Newland in relation to his professional conduct, 3. Note this advise on the register, the record will reflect that there was no allegation substantiated against Mr Newland and that he consented to being advised and 4. Record their decisions in Council minutes, which are publically available, and if he was in agreement with this.

In response Mr McDonagh indicated that his client had no objections to these four actions. Following this statement Mr Newland thanked Council and his legal team and both left the meeting. Three members of Council with prior knowledge of the case then withdrew from the meeting; Michael Dineen, Shane Mooney, and Thomas Keane.

Council unanimously decided to;

1. Note the content of the Fitness to Practise Committee Report,
2. Formally confirm a sanction of an Advise in relation to Mr Newland's professional conduct,
3. Note this advise on the register, the record will reflect that there was no allegation substantiated against Mr Newland but he consented to being advised and
4. Record their decisions in Council minutes, which are publically available.

The Chair suggested it would be timely to make Fitness to Practice process and procedures an agenda item for a meeting for Council.

5. CISM

Council noted the contents of the final Critical Incident Stress Management (CISM) report which was included for information. The Deputy Director confirmed CISM was now in transition mode and no longer affiliated with the National University Ireland in Maynooth (NUIM). He acknowledged the positive work of CISM to date and emphasised it is now time to act on the research findings. There was agreement with Shane Mooney's suggestion that access to this CISM material be extended to responder groups. The Deputy Director confirmed PHECC's on-going support to the work of CISM through the CISM Network and NAS involvement and development of an elearning support programme.

Stephen Brady commented on the beneficial outputs from the work of CISM within DFB and highlighted the importance of personal engagement in addition to e-learning. Overall there was general commendation for the work and the Critical Incident Stress Management booklet for emergency personnel and it was agreed the booklet should be re-issued and redistributed.

6. Recognition of Equivalence

Two appeal reports for recognition of equivalence were included in the papers. Pauline Dempsey, Programme Development Officer, reported this was the first time the appeals panel had conducted hearings. Prof Patrick Plunkett chaired these hearings and both were unsuccessful. She explained that the complainants have been issued with the final report and must comply with issues raised before any future application is considered. Recourse to the courts is also available if they wish to pursue further. Council noted the reports.

7. Transport Medicine Programme

An extract from the National Retrieval Steering Committee meeting from the 3rd September was included for information. The Deputy Director provided an update on progress to date. Council noted this item.

8. Ambulance Handover Protocol

A proposal to support national deployment of the Ambulance Handover Protocol was discussed. The Deputy Director spoke on this item and explained the initiative is being developed by the national Emergency Medicine Programme (EMP) in conjunction with the National Ambulance Service (NAS) and PHECC. During discussion Cathal O' Donnell explained it will allow standardisation of the present unstructured process and will enhance safety protocols with patient handover. Brian Power Programme Development Officer explained that IMISTAMBO which was originally developed in New South Wales is the forerunner in research on this matter and has been adopted in Ireland.

Resolution:

Council approves funding of up to €40,000 to facilitate the implementation of the Ambulance Handover Protocol project.

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Michael Dineen

9. Centre for Pre-Hospital Research

9.1 Interim Report

The interim report from the Centre for Pre-Hospital Research (CPR) included in the papers shows continued progress and confirmed the budget is on target to the end of this year. The report contained a detailed account of all activities of CPR. Council noted this item.

9.2 Research Presentation

Mark Dixon presented to Council on research titled “Biomechanical Analysis of Spinal Immobilisation during Prehospital Extrication: “A Proof of Concept Study”. This was well received by all present and a brief discussion ensued on the merits of this Irish led study which is being lauded internationally.

10. Director’s Report

10.1 Irish Community Responders Association (ICRA)

A funding request from the Wicklow First Responders to host a National Community First Responders conference with one of the aims being to form an Irish Community Responders Association (ICRA) was included for consideration.

Resolution:

Council approves funding of €10,000 to the Wicklow First Responders (€5,000 towards the inaugural National Community First Responders conference and €5,000 towards the establishment of a national responder network).

Proposed: Cathal O’ Donnell
Carried without dissent

Seconded: Michael Dineen

10.2 Delegations to Director

A list of resolutions delegated to the Director including; recognition of Institutions and courses, and recognition of qualifications outside the state were included in tabled documents. Council noted these items.

The Director’s report also contained a brief summary on information from a recent meeting of CEOs of State Agencies which the Director attended. The Deputy Director outlined the key points from the meeting for information of Council. Other items included in the Director’s Report were referred to throughout the meeting. The item on the defibrillation bill update was deferred to the next meeting.

11. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 10th October in the PHECC office in Naas.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____

**PHECC
Council Minutes
11th July 2013
PHECC Offices, Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Hugh Doran
Thomas Keane
Robert Kidd
Mick Molloy
Shane Mooney
Valerie Small
Tom Tinnelly

Apologies: Michael Dineen
Robert Morton
David Maher
Barry O' Brien
Cathal O' Donnell
Patrick Plunkett
Glenna Woods

In Attendance: Barry O' Sullivan, Deputy Director
Marian Spence, Council Secretariat
Pauline Dempsey, Programme Development Officer
Brian Power, Programme Development Officer

1. Chair's Business

The Chair opened the meeting and acknowledged apologies received from Members and the Director.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 13th June 2013 subject to amendments to attendance list.

Proposed: Mick Molloy
Carried without dissent

Seconded: Robert Kidd

There were no matters arising from the last meeting.

3. Governance

3.1 Risk

- Role & Deployment
- Information Management

Two risk items were included in the papers for information. Members noted these items and requested that the high costs associated with FTP and litigation be recorded as a risk factor.

A copy of the letter to DOH regarding inspection outcomes will be included in the next Council papers.

4. Finances

4.1 Draft Financial Statements 2012

The Deputy Director explained the variances in the accounts vis-à-vis 2011. There was discussion on the rising legal and administrative costs related to Fitness to Practice hearings. The Deputy Director informed members the executive is exploring the option of tendering for legal services. Robert Kidd reminded members this matter was raised at a previous meeting when it was agreed the methodology would be looked at to ensure processes are robust. The Chair confirmed a revised Fitness to Practice process is being progressed and will be brought back to Council subject to liaising with the DOH regarding the risk assessment on this item.

Resolution:

Council approves the 2012 Financial Statements.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

4.2 PHECC Business Plan 2013 – Priorities/ Deliverables

An addendum to the business plan outlining PHECC's priorities for 2013 was included for information. The Deputy Director confirmed the document has been sent to the DOH and members will be informed when feedback is received. A discussion ensued on the CPR campaign and there was general agreement to refresh and explore options for this initiative. EU funding and cross-border collaboration with the Northern Ireland Ambulance Service (NIAS) was also discussed. In response to the dialogue the Deputy Director confirmed that preliminary discussions have begun with PHECC and the Health Care Professions Council in the UK regarding how authorities for scope of practice and medications might operate in a cross-border, inter-operability setting.

The Chair confirmed the business plan met all PHECC's key objectives and it was duly noted.

