

PHECC Council Meeting
Thursday 14 February 2019

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jimmy Jordan
Stephen Brady
Pat Hanafin
Shane Mooney
Patrick Plunkett
David Menzies
Tess O'Donovan
Shane Knox
Thomas Keane

Mick Molloy – Teleconference
Conor Deasy – Teleconference

Apologies:

Patrick Fleming
Fiona McDaid
Jason van der Velde
Martin Dunne

In attendance:

Richard Lodge, PHECC Director
Brian Power, PHECC PDO
Con Foley, Chair Compliance and Audit Committee
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, PA to the Director
Liz Dempsey, PHECC Staff Representative
Bláthnaid O'Donnell (Acting Council Secretariat)

1. Chair's Business

1.1 The Chair welcomed attendees to the meeting and noted apologies received. A welcome was extended to Karen O'Neill, PA to the Director, who commenced her post in PHECC this week.

2. Minutes and Matters Arising

2.1 Draft Minutes December 2018

The draft Minutes from the last Council Meeting of December 2018 were presented for consideration and approved.

Resolution: That the Council approve the Minutes of the meeting of December 2018

Proposed: Patrick Hanafin
Carried without dissent

Seconded: Patrick Plunkett

2.2 Matters Arising

2.2.1 The financial information on the funding of the GVF project that was requested has been circulated to all members. This included the total expenditure on GVF for the past 4 years. The costings going forward are expected to remain static. This project started several years ago under the previous Council. There was never an agreed budget, although there were estimated costings and the final costs were more than originally estimated. We now have a piece of very high-quality work, which may have exceeded original expectations. It also spanned a period when there was no Council in place and a period of transition regarding Directors.

2.2.2 The Director chaired a meeting with Martin Dunne and members of NAS Senior Management Team, with Stephen Brady and Brian Power representing the Priority Dispatch Committee. The positive meeting addressed the participation of NAS members in the Priority Dispatch Committee and dates are being arranged for a follow-up meeting.

2.2.3 Following a discussion with the CEO of the Medical Council, the Director has commenced compiling a letter of formal complaint in relation to the three medical practitioners involved in the incident of 9th April 2016. It was confirmed that we may include information that came into our possession from the Coroners Hearing. Dr. Patrick Plunkett and Dr. Mick Molloy will assist the Director on this matter.

2.2.4 Following a number of positive meetings with DoH officials regarding the inadequacies of PHECCs legislation, the content of the letter to the Minister of Health has been shared with our DoH colleagues. There is a level of understanding and awareness of the legislative deficit and a willingness to discuss the situation.

Following recent discussions on the matter Brian Power was invited to share suggestions for changes to the current legislation based on existing legislation. Brian also shared examples of heads of Bills based on the same topic, both of which have been well received.

Hillery Collins requested clarity on the members who would represent Council should a meeting with the Minister for Health be forthcoming. The Chair advocated that the Chair of the Fitness to Practice Committee be present as the area of fitness to practice would be at the forefront of discussion. Shane Mooney advised that he, as a practitioner, would be willing to attend. Ultimately it was decided that attendees at such a meeting would be The Chair of Council, The Director, the Chair of the Fitness to Practice Committee and the Chair of the Quality and Safety Committee, who is also the Chair of the Preliminary Proceedings Committee and a PHECC registered practitioner.

The Chair advised Council that the most significant topics to address at the meeting would be the weakness in PHECC's legislation, protection of title and the limited sanctions that PHECC can enforce in FTP matters. The importance of highlighting the risk to the public if these matters are not adequately handled is imperative.

2.2.5 The Director has met with the Consultants pitching to carry out the HR review to agree the scope of the exercise and is currently awaiting a timescale and start date together with the projected costings. Full proposals and pitch are expected by the end of this week.

2.2.6 The Director has issued a six-month extension to the Civil Defence GPG Provider Licence and has met with the Civil Defence to agree the details of two interim progress report meetings that will take place during that time. The Civil Defence have indicated that they are confident they will be fully compliant with GVF criteria by the end of the extension period.

2.2.7 The Director has been in contact with the design consultants to agree the proposed changes to the layout of the PHECC Strategy and is currently awaiting a timeframe and estimated costs. The degree of urgency was relayed and the fact that we need to be in a position to launch the Strategy by the end of Q1 2019.

3. Director's Report

The Director read through the contents of the report for information. The following topics were discussed in relation to the contents of same.

3.1 Brexit

Members of the Executive have attended several meetings in the DoH with the other healthcare regulators in relation to preparation for Brexit. The focus is on engagement with our UK colleagues, the Health and Care Professionals Council (HCPC). It was confirmed that the EU directive on recognition of qualification and registration for UK practitioners will no longer apply, and they will revert to third country status. The EU directive for the provision of temporary and occasional services will no longer apply to UK registrants from March 2019 if a 'no deal' exit occurs.

The Director has had discussions with the CEO of the HCPC in regard to a potential MOU. PHECC participated in a panel session at the International Healthcare Professionals Crossing Borders Conference (4th February 2019, Dublin) with representatives from the EU Commission, DoH, Irish & International Healthcare Regulators and professional organisations taking part.

As a result of this meeting there has been increased focus on the administering of medications by paramedics from both jurisdictions when crossing the border. Further meetings are planned.

The Department has advised that attention will need to be centred around the administration of medications across the border. Practitioners crossing the border to the Republic of Ireland, and vice versa, may be working ultra vires. Mr Power stated that it would be necessary for NAS to engage in discussion with the Northern Ireland Ambulance Service regarding protection of their personnel when practising/administering medication cross-border. A possible solution may be for personnel, at Paramedic level, acting on behalf of Northern Ireland Ambulance Service, as a statutory organisation, to apply for PHECC recognition, and vice versa, although it is not clear how this can be facilitated under current legislation.

3.2 Financial Predictions for 2019

The Director addressed the topic of financial projections for 2019. There is a possible range of deficits posited for the year ahead, however currently there are too many unknowns for an accurate forecast and it is anticipated that it may be possible to achieve a break even if the necessary steps are taken to facilitate this.

The matter of grants was raised and the implementation of a system for channelling and approving same.

The Director tabled a chart indicating the grants paid in 2017-2018 together with current and anticipated applications for grants in 2019. These included recent applications for CFRI and OHCAR. It was confirmed that there would be no application from The EMS Gathering in 2019. Given the current financial deficit, the Director stressed the importance of considering all grant applications together rather than as they were received. It was agreed to consider all applications at the March Council meeting.

The Chair highlighted a previous decision to develop a system of assessing applications for funding. Tess O'Donovan stated that criteria and processes will need to be developed to deal with these applications going forward. This point was reiterated by Jimmy Jordan who indicated that clear and unambiguous criteria will need to be put in place upon which to base decisions of funding and to clarify the process for both PHECC and applicants.

David Menzies stated that if PHECC were to continue operating on an annual budget of €2.7 million in perpetuity that it will not be viable to take on any extra costs. Dr Menzies suggested that, without overcrowding the Minister's agenda for any potential meeting that may take place, it may be prudent to attempt to address this matter in some format.

Hillery Collins advised Council that PHECC now had options in relation to funding and grants and that discussions are scheduled in the coming months to deliberate the matter of funding for the Advanced Paramedic Programme.

3.3 Temporary Registration

There have been several requests recently to make the temporary register available on the PHECC website. There are a number of issues for the Executive to resolve relating to purely technical aspects, GDPR requirements and the potential impact of a disorderly Brexit, before this matter can be formally brought to Council for consideration. Council were reminded that there is no mechanism for temporary registration of UK registrants post Brexit.

3.4 Concerns raised by CPG Provider

There has been a request for PHECC to address issues of operational practices by CPG providers in relation to event management, mainly involving employment issues and employment status of sub-contractors and tax implications which are outside the remit of PHECC as a regulator. PHECC may have a role to play if practices affect the insurance status of the GPG provider and/or the individual practitioners. Legal opinion has been sought.

3.5 Risk Register

The Executive have carried out a review of the Risk Register and this was presented to the C&AC for consideration. This is very much a work in progress but there has been clarification of purpose and mechanisms of the Risk Register. A revised version of the register will be presented at the March Council meeting. The Executive and the C&AC agree that the ownership of the Risk Register rests with the Executive. The Risk Register is a tool or mechanism by which the Director makes the Council aware of potential risks to the organisation and their objectives, together with the present controls and action plans to mitigate those risks further. It is therefore a dynamic document that is constantly updated. It is proposed that the high-level risks are presented as an agenda item to the Council on a quarterly basis and the entire register is reviewed by Council annually. The role of the C&AC is to ensure this process happens and that the Register is concise and accurate.