5. PHECC Committees

5.1 Membership Updates

Valerie Small, as Chair of the Education & Standards Committee updated progress on membership of this committee. She confirmed that David Maher, Shane Mooney, Michael Dineen and Glenna Woods have opted onto the Committee. Requests for nominations for other generic vacancies are being progressed and will be confirmed at the next Council meeting.

Shane Mooney as Chair of the Quality & Safety Committee provided an update on progress on the membership of this committee. He requested that the observational representative from each CPG approved private ambulance service providers is increased from one to two per meeting on a rotational basis for each provider. Correspondence from each meeting is to be circulated to all representatives.

6. Register

6.1 Awarding of NQEMT ratification & Names entered on Register

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and entering on the Register. Council noted the contents.

6.2 Fitness to Practice – Update N Newland

The Registrar spoke on this item. The Fitness to Practice Committee report from the recent N. Newland hearing was included in the papers and the response of the registrant to an invitation to attend Council was circulated in the tabled papers. Following discussion Council deferred consideration of the report to the next Council meeting in order to give Mr Newland a second opportunity to make representations to Council.

7. Education & Training

A document, compiled by Pauline Dempsey, Programme Development Officer outlining the essential requirements and minimum time of the theoretical and clinical instruction components of NQEMT courses was included for consideration. The Deputy Director spoke to this item highlighting the fact that there is no direct entry to the AP course and the NQEMT Paramedic award plus a period of clinical practice are pre-requisites. A brief discussion ensued on the interpretation of contact hours in the AP distance learning component. Pauline Dempsey agreed a revision of the table with no material changes will correct this and will be made available on the PHECC website. There was general agreement for this clarification document.

Resolution:

Council approves

- **that the combined qualifications of NQEMT- P and NQEMT – AP are the minimum accepted for entry to the AP Register.**
- **that the minimum duration of the AP Standard is revised (extended) in Council Rules to reflect the current AP programme (as proposed in the document).**

Proposed: Shane Mooney
Carried without dissent

Seconded: Mick Molloy

8. Defibrillation Bill

The Public Health (Availability of Defibrillators) Bill 2013 currently progressing through the Oireachtas was included for information. This document was discussed at a recent Medical Advisory Committee (MAC); feedback was compiled and included in the meeting papers. Mick Molloy as Chair of MAC outlined the detail of this document. Members were in agreement that it was important to not to progress this legislation in its current format. There was general agreement that the executive would correspond with the Minister for Health with the suggestions and feedback gleaned from the MAC discussion.

9. Clinical Practice Guidelines

9.1 Updated CPGs

The following CPGs were reviewed by members of the Medical Advisory Committee (MAC) and some changes recommended have been incorporated.

Resolution:

Council approves the following updated Clinical Practice Guidelines as recommended by the Medical Advisory Committee:

- **Acute Coronary Syndrome**
- **Advanced Airway Management**

Proposed: Shane Mooney
Carried without dissent

Seconded: Mick Molloy

10. Director's Report

10.1 Delegations to Director

A list of resolutions delegated to the Director to date including; recognition of Institutions and courses, CPG service providers and recognition of qualifications outside the State were included for noting. During discussion concerning RocDoc, Brian Power, Programme Development Officer confirmed the company met all PHECC's criteria for approval as a CPG service provider.

Other items included in the Director's Report were referred to throughout the meeting.

11. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the **12th September** in the PHECC office in Naas.

Signed: _____
Mr Tom Mooney
Chairman

Date: _____

**Minutes of the Council meeting held on the 13th June 2013
in PHECC Offices, Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Michael Brennan
Michael Dineen
Robert Kidd
David Maher
Shane Mooney
Mick Molloy
Patrick Plunkett
Cathal O' Donnell
Valerie Small
Glenna Woods

Apologies: Stephen Brady
Hugh Doran
Thomas Keane
Barry O' Brien
Tom Tinnelly
Robert Morton

In Attendance Geoff King, Director
Barry O' Sullivan, Deputy Director
Marian Spence, Council Secretariat
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer

1. Chair's Business

There was no Chair's business to report.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 26th April 2013.

Proposed: Mick Molloy
Carried without dissent

Seconded: Michael Dineen

2.1 Matters arising

HSE/DFB Inspection Reports – update

The Director confirmed that a meeting has been arranged with HIQA to discuss: our respective roles in regulation and inspection of Ambulance Services; the HSE/DFB Inspection Reports, the current HIQA Response Times Standards; and the Clinical KPIs in development that PHECC is sponsoring. Council will be informed of outcomes in due course.

3. Governance

3.1 Risk Framework – Information Management

The Risk item on Information Management was included for information and review. Members noted the contents. The Chair confirmed that Risk items are provided to Council on a regular basis to enable them to discharge their overall governance functions of the Council.

4. Finances

4.1 C&AG Certificate 2011

C&AG signoff of financial statement for 2011 was included for information.

4.2 Draft Business Plan

The Director confirmed supplementary information is being prepared for Council on the business plan and will be circulated to Members when completed.

4.3 Schedule of Fees

The Schedule of Fees was included in the meeting papers and was discussed in relation to PHECC's level of subsidy for examinations. A document outlining examination costs and 2012 examination results for each Recognised Institution (RI) was tabled. The Registrar spoke on this item and highlighted the stats and expenditure by PHECC for examinations. The pros and cons of increasing the examination fee to offset current expenditure incurred by PHECC were discussed. The Director highlighted the fact that quality and fairness principles must be assured for any future devolvement of examinations to the RIs. He informed members that a proposed Facilitators Panel has been mooted which may undertake quality control of devolved assessment and other recognition and assessments items yet to be decided.

In conclusion the Chair suggested the present fee remains unchanged pending the devolvement process. There was general agreement.

5. PHECC Committees

The Director updated members on progress regarding nominations for PHECC Committees.

The Director reported that the Medical Advisory Committee (MAC), the Priority Dispatch Committee and the Audit Committee had all convened meetings to date. He reminded members of their entitlement to join any of the PHECC Committees. The membership lists for all the above Committees were included in the papers for noting. Included in tabled documents were the terms of reference for both the proposed Education & Standards Committee (formally Accreditation Committee) and the Quality & Safety Committee (formally Clinical Care Committee) for consideration. With reference to the Quality & Safety Committee, Shane Mooney sought clarification on how the 'rotational' basis for Private Ambulance Services nominee will function and if information on outcomes of the meetings could be passed on to all involved. The Director explained the selection will be on a meeting by meeting basis, he did not perceive any issue with follow up to all involved, he also welcomed any input between meetings.

Resolution:

Council approves the terms of reference of the Education & Standards Committee.

Council approves the terms of reference of the Quality & Safety Committee.

Proposed: Michael Dineen
Carried without dissent

Seconded: Robert Kidd

6. Register

6.1 Awarding of NQEMT ratification & Names entered on Register

A list of names for entering on the Register was included in the papers and the names for awarding of the NQEMT were tabled.

Council noted the names on both lists.

6.2 Fitness to Practice – Update

The Registrar reported there were two FTP cases going to full hearings. He reported that Robert Kidd had agreed to Chair the hearing of the Fitness to Practice Committee in June. David Maher agreed at the meeting to Chair the second case to be held July.