4. Clinical Matters

No agenda items

5. Quality and Safety

5.1 Ambulance Crewing Models – Request for Data

Shane Mooney opened discussion on ambulance crewing models. There is a proposal from NAS to move to a revised crewing model, however, no resolution has been reached as there has been ongoing correspondence back and forth requesting further information. The Quality and Safety Committee are seeking further evidence to support this move. Shane Knox advised that an internal review is scheduled to take place within NAS.

Pat Hanafin expressed support of Shane Mooney's view on this matter – Mr Hanafin stated that PHECC must ensure that it protects its own personnel and registrants as well as the public. Mr Hanafin highlighted the need for stakeholders to sit around a table in an attempt to resolve such issues.

Shane Mooney suggested again trialling a pilot model, based on NAS's proposal, at various stations around the country in attempt to see if this may work going forward.

Stephen Brady suggested the regulator should lead discussions as public protector. Mr Brady further reiterated the need for cooperation and engagement from all stakeholders together with the need for protection of practitioners as well as the public.

Brian Power drew attention to PHECC's mission statement of protecting the public highlighting that there is no actual standard in place regarding crewing models but more of an aspirational resolution from Council. Mr Power advised that the Priority Dispatch Committee are trying to engage with all parties regarding this matter and that next month a member of the Priority Dispatch Committee from DFB and PHECC will explore the Ambulance Response Programme within Scottish Ambulance Service.

It was agreed that the Priority Dispatch Committee is the preferred forum for discussion. It was ultimately concluded that re-engagement between all parties is essential to ensure forward progress – to collaborate then operationalise all the while ensuring that PHECC's mission statement is at the forefront of all discussions.

5.2 Protected Title

Brian Power advised Council that he had transposed the Nurses and Midwives Act, 2011. Mr. Power undertook this exercise in an effort to demonstrate how legislation could be developed around this area. Mr Power advised that, in light of Brexit, he had constructed an extra paragraph regarding members of Northern Ireland Ambulance Service responding across the border and assurance that they would be legally covered. A temporary method of managing this would be for this matter to sit under the Patient Safety Regulations which are currently going through the Dáil.

6. Register

The Director read through the contents of the Register for information and the contents of same were noted.

7. Risk

Developments in the Risk Register were noted and will be addressed in more detail at the next Council Meeting.

8. Governance and Finance

8.1 Con Foley stated that the Compliance & Audit Committee can report to Council that the System of Internal Control in PHECC has functioned effectively in all respects for 2018. The Annual Report from the C & AC were presented to Council for consideration and subsequently approved.

Resolution: That Council accept the annual report of the C&AC

Proposed: Tess O'Donovan

Seconded: Hillery Collins

Carried without dissent

8.2 C & AC Draft Minutes – January 2019

There were proposals/discussions on establishing a Finance Committee as a Sub-Committee of Council.

Resolution: That the Executive produce a proposal in relation to the formation of a Finance Committee

Proposed: Hillery Collins

Seconded: Patrick Hanafin

Carried without dissent

8.3 Con Foley addressed the issue of reviewing the cost base of PHECC and seeking to make PHECC more cost neutral by recovering costs. This was part of a bigger piece of work that was ongoing, but given the current financial position there were a number of initiatives that warranted immediate attention.

The Director opened discussion by focusing on the costs of examination, certificates and fees. Following discussions, it was agreed that the Director would oversee a piece of work addressing the actual costs of all examinations, fees and certificates with a view to recovering costs and seeking to make all activities as cost neutral as possible.

The cost of issuing FAR certificates was focused on as an example of this and it was noted that external parties are charging higher fees than PHECC. It was deliberated whether Council should consider a reasonable increase which would in turn help towards PHECC's financial position as outlined in item 3.2. Hillery Collins recommended that Certificate fees should be in line with that of the Health and Safety Authority who looked after this area prior to PHECC. Council noted that PHECC's intention is to be cost neutral and, in an effort to ensure this, fees for FAR Certificates will need to be increased in line with the HSA, who charged €17.50. As an interim step, the FAR Certificate fees should increase immediately, subject to operational time lags.