7. Education & Training

7.1 Council Rules; Garda Vetting

A document related to the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 and PHECC requirement to include appropriately into Council Rules pertaining to Recognised Institutions was included for consideration. It was agreed that timeframes need to be decided before compliance can be enforced.

Resolution

With respect to the enactment of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, Council approves that NQEMT level institutions involved in clinical placements/internships:

- i) must demonstrate to Council's satisfaction compliance with the Act on application; and that
- ii) current recognised institutions will demonstrate to Council's satisfaction compliance with the Act in line with the phased implementation of the Act.

Proposed: Mick Molloy
Carried without dissent

Seconded: Patrick Plunkett

7.2 Moving Paramedic/Advanced-Paramedic to tertiary sector education and awards

A concept paper of a proposed BSC at UCD which is a collaborative initiative with NASC to move Paramedic training from vocational to the tertiary sector was included for information. The Director outlined the proposals for the 4 year programme. He confirmed it would go through PHECC Committee processes to agree a framework to ensure service needs, PHECC registration and University awards aligned as much as feasible. A discussion ensued on the initiative. Mick Molloy expressed the fact that it was a B.Sc in Emergency Medical Science (EMS) and not a Paramedic/Advanced Paramedic third level award. Robert Kidd stated that UCD were not the only University that could/will participate in this endeavour. Patrick Plunkett expressed caution and suggested further thought required as it may encourage elitism in the service. Valerie Small

suggested a lot could be learned from how the process evolved with Nurses. David Maher agreed. In conclusion the Director confirmed that formal engagement with UCD and NASC will commence. The Chair welcomed the initiative subject to further information, engagement with appropriate people and infrastructure arrangements in place.

8. Recognition of Equivalence

8.1 Compensation measures for recognition of professional qualifications

A document outlining proposed compensation measures for recognition of professional qualifications applicants was included for consideration and approval. Members discussed the detail of the proposed measures. Patrick Plunkett and Glenna Woods made suggestions and some minor amendments were agreed.

Resolution:

With regards compensation measure for mutual recognition applicants, Council approves that:

- i) when an applicant is unsuccessful following a) a period of adaptation or b) an aptitude test, they are precluded from availing of the alternate option.

With regards aptitude testing, Council approves that:

- ii) the results of the MCQ exam will be issued as a percentage mark
- iii) the result/s of the skills demonstration and or the interview will be issued as a pass/fail
- iv) a compensation mechanism between parts of the test will be permitted
- v) the final overall outcome will be: successful, successful after compensation or unsuccessful
- vi) a repeat aptitude test is at the discretion of the Director.

Proposed: Shane Mooney
Carried without dissent

Seconded: Valerie Small

9. Clinical Practice Guidelines

9.1 CPGs

There were 3 Clinical Practice Guidelines (CPGs) recommended by the Medical Advisory Committee (MAC) included for consideration. In relation to the Symptomatic Bradycardia CPG, Glenna Woods queried the use of CPR for Bradycardia in children up to 13 years of age. Pat Plunkett suggested 'poor perfusion' includes being 'unresponsive' rather than 'altered LOC'. A brief discussion ensued and it was agreed that this CPG be brought back to MAC for further consideration.

Resolution:

Council approves the following CPGs:

- Poisons – Adult
- Hypothermia

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Mick Molloy

9.2 CPG Approved Service Provider

Members noted the approval by the Director of Careline Ambulance Service as a CPG approved Service Provider.

10. Director's Report

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

The Director confirmed that recent delegations, of decisions made by the Director will be included on an aggregated list on a monthly basis in future.

11. Presentation EMS Gathering

Kieran Henry and Conor Deasy gave a presentation on the recent EMS Gathering in Killarney.

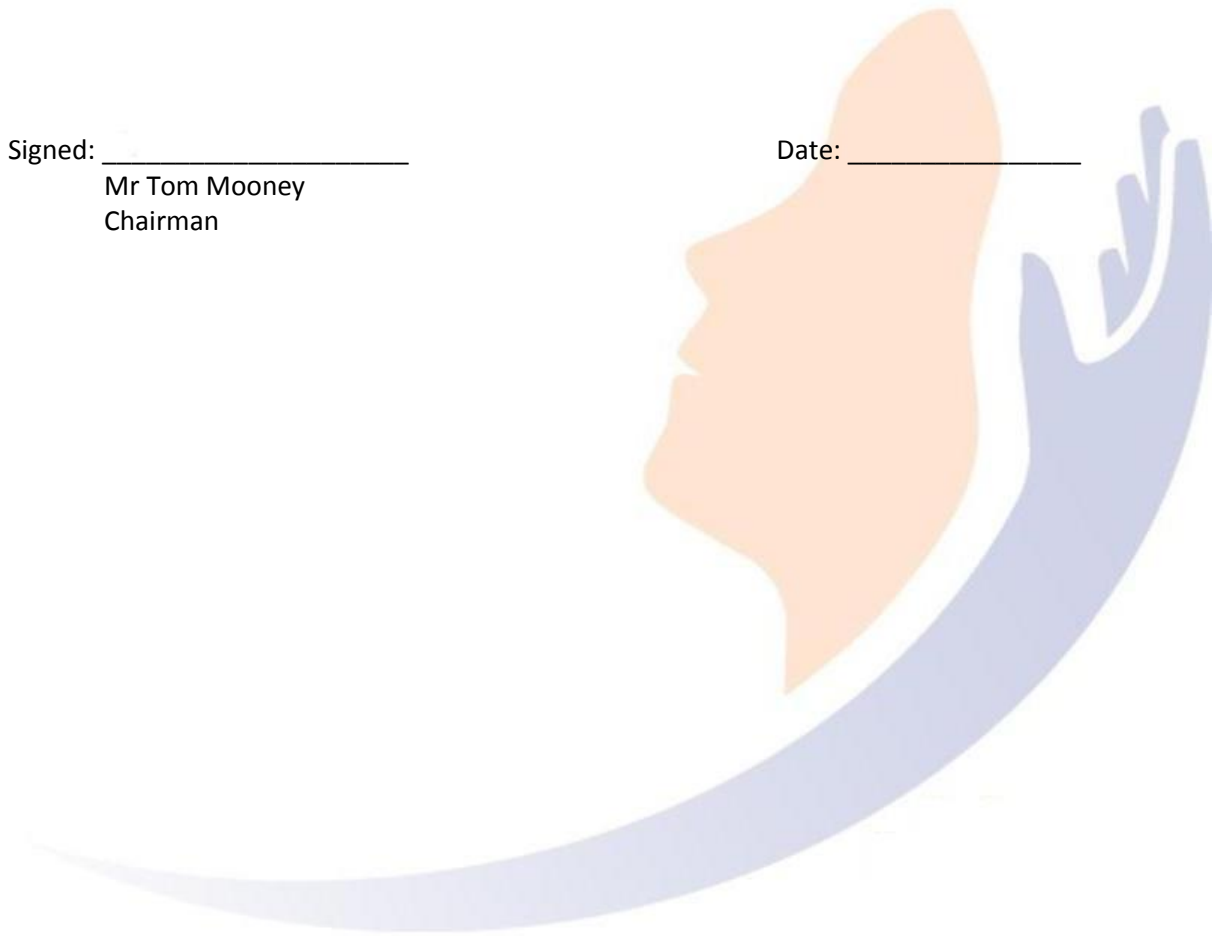
12. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the **11th July** in the PHECC office in Naas.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____



**Minutes of the Council meeting held on the 26th April 2013
in the South Court Hotel, Limerick**

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Thomas Keane
Robert Kidd
David Maher
Shane Mooney
Robert Morton
Barry O' Brien
Cathal O' Donnell
Valerie Small
Tom Tinnelly
Glenna Woods

Apologies: Hugh Doran
Mick Molloy
Patrick Plunkett

In Attendance Geoff King, Director
Barry O' Sullivan, Deputy Director
Marian Spence, Council Secretariat
Jacqueline Egan, Programme Development Officer
Brian Power, Programme Development Officer

1. Chair's Business

1.1 Election of Vice- Chair

The Director informed the meeting that he has received a nomination from Michael Dineen for the role as Vice-Chair of Council. In the absence of another nomination Michael Dineen was declared elected.

Resolution:

Council approves Michael Dineen as Vice-Chair of Council.

Proposed: David Maher
Carried without dissent

Seconded: Tom Tinnelly

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 13th March 2013.

Proposed: Michael Dineen
Carried without dissent

Seconded: Michael Brennan

2.1 Matters arising

Glenna Wood advised that in fact a hybrid model does exist but only in relation to paediatric resuscitation in-hospital.

2.2 Inspection Reports

Robert Morton sought clarification on item 2.2.suggesting he recalled that the HSE were to be corresponded with in advance of HIQA being informed if required. The Director advised that after consultation with the DOH, PHECC intends to engage HIQA on this issue but as part of a broader discussion on the current and future roles of PHECC and HIQA in the inspection and regulation of Ambulance Services.

3. **Finances**

3.1 Letter of Determination & Draft Business Plan

The letter of determination from the DOH detailing the PHECC funding for 2013 was included as well as the draft Business Plan submitted to the DOH. The Director advised that the DOH has asked for a schedule of actions against the Strategic Plan that PHECC has prioritised and plans to implement in 2013.

3.2 Schedule of Fees

A revised Schedule of Fees was tabled for consideration. The Deputy Director outlined the changes which include increased fees for appeals and re-check requests following a viewing. The proposal for the OSCE examination to become self-funding was outlined in relation to item 2.1 of the schedule. The Chair enquired about the quantities of appeals. The Deputy Director reported that they were mostly from the MCQ examinations and related to re-checks (as described in the new policy) and less so from appeals in relation to recognition of equivalence of qualifications. He advised he will bring a paper detailing the costs for running exams to the next meeting.

Resolution:

Council approves the revised Schedule of Fees

Proposed: Glenna Woods
Carried without dissent

Seconded: Stephen Brady

4. **PHECC Committees**

The Director updated members on progress regarding nominations for PHECC Committees. It was confirmed the terms of reference and membership of the Accreditation and Clinical Care Committees are being revised and will be brought to the next meeting for consideration by Council. It was also confirmed that Mick Molloy has advised he is willing to Chair the Medical Advisory Committee (MAC). In the absence of another nomination Mick Molloy was declared elected.

Resolution

Council approves Mick Molloy as Chair of the Medical Advisory Committee (MAC).

Proposed: Michael Dineen
Carried without dissent

Seconded: Cathal O' Donnell

5. Register

5.1 Awarding of NQEMT ratification & Names entered on Register

The Registrar tabled the Council Register booklet containing the names for awarding of the NQEMT and entering on the Register. He informed members that this information will move to an electronic format from now on with the most current information being available on the PHECC website.

Council noted the names.

5.3 Fitness to Practice – Update

The Registrar reported there were two new FTP cases pending that required two nominations for Chairs to the Preliminary Proceeding Committee(s). He will be seeking Council members for same which are proposed to occur late June.

5.4 Delegations to the Director

A list of the following delegations to the Director was included in the papers for consideration by Council.

1. unsuccessful applications for Recognition of Equivalence
2. unsuccessful applications for Recognition of Institution and Approval of Courses
3. delisting of Recognised Institutions and Approved Courses
4. unsuccessful applications for Approval to Implement CPGs
5. delisting of CPG Approved Organisations
6. unsuccessful candidates for awarding of NQEMT
7. unsuccessful applications for entering names on the Register

Resolutions:

- (a) Council approves the Director to determine that applications for recognition of equivalence of professional qualifications obtained outside the State are unsuccessful.**
- (b) Council approves the Director to determine that applications for Recognition of Institutions and Approval of Courses are unsuccessful.**
- (c) Council Approves the Director to remove Recognition from Institutions and Approval of Courses.**
- (d) Council approves the Director to determine that applications for Approval to Implement CPGs are unsuccessful.**
- (e) Council approves the Director to remove approval from Organisations Approved to Implement CPGs.**
- (f) Council approves the Director to determine that candidates for awarding of NQEMT are unsuccessful.**
- (g) Council approves the Director to determine that candidates for entering names on the Register are unsuccessful.**

Proposed: Shane Mooney
Carried without dissent

Seconded: Michael Dineen

6. E-PCR

6.1 Exit Strategy

A document outlining the exit and sustainability plan for the e-PCR project in the North East region, NAS area North Leinster and Belmullet, NAS Area West was included for discussion.

The Director provided background information on this item. He explained that with exposure being in the region of 100k this year it is timely now to exit the project. He explained that as a result of the project PHECC now has proof of concept for a business case and also a valuable data set for any future tendering. He indicated that capability to integrate with e-PCR was incorporated in the specifications of the new CAD system being implemented by NAS. A brief discussion ensued with general agreement to terminate the project at this stage.

7. Education & Training

A report for 2012 recognition of equivalence of qualifications obtained outside the State was included for information.

8. Examinations

A document outlining management of the NQEMT examinations was included in the papers. The Director reported that PHECC is slowly devolving the examinations to the Institutions in a manner that ensures quality is maintained.

9. Clinical Practice Guidelines

Approvals for delegation to the Director were considered and approved and are included in resolution 5.4 above.

Tom Tinnelly enquired regarding progress on facilitating smarter and easier access to current CPGs for Practitioners. He expressed his concerns regarding current access. This matter was raised and discussed at the last meeting. The Director confirmed the current distribution process. Robert Morton acknowledged Tom's concerns and the issue of smarter access to CPGs. The Director stated that it is envisaged a smart phone app will enhance access.

10. Director's Report

The Director's Report was referred to throughout the meeting. He reported he had recently met with Fionnuala Duffy, Principal Officer and Ross Hattaway, Assistant Principal Officer from the Department of Health (DOH) in the PHECC office. The DOH has requested bi-annual progress meetings with PHECC. A governance checklist will be issued to PHECC for signing off. The Director confirmed PHECC is in compliance, with a few exceptions which are understandable in view of the small size of the organisation. He confirmed this checklist will be provided to Council for information.