Resolution: That the charge for FAR certificates be increased to €10

Proposed: Shane Mooney

Seconded: Hillery Collins

Carried without dissent

8.4 Con Foley raised the topic of split terms for Council Members and retirement schedules associated with same. Council were advised that multiple members are scheduled to retire in June and December 2020. Mr Foley stated that this is an issue that needs to be addressed with the Department of Health to afford them a sufficient timeframe within which to act on reappointing members. Con reported that this concluded the topic of split terms for Council members and that it is the opinion of the C&AC that Council was compliant with our SI.

8.5 The composition of the C & AC was discussed. Shane Knox noted that a female staff representative who had completed her term on the committees had been replaced with a male representative which opened a discussion regarding the gender balance on Council and all committees. The Chair has requested a breakdown of the structure of all Committees so as to address the matters of gender balance and diversity.

9. Irish Heart Foundation Presentation

9.1 Presentation by Tim Collins and Bridget Sinnott from the Irish Heart Foundation.

9.2 Subsequent discussion arose following IHF presentation and the funding request arising from same. It was stressed that the requirement for cooperation and the implementation of Service Level Agreements between PHECC and the Irish Heart Foundation should be a key requirement of approving funding. David Menzies highlighted the risk of doubling up in terms of the issuing of PHECC Certificates and IHF Certificates and pointed out the importance of engagement between both parties to ensure maximum parallel cooperation. It was agreed by Council, that it would be beneficial to have one National Standard to incorporate one certificate and one qualification.

9.3 Council agreed, in principle, to issue funding based on determining the basis of PHECC's working relationship with the Irish Heart Foundation. The Director reiterated the requirement for all grant applications to be approved at one juncture as had been discussed at previous

Council Meetings. In line with this, Con Foley recommended allocating a discretionary pot to deal with any smaller funding requests that may arise throughout the year. This was agreed to be at the discretion of the Director.

9.4 Dr Menzies advocated the establishment of an Irish Resus Committee within a timeframe of the next five years.

10. Education and Standards

10.1 Kathleen Walsh read through the contents of the Summary Report of Committee Activity for information purposes. Shane Knox advised that there has been a considerable amount of work undertaken in relation to CPC.

10.2 The Director provided clarity on previous resolutions that had been agreed in relation to CPC. There had evidently been some confusion regarding the words of resolution both at Committee and Council. The resolution is clear, "that the Executive prepare a business case for the introduction of CPC".

A business case was prepared for four WTE's and was rejected by DoH. A subsequent business case for two WTE's for CPC was also rejected. There may have been a delay in requesting same due to a transition between Directors. Recent discussion with DoH suggest a resubmission may be viewed more favourably if PHECC were able to fund one or more of the positions themselves. The current proposal is for 1 WTE, PDO (Grade VIII) and 3 positions of 0.3 WTE, 0.3 WTE and 0.2 WTE to support EMT, Paramedics and Advanced Paramedics respectively.

Recent decisions in relation to charges for FAR Certificates together with further cost cutting exercises could now make this a viable option in 2019.

10.3 Delegated Decisions of the Director – RI Practitioner courses*

Shane Knox referred to a resolution from January's Education and Standards Committee meeting wherein the following had been agreed:

Resolution: Approval to be sought from Council that accreditation and approval for Practitioner Programmes remain a function of the Education and Standards Committee

Proposed: Paul Lambert
Carried without dissent

Seconded: Gareth Elbell

Patrick Plunkett advised that this function had initially been delegated to the Director on the grounds that PHECC may have been operating without a Council. Now that this situation is secure Professor Plunkett recommended that the position revert so as to ensure that decisions are made by a panel of experts as opposed to falling on a single person.

The Chair queried whether or not reversing this decision would result in an increased workload on the Committee or, taking into consideration that the Committee sit every two months, could this result in any delays to matters being presented to Council. Shane Knox highlighted the requirement for a formal governance structure and best practice and stated that the scheduling of meetings should not be a factor. Dr Knox further indicated that Council would be presented with the recommendation from the Committee once they have reviewed the matter at hand.

Resolution: That applications for Recognised Institution Status (Practitioner Level only) and applications for course approvals/renewals (EMT, P and AP) should be presented to Education & Standards Committee for its consideration and approvals, with subsequent recommendation to Council for approval.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

10.4 RIs Responder Certificate Activity 2018

This matter is included for information purposes.