11. Presentation UCD e-learning CFR Study

Dr Lisa Murphy gave a presentation on a CFR e-learning study. The research conclusions were that both the on-line interactive course and the classroom practical learning were necessary for effective instruction.

12. AOB

12.1 PHECC Voice

A copy of the contents page of the PHECC Voice which has moved to electronic format was included for information.

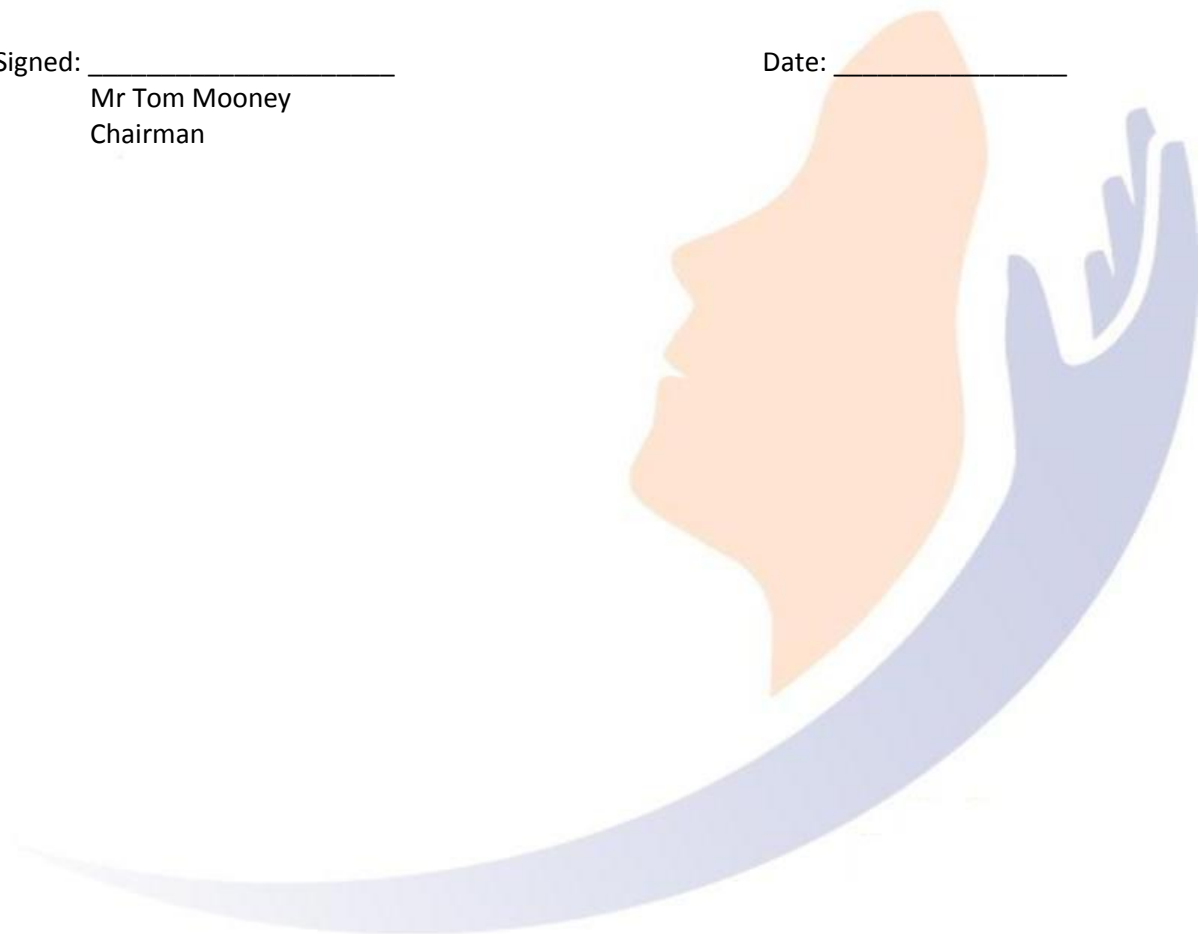
Cathal O' Donnell thanked Council and the office staff for the support for the RESUS Conference.

There being no other business the meeting concluded. It was agreed the next meeting will take place on the **13th June** in the PHECC office in Naas.

Signed: _____

Mr Tom Mooney
Chairman

Date: _____



**Minutes PHECC Council Meeting
14th March 2013
PHECC Offices Naas, Co. Kildare**

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Hugh Doran
Thomas Keane
Robert Kidd
David Maher
Mick Molloy
Shane Mooney
Robert Morton
Cathal O' Donnell
Patrick Plunkett
Tom Tinnelly
Valerie Small
Glenna Woods

Apologies: Barry O' Brien

In Attendance Geoff King, Director
Barry O' Sullivan, Deputy Director
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. Election of Vice-Chair

The Chair invited members to declare their interest in the position as Vice-Chair to the Director in the first instance. An election will occur if more than one person expresses interest.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 25th Jan 2013. Council noted the separation of the resolution on item 5 to read:

- (a) Council approves the Director to approve names for awarding the NQEMT.**
- (b) Council approves the Director to approve names to be entered in the appropriate divisions of the PHECC Register.**



Proposed: Mick Molloy
Carried without dissent

Seconded: Michael Brennan

Matters Arising

2.1 Resuscitation Council

A Prospectus paper commissioned by PHECC in relation to a National Resuscitation Council and membership of the European Resuscitation Council was included as well as some feedback from a limited stakeholder consultation. The Director provided information on the background and the consultative process to date. He reported that the DoH is aware that PHECC are exploring the rationale and have viewed the paper. He also outlined the limitations with PHECC staffing to host a Resuscitation Council and sought guidance from Council on how to progress. The Chair reminded Members this was initially raised at the RESUS Conference in Limerick and it was agreed PHECC were best placed to explore the feasibility. A discussion ensued on the contents.

Glenna Woods expressed concern at some possible inaccuracies in the document as the IHF (AHA model) were not included in the process and suggested it may mislead as no hybrid model presently exists. Patrick Plunkett suggested harmonisation is taking place in Europe. He acknowledged that the consultation may not have been as broad as it might have been but the need to link in with Europe is essential. Cathal O' Donnell stated that as things stood Ireland has no voice into the ERC or AHA. The Director confirmed that a positive relationship exists between PHECC and the Irish Heart Foundation. Robert Morton suggested that the proposed National Patient Safety Authority may have an interest.

2.2 Inspection Reports

The Inspection Reports for both the HSE and DFB were tabled for information. The Director outlined concerns at the inadequacy of clinical information and audit in NAS and the long timeframe anticipated to implement systems. Following a discussion there was agreement that in the interest of patient safety the Director would correspond with both the HSE and HIQA on the matter.

3. Governance

3.1 Governance Forum for Health Bodies

A document providing further information on the proposed Governance Forum for Health Agencies was included for information. The Chair agreed to keep Council informed of any further developments.

3.2 Policy & Procedures for Appeals

A revised Policy & Procedures for Appeals was included in the papers. This document was originally presented at the previous meeting, and amendments made following clarification by our solicitors of matters raised by Council.

3.3 List of Nominees – Appeals Panel

A list of nominees for the Appeals Panel was included for consideration.

Resolution:

(a) Council approves the Policy and Procedures for Appeals

(b) Council approves the Panel for the Appeals Committee

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

4. PHECC Committees

The Director provided information on opportunities for Members of Council to serve on PHECC Committees. A discussion ensued on membership of the Committees in general. It was agreed that individuals should declare their interest to the Director in the first instance. This matter will be progressed at future meetings.

4.1 Medical Advisory Committee – Terms of Reference

Revised terms of reference and membership of the Medical Advisory Committee (MAC) was included for consideration. The Director highlighted the substantial changes to the constitution of this Committee. A discussion ensued which resulted in some agreed changes.

4.2 Priority Dispatch Committee – Terms of Reference

A revised terms of reference and membership for the Priority Dispatch Committee was included for consideration. The Director confirmed his willingness to Chair this Committee. The inclusion of Ambulance Controllers as part of the composition of membership was also agreed. Shane Mooney queried the practice of assigning maternity as a delta call. The Director agreed to raise this matter at the next meeting of this Committee.

4.3 Audit Committee – Terms of Reference

The Audit Committee terms of reference and membership was tabled for consideration. The Director confirmed there were no substantive changes to the Audit Committee.

Resolution:

(a) Council approves the Medical Advisory Committee –Terms of Reference subject to agreed amendments.

(b) Council approves the Priority Dispatch Committee –Terms of Reference subject to agreed amendments.

(c) Council approves the Audit Committee –Terms of Reference

Proposed: Pat Plunkett
Carried without dissent

Seconded: Cathal O' Donnell



5. Register

5.1 Names awarded the NQEMT and entered on Register

- By Examination
- By Equivalence

The booklet containing the names for awarding of the NQEMT and names for entering on the Register was tabled. Members noted the content.

A document showing the statistics for unregistered NQEMT holders requested at the last meeting was tabled for information.

5.2 Fitness to Practice - General Update

The Registrar spoke to the meeting on this item. He confirmed the Preliminary Proceedings Committee, chaired by Prof Patrick Plunkett had recently met to deliberate on 3 cases. He thanked Prof Plunkett as Chair and reported that two of the cases would be going forward for full hearings. The remaining case was dismissed. Nominations were sought for Chair(s) for the Fitness to Practice Committees for the two pending cases. This was deferred to the next meeting.

The Chair enquired regarding progress on the review of the Fitness to Practice processes raised at a previous meeting. The Registrar reported a meeting with the last Chair of the Fitness to Practice Committee is scheduled for next week to review practises. He will report back to Council at the next meeting.

6. Education and Training

The 2012 report on PHECC recognised institutions, summarising the quality evaluation reports and course activity detail, submitted as part of the monitoring and maintenance procedures, was included for information. Pauline Dempsey, Programme Development Officer spoke on this item and highlighted the year on year continued increase in PHECC Responder level certificates issued.

Documentation on progress with the Emergency Services Driving Standard being developed under the auspices of the Road Safety Authority was included for information, as well as correspondence with the Department in relation to proposed amendments to the Road Traffic Acts. Both the Director and Pauline Dempsey spoke on this item and provided information on current progress.

7. End of Life Forum

7.1 Think Ahead

Included in the papers was the Emergency Summary Form from the Think Ahead initiative. Members were asked to consider the insertion of the footnote acknowledging PHECC.

Resolution:

Council approves the following wording in the Think Ahead Emergency Summary Form.
“This Think Ahead Emergency Summary Form will guide paramedics and out of hours health professionals in making emergency decisions. It has been developed in association with the Pre-Hospital Emergency Care Council (PHECC) and with input from medical practitioners and legal professionals.”

Proposed: David Maher
Carried without dissent

Seconded: Mick Molloy



7.2 Pronouncement of Death

The Director reported that progress is being made to allow Paramedics and Advanced Paramedics pronounce death in certain circumstances. He reported positive engagement with the Dublin Coroner's Office on this matter. The Medical Council have also indicated approval in principle prior to full exploration of the matter.

8. Examinations

A revised NQEMT Examination Policy as well as Terms of Reference for the Examiners Panel, Test Item Writing Group and the Examination Quality Group was included for consideration.

Resolution:

Council approves the Policy for the National Qualification in Emergency Medical Technology (NQEMT) - EMT, Paramedic, or Advanced Paramedic including the Examiners Panel,

Examination Quality Group and the Test Item Writing Group.

Proposed: Michael Molloy
Carried without dissent

Seconded: Hugh Doran

9. National Transport Medicine Programme

The Director spoke on this item. He reported that €2 million has been allocated in the 2013 HSE Service Plan for extension of Neonatal Retrieval to 24/7 and for establishing Paediatric Retrieval 5 days daytime. Just under €2 million has been allocated for establishing Adult Retrieval in Dublin, Cork and Galway.

10. Projects

10.1 OHCAR

A presentation by OHCAR was included for information.

10.2 CISM

The 2012 CISM report was included for information. David Maher, joint Chair of the CISM Committee spoke on the progress in the Project. He confirmed that the Committee has been restructured with the support of the leadership team. He reported that the transition to the International Critical Incident Stress Foundation model is being progressed, as are e-learning initiatives on stress awareness; also, new coordinator appointments have been agreed.

11. Clinical Practice Guidelines

A revised Council Policy for implementation timeframes for Clinical Practice Guidelines was included for consideration. Brian Power, Programme Development Officer spoke on this item and confirmed there were no substantial changes to this policy. He explained that the change in terminology to 'current standards' and the removal of any reference to the 2nd edition CPGs were amended in this version.

In response to a question on distribution he outlined the process that all current CPGs are available on the PHECC website and all practitioners are e-mailed to inform when new CPGs are uploaded. Robert Morton suggested the CPC platform may provide a means to confirm CPGs have been read which will enhance the delivery approach. The Director reported that a new Smart App is also being explored to improve the process. However, conclusively it was agreed the responsibility to remain current rests with the individual practitioner.

Resolution:

Council approves the revised Policy for Implementation Timeframes for Clinical Practice Guidelines

Proposed: Mick Molloy
Carried without dissent

Seconded: Robert Kidd

12. Director's Report

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

12.1 CLEAR Conference

Information on the 2013 CLEAR Conference was including for information. Members were asked to express their interest to attend.

12.2 EMS Gathering

Correspondence requesting sponsorship from an EMS Gathering taking place in May this year was included for consideration. The Director provided background information and Members discussed the merits of the initiative.

Resolution:

Council approves sponsorship funding of €5000 for the EMS Gathering in Killarney, Co. Kerry in May 2013.

Proposed: Shane Mooney
Carried without dissent

Seconded: Michael Dineen

12.3 Patient Handover

An abstract written about Patient Handover describing the collaboration between PHECC and the Emergency Medical Programme and statutory and other ambulance providers was included for information.

Valerie Small reported that the roll-out of this initiative would commence in Limerick and that 'Patient Handover' is being viewed as a very positive collaborative development.

13. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place in Limerick on the 26th April.

Signed: _____
Mr Tom Mooney, Chair

Date: _____

Minutes PHECC Council Meeting

31st January 2013

PHECC Offices Naas, Co. Kildare

Present: Tom Mooney (Chair)
Stephen Brady
Michael Brennan
Michael Dineen
Robert Kidd
David Maher
Mick Molloy
Shane Mooney
Cathal O' Donnell
Patrick Plunkett
Tom Tinnelly
Valerie Small

Apologies: Robert Morton
Barry O' Brien

In Attendance Geoff King, Director
Barry O' Sullivan, Deputy Director
Marian Spence, Council Secretariat
Brian Power, Programme Development Officer
Jacqueline Egan, Programme Development Officer
Pauline Dempsey, Programme Development Officer

1. Chair's Business

1.1. Council Membership

The Chairman welcomed both new and returning members. He reported that 4 more appointments had been confirmed by the Department of Health. He confirmed that Council now has full membership of 17 appointees.

1.2 New Members induction

Members were notified that an induction meeting for new appointees is being arranged. Members on second term are also invited to attend.

2. Minutes & Matters arising

Resolution:

Council approves the Minutes of the meeting held on the 25th June 2012.

Proposed: Michael Dineen
Carried without dissent

Seconded: Tom Tinnelly

Matters arising

Two items were noted; the DFB and HSE Ambulance inspections reports and the business case for the Resuscitation Council. The Director agreed to bring these items to the next meeting.

3. Governance

The Chairman and Director spoke on the following items.

3.1 Update on decision for PHECC to be subsumed into HSCPC

A document outlining an update on rationalisation of state agencies (October 2012) was included in the papers for information. It confirms the decision that PHECC's merger has been deferred due to 'external developments'.

3.2 Department of Health - Proposal for a Forum of Health Bodies

Some information from the initial meeting last November for a proposed Forum for government funded Health Agencies dependent on government funding was included.

3.3 Revised Standing Orders

A revised Standing Orders document was tabled for consideration. This and other policy documents have been reviewed under legal direction as part of general tidying up of policies and procedures to improve PHECC processes. Some minor amendments were agreed.

Resolution:

Council approves the Revised Standing Orders.

Proposed: Valerie Small
Carried without dissent

Seconded: Michael Dineen

3.4 Revised Schedule of Decisions Reserved for Council

A revised Decisions Reserved for Council was included for consideration. The Director informed members that this document has the entering of names on the PHECC Register removed and delegation of this function will be to the Director. In which case, in future, Council will note these names.

Resolution

Council approves the Revised schedule of Decisions Reserved for Council.

Proposed: Michael Dineen
Carried without dissent

Seconded: Mick Molloy

3.5 Policy and Procedures for Appeals

A new draft Policy and Procedures for Appeals was included in the meeting papers for consideration. The Director outlined the rationale and the development process of this policy. He explained the aim is to ensure there is objectivity and integrity in the appeals process. Some minor wording changes were agreed. Shane Mooney sought clarification on the generic membership of the proposed Appeals Panel in particular the two 'other persons'. Pauline Dempsey explained that it is not specified, so is at Council's discretion. The Chairman queried the subordination role of the Appeals Panel in relation to Council and

advised seeking further legal advice on this before proceeding to approve the policy. The decision on the Policy and Procedures for Appeals was deferred to the next meeting.

3.6 Office Reorganisation

A revised organisation chart was circulated for information. The Director explained the rationale for the restructuring following the death of the Client Services Manager, Marie Ni Mhurchu. He commended the work of Barry O Sullivan and all the staff in facilitating these necessary organisational changes.

4. Finances

4.1 Financial Statements C&AG 2011

An e-mail from the C&AG confirming agreed amendments to the Financial Statements 2011 was tabled. The Deputy Director confirmed the Financial Statements were now ready for signing. The Deputy Director sought a nomination from Council as a co-signatory. Michael Dineen agreed. The Annual Report 2011 will be published following signing of the Financial Statements.

4.2 Internal Audit Report 2012

The Chairman confirmed that while PHECC has an Audit Committee internal audits are also conducted twice yearly. The Deputy Director outlined the details in the report and members noted the contents.

5 Register

5.1 Names awarded the NQEMT and entered on Register

- By Examination
- By Equivalence

The Council Register booklet containing the names for awarding of the NQEMT and ratification on the Register was tabled. It was agreed that the noting of names by Council would be enacted going forward from the next meeting. Prof Patrick Plunkett enquired about the proportion of those awarded the NQEMT who fail to register. The Director agreed to bring this data back to the next meeting.

Resolution:

Council approves the awarding of the NQEMT to the listed individuals and ratifies the names to be entered in the appropriate divisions of the PHECC Register bringing the total on the Register to 4362.

Proposed: Robert Kidd
Carried without dissent

Seconded: Michael Dineen

Resolution:

**(a) Council approves the Director to approve names for awarding the NQEMT.
(b) Council approves the Director to approve names to be entered in the appropriate divisions of the PHECC Register.**

Proposed: Robert Kidd
Carried without dissent

Seconded: Michael Dineen

5.2 Fitness to Practice - General Update

The Registrar spoke to the meeting on this item. He informed members that there were currently 2 cases awaiting the screening process by a Preliminary Proceedings Committee.

He sought a nomination from Council to Chair this Committee. Prof. Patrick Plunkett agreed to act as Chair.

5.3 Fitness to Practice – Specific Case

Legal advisor, Mr Gerry Lane, BL joined the meeting at this juncture in order to provide legal advice if required. The Registrar requested that members with prior involvement in the case abstain from speaking during the deliberation process. 4 Members advised prior involvement and agreed to abstain. The Chairman concluded that in the interest of corporate knowledge the four could remain in the meeting but no comments would be allowed. The Registrar briefed members on the outcome of a fitness to practice inquiry. The transcripts of the 4 days hearing along with all supporting documents were made available. Council were advised that as the Fitness to Practice Committee did not uphold any of the allegations against the practitioners involved members had no option other than to dismiss the allegations. This position was clarified and endorsed by the legal advisor.

Following Council's dismissal of the allegations a discussion ensued on the Fitness to Practice process in general and some suggestions were mooted. The Registrar agreed to explore options for refining rules and procedures if required and for Committee members to acquire training and expertise. In conclusion there was agreement that the executive would engage with the relevant participants and bring a report back to Council on the proceedings and lessons learned.

5.4 Continuous Professional Competence – A Guide for Emergency Medical Technicians (updated version for publication)

An updated Continuous Professional Competence – A Guide for Emergency Medical Technicians previously approved by Council was included in the papers for information pending publication. The Registrar provided details on regularising and aligning registration dates for all levels on the Register to facilitate processes and workload.

6. Education and Training

6.1 New applicant Recognised Institutions; approved by the Director

The application reports for the following organisations, approved by the Director in Council's absence, were included for formal ratification. It was agreed that all future approvals for recognition of institutions will be noted by Council.