10.5 Quality Review Framework Revision

Kathleen Walsh presented a PowerPoint presentation to summarise the material contained in the Council Papers. This presentation outlined changes to the Quality Review Framework, feedback received and the procedure for how this is to be rolled out.

Clarification regarding the costs associated with this project was sought and Ms Walsh advised Council that the estimated costing would be €60,000 for 2019. This figure was gleaned from the projected numbers as had been discussed during the Executive Management Team Meeting earlier in the week.

Patrick Plunkett asked for clarification on any proposed sanctions for non-compliance of standards from RIs/ATIs. Professor Plunkett queried whether institutions should be advised that there may be a schedule of fees applied to cover any extra workload undertaken by PHECC as a result of non-compliance. Ms Walsh advised that policing of non-compliance will have to be stepped up and brought to Council.

Resolution: That Council approves and compliments Kathleen Walsh on her work done on the QRF

Proposed: Tess O'Donovan
Carried without dissent

Seconded: Shane Mooney

11. A.O.B


Discussion took place regarding clarification on expense claims. Legal advice has been sought and states that individuals who are employed by the Public Sector may only claim expenses from their employer who will then recover the costs from any third parties. No expenses can be claimed directly from other Public Sector bodies, Committees or Council irrespective of who nominated the individual to serve on that body, committee or Council. There are no exemptions in this ruling.

Resolution: That the status quo of PHECC paying expenses directly be maintained for expenses until 31st Dec 2018 and that the new system shall start from 1st January 2019.

Proposed: Patrick Plunkett
Carried without dissent

Seconded: Tess O'Donovan

Signed:



Dr. Jacqueline Burke
Chairperson

Date:

14/03/2019

PHECC Council Meeting Minutes
Thursday 14 March 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Pat Hanafin
Shane Mooney
Conor Deasy
David Menzies
Tess O'Donovan
Shane Knox
Thomas Keane
Patrick Fleming
Martin Dunne
Mick Molloy – Teleconference
Jason van der Velde - Teleconference

Apologies:

Stephen Brady
Patrick Plunkett
Jimmy Jordan
Richard Lodge, PHECC Director

In attendance:

Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Claire Finn, PHECC Staff Representative

1. Chair's Business

The Chair welcomed attendees to the meeting and noted apologies received. The Chair extended her best wishes to Richard Lodge who was unable to attend the meeting due to illness and thanked Brian Power for deputising in his absence.

2. Minutes and Matters Arising

2.1 Draft Minutes February 2019

The draft minutes were presented for consideration and the following amendments noted;

Amendment to the attendance record as a true reflection of attendees on the day

Item 3.1 Brexit, Par 1, Line 3:	'EU Directive' replaces 'automatic'
Item 3.2 Financial Predictions, Par 3, Line 2:	'CFRI' replaces 'CRF'
Item 3.2 Financial Predictions, Par 3, Line 3:	'Insert 'EMS' before 'Gathering'
Item 5.2 Protected Title, Line 2:	'how legislation could be developed' reflects the discussion more accurately

Resolution: That the Council approve the Minutes of the meeting of February 2019 subject to the agreed amendments.

Proposed: Patrick Hanafin
Carried without dissent

Seconded: Tess O'Donovan

2.2 Matters Arising

- 2.2.1** Brian Power confirmed that the Director is currently waiting on confirmation of a date from Martin Dunne for the follow-up meeting between NAS Senior Management Team and representatives of the Priority Dispatch Committee.
- 2.2.2** Regarding the Fitness to Practice case in relation to the MMA incident, Brian Power noted that there was no document to be tabled at the meeting, however, the Director is currently progressing the case and the Registrar has initiated proceedings against the three PHECC practitioners in this regard.
- 2.2.3** A letter to The Minister for Health seeking a meeting in respect of legislation deficits has been delivered and an acknowledgement received.
- 2.2.4** The Director is currently obtaining alternative quotations for the HR Review to ensure compliance with procurement requirements.
- 2.2.5** Discussions are ongoing between the Director and the design consultants in relation to PHECC's Strategy Document 2019-2021.
- 2.2.6** The first two scheduled progress reviews of the Civil Defences CPG Licence extension will take place on 28th March 2019.
- 2.2.7** There has been a request for PHECC to address issues of operational practices by a licensed CPG provider in relation to event management. The licensed CPG provider who made this request has decided not to renew their PHECC licensed CPG provider approval. They have been invited to raise any taxation concerns regarding specific operators directly with the Revenue Commissioners as this is outside of PHECC's remit. Martin Dunne looked for clarity on whether they will continue to supply clinical services at events. It was agreed that Ricky Ellis will write to the organisation in question to determine if they will continue to supply clinical services at events as a non-licensed CPG provider.
- 2.2.8** A summary of grant requests received to date and a draft proposal of guidelines for grant assessment will be tabled at the April Council meeting.

Regarding item 3.1 on the Directors Report

Con Foley referenced the protected disclosure issue and advised the meeting that the findings were that there was no case to answer. However there were a number of recommendations made in the course of the Report, one of which was that in addition to approving any new Memoranda of Understandings [MOUs] with overseas organisations, that the Department of Health be notified of the existence of such MOUs.

Mr. Foley proposed therefore, that the Director be given delegated authority to liaise with HCPC in relation to a MOU in the event of a disorderly Brexit, which would revert the UK to third country/non-EU status, and the Department be notified of same.

Hillery Collins commented that there is a difference between a Northern Ireland and an Ireland MOU compared to an Ireland and UK MOU.

Kathleen Walsh noted that at recent meetings with the Department of Health one of the main concerns is that in the event of the UK leaving the EU they will no longer have access to the IMIS database, therefore details of disciplinary sanctions for HCPC registrants regarding Fitness to Practice cases will no longer be readily available.

Brian Power remarked that if a Fitness to Practice issue arose an individual practitioner could not be held to FTP by another registration body, and so the jurisdiction of the primary registration body would be the country where the Fitness to Practice case takes place. Regarding cross border ambulance services Brian Power noted that any agreement would not be a blanket agreement for all NI practitioners to practice in Ireland but would only involve a

practitioner tasked by NIAS to respond across the border. Martin Dunne noted that SLAs and Operating Procedures are vital.

Shane Mooney observed the current difficulty in locating on the PHECC website details of individuals who have findings against them relating to fitness to practice cases. Claire Finn confirmed that it is PHECC's intention to have this information available on the PHECC website with legal advice currently being sought on what details can be published. Shane Mooney requested that both himself and Patrick Plunkett are kept informed on upcoming FTP cases.

Resolution: That the Council instruct the Director to engage with HCPC in relation to developing a MOU.

Proposed: Martin Dunne
Carried without dissent

Seconded: Shane Knox

2.3 Correspondence

The following correspondence to the Chair was reported;

An acknowledgement letter from the Minister of Health, dated 22nd February 2019, in relation to request to meet regarding the Regulatory Weakness of the Pre-Hospital Emergency Care Council.

A letter of engagement from Comptroller & Auditor General, dated 20th February 2019, in relation to an Audit of 2018 Financial Statements.

A letter from Joint Voluntary First Aid Group, dated 6th March 2019, requesting a meeting.

A letter from DoH to the Chair in relation to protected disclosure.

3. Director's Report

3.1 Report to Council

In the Director's absence, Brian Power provided a report on the following;

3.1.1 Brexit

Issues and meetings relating to Brexit continue, with PHECC's position regarding recognition of qualification remaining unchanged. It was confirmed that if a no deal exit occurs the EU directive regarding recognition of qualification and registration for UK practitioners will no longer apply and they will revert to non-EU status. The EU directive for the provision of temporary and occasional services will also no longer apply to UK registrants from 29th March 2019 in the event of a no deal Brexit.

Discussions with the CEO of HCPC continue in relation to a MOU and recent meetings have highlighted the fact that the legal basis for administering medication in relation to cross border EMS services is unclear. A recent meeting between the Department of Health, the National Ambulance Service and PHECC to reach a sustainable operational position has resulted in discussions regarding potential changes to PHECC's legislation position.

With current activity focused on communication and information, PHECC are working on a simple narrative to appear on the PHECC website in relation to Brexit.

3.1.2 Risk Register

An updated version of the Risk Register will be tabled at the April Council meeting.

3.1.3 Request for assistance with costs of GVF compliance

A request for assistance with the costs of GVF compliance has been received from the Joint Voluntary First Aid Groups together with a meeting request for same. Concern was expressed to ensure that all licensed CPG providers are treated equally and fairly in a transparent manner. Although many of the voluntary service providers are registered charities they compete for business alongside commercial companies at events.