- The Institute for Permaculture and Nature Awareness (IPNA) Ltd t/a Remote Medicine Ireland, for recognition of institution and courses: CFR Community and Emergency First Response
- Defence Forces Medical Corp School for recognition of course: Emergency First Response
- Alpha Aid Training for recognition of institution and course: Cardiac First Response-Community.

Resolutions:

- (a) Council approves The Institute for Permaculture and Nature Awareness (IPNA) Ltd t/a Remote Medicine Ireland, for recognition of institution and courses: CFR Community and Emergency First Response.**
- (b) Council approves Defence Forces Medical Corp School for recognition of course: Emergency First Response**
- (c) Council approved Alpha Aid Training for recognition of institution and course: Cardiac First Response – Community**

Proposed: Mick Molloy
Carried without dissent

Seconded: Valerie Small

(d) Council approves the Director to recognise Training Institutions and approve Courses.

Proposed: Michael Dineen
Carried without dissent

Seconded: Pat Plunkett

6.2 Policy Recognition of Qualifications

A revised Policy Recognition of Professional Qualifications Obtained Outside the State developed in consultation with the PHECC solicitors was considered by Council. It was agreed that all future recognition of equivalence applications would be approved by the Director and noted by Council.

Resolutions:

(a) Council approves the revised Policy Recognition of Professional Qualifications Obtained Outside the State.

Proposed: Michael Dineen
Carried without dissent

Seconded: Robert Kidd

(b) Council approves the Director to approve application for Recognition of Equivalence of Professional Qualifications Obtained Outside the State.

Proposed: Pat Plunkett
Carried without dissent

Seconded: Valerie Small

7. National Transport Medicine Programme

7.1 Executive Summary

The executive summary of the National Transport Medicine Programme was included for information. Copies of the full documents were also available.

7.2 TMP (Retrieval –Transfer) and the Hospitals Group Strategy

The Director outlined the contents of the documents. He confirmed that some funding has been allocated however the detail has yet to be finalised. Council will be updated when specifics are confirmed.

Mick Molloy congratulated all concerned on the excellent work. The Chairman also commented on the excellent work on achieving consensus across a broad group of stakeholders, and in obtaining funding.

8. EMS Priority Dispatch

8.1 Draft Flu Pandemic EMS Priority Dispatch Protocol

The draft Flu Pandemic EMS Priority Dispatch Protocol developed by the Medical Advisory Group (MAG) was included in the papers. It forms part of the EMS Standards and has been welcomed by both the HSE Ambulance Service and Public Health Authorities involved in pandemic management. Dr.Cathal O’ Donnell provided information on how this fits into the overall flu planning work of the Health Protection Surveillance Centre (HPSC).

Resolution:

Council approves the Flu Pandemic EMS Priority Dispatch Protocol

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

9. Projects

9.1 CPR – University of Limerick

The report on the progress on the CPR Project was included for information. Also included was the budget for funding for 2013 for consideration. The Director highlighted the fact that Research was one of the key objectives of the PHECC Strategic Plan. He confirmed that CPR and PHECC are engaging to ensure research priorities are fully aligned. It is intended to have personnel from CPR conduct presentations of current research at each Medical Advisory Group (MAG) meeting. He confirmed there was a change in key personal with Damien Ryan now replacing Cathal O' Donnell.

Michael Dineen enquired if PHECC was getting value for money with this project. The Director highlighted that this developmental project was nearing the year 2-3 stage and the amount equates with the funding of other projects such as CISM and OHCAR. It is important that PHECC guides and benefits from CPR work and a lot of effort will be invested in 2013 to maximise this. Members noted the CPR Report.

Resolution:

Council approves in principle funding of €140,718 for the CPR Project for 2013 subject to funds being available.

Proposed: Cathal O' Donnell
Carried without dissent

Seconded: Mick Molloy

10. CPG Organisational Approvals

10.1 Event Medical Services

An application from Event Medical Services to upgrade to 3rd edition CPGs was considered. Brian Power, Programme Development Officer provided the detail on this application including the fact that a recent audit report is a condition of approval.

Resolution:

Council approves Event Medical Services for 3rd Edition CPG approval subject to submission of the required audit report.

Proposed: Pat Plunkett
Carried without dissent

Seconded: Robert Kidd

10.2 Delegation to Director to approve applications for Approval to Implement CPGs

Resolution:

Council approves the Director to approve applications for Approval to Implement CPGs.

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

10.3 Boyne Rescue & Recovery Service – Fee Waiver

Correspondence from Boyne Rescue & Recovery Service applying for a waiver of the application fee was included for consideration. A discussion ensued on the matter and it was agreed the organisation could explore alternative options such as partnership with another voluntary group and did not warrant a fee waiver.

11. Clinical Practice Guidelines

11.1 Updated CPGs

Brian Power explained the current process by which CPGs are reviewed every three years. The following CPGs became due and were reviewed by members of the Medical Advisory Group (MAG) and some changes recommended have been incorporated.

Resolution:

Council approves the following CPGs:

- **Primary Survey- Adult**
- **Secondary Survey Trauma - Adult**
- **Advanced Airway Management – Adult**
- **Foreign Body Airway Obstruction – Adult**
- **Symptomatic Bradycardia – Adult**
- **Hypothermia**
- **Epistaxis**
- **Shock from Blood Loss – Adult**
- **Head Injury- Adult: P & AP**
- **Head Injury – Adult: EMT**
- **Shock & Blood Loss – Paediatric (≤13 years)**
- **Spinal Immobilisation – Paediatric(≤13 years)**
- **Major Emergency (Major Incident) – First Practitioners on site**
- **Major Emergency (Major Incident) – Operational Control**

Proposed: Mick Molloy
Carried without dissent

Seconded: Shane Mooney

11.2 Treat & Referral CPGs

The following Treat & Referral CPGs were approved by Council previously and subsequently reviewed and approved by the Epileptic and Diabetic programmes. Interim approval is sought subject to ratification by the MAG in order to proceed with the process.

Resolution:

Council approves the following Treat & Referral CPGs on an interim basis subject to ratification by the Medical Advisory Group

- **Clinical Care Pathway Decision - Treat & Referral**
- **Hypoglycaemia - Treat & Referral**
- **Isolated Seizure – Treat & Referral**

Proposed: David Maher
Carried without dissent

Seconded: Shane Mooney

11.3 Medication Formulary – Fentanyl

Members were informed that the medication Fentanyl has been added to the Medication Formulary.

Resolution:

Council approves the Medication Formulary – Fentanyl.

Proposed: Cathal O Donnell
Carried without dissent

Seconded: Shane Mooney

12. Director's Report

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

12.1 RESUS Resuscitation Conference

The next RESUS conference is due to take place on the 27th April 2013. The Director informed members that historically PHECC had sponsored this event. A funding request for €10,000 was considered and agreed. It was proposed to hold the April Council meeting at the same venue.

Resolution:

Council approves sponsorship of €10,000 for the RESUS 2013 conference.

Proposed: Michael Dineen
Carried without dissent

Seconded: Valerie Small

13. AOB

There being no other business the meeting concluded. It was agreed the next meeting will take place on the 14th March.