3.1.4 Joint Voluntary First Aid Group

PHECC have been requested to host a meeting location for the Joint Voluntary First Aid Groups to internally review their individual progress with GVF. It was noted that this is not a PHECC meeting, however, Ricky Ellis will deliver a presentation on GVF.

3.1.5 Financial Position

It was confirmed that PHECC has yet to receive a letter of determination for 2019, which has prevented the formalisation and submission of a Business Plan for 2019. Taking into account expenditure for the Irish Heart Foundation Grant and the CPC Programme, and additional income from FAR certification fees, current predictions indicate a small manageable deficit of €30,000-€50,000. Shane Knox stressed that the implementation of the CPC programme needs to be addressed urgently as it is one of our core statutory functions and requested the Director to update on this matter by providing an implementation plan of the CPC Programme at the April Council Meeting.

Brian Power noted that any increase in FAR certificate fees will be included in the Business Plan, but due to the delay in implementing the increase and the implications of the current ordering supply chain, it is unlikely that any benefits from the increase will be realised until the beginning of Q3 2019. A discussion arose around delays contributing to the implementation of the FAR certificate price increase, with David Menzies urging that the process be accelerated.

Conor Deasy emphasised that the price increase is for the certification of FAR and not for the actual certificate.

Brian Power noted that RIs can still use their existing certificate stock for further course certification however the revised FAR certificate will be required specifically for FAR certification.

Tess O'Donovan pointed out that a revised SLA will be required and so an interim arrangement with the print company may be needed while procurement is being addressed.

Resolution: That the Council charge of €10 for certification of successful FAR candidates will take effect from 1st May 2019.

Proposed: Shane Mooney
Carried without dissent

Seconded: Hillery Collins

3.2 Delegated Decisions of the Director

Kathleen Walsh provided an update on RI and ATI status and course approvals as per the Council papers.

Brian Power referenced the current status of licenced CPG providers as per the Council papers.

4. Clinical Matters

4.1 Naloxone CPG's Update

The Tenth Schedule has been updated to permit intranasal Naloxone administration. This has resulted in a change to the dosage regime which necessitated an update to three CPGs. The revised CPGs were presented in the Council papers.

Resolution: That the Council approve the updated CPGs as presented in Council papers to facilitate the changes to Naloxone route and dose.

Proposed: Conor Deasy
Carried without dissent

Seconded: Patrick Hanafin

5. Quality and Safety

5.1 OHCA Strategy – Submission to HSE Commissioners

Jacqueline Egan provided a summary of the OHCA Strategy contained within the Council papers, including the outcome from the meeting with HSE Commissioners on 14th February 2019 and correspondence received from the Joint Voluntary First Aid Groups in relation to same. Jacqueline emphasised the necessity for PHECC's continued contribution to the Implementation and Governance Group and future meetings. Brian Power referenced proposed PHECC support of the Strategy objectives as detailed in Council papers, and how processes could be developed as a result.

Council commended the recent work of nurse Aoife McGivney who came to the assistance of a bus driver who had suffered a cardiac arrest and Council welcomed the PR opportunity that arose during her segment on the Late Late Show on Friday 8th March, during which PHECC RED cards were distributed, and it was agreed that a letter be sent to the RTÉ in appreciation of raising awareness of CPR.

The importance of PHECCs proactiveness in supporting the OHCA Strategy was emphasised. Engagement in relation to the cardiac arrest strategy with An Garda Síochána and the Local Authority Fire Services was discussed noting the limitations of funding and resource constraints. Further discussion arose around the importance of a community-based approach to improve survival rates of cardiac arrest patients with Shane Mooney suggesting that concentration needs to be placed on making the public aware of the progression symptoms of a heart attack.

It was agreed that the Executive would write to the relevant Government Departments on this matter, namely the Department of Health, the Department of Environment and the Department of Justice. The Local Authority Fire Services and the Garda Commissioner are to be cc on the letter.

Jacqueline Egan agreed to produce a project plan and costings to propose to Council.

5.2 CPG Upskilling Status of Licence CPG Providers - Update

An update on responses received was presented by Jacqueline Egan, noting the issue of supply of information.

Brian Power confirmed that only the 2017 CPGs appear on the PHECC website currently and that all other versions no longer apply to practice.

6. Register

6.1 Register Report

Brian Power gave an overview on the report included in the Council papers.

6.2 AP Programme

Hillery Collins referred to previous discussions regarding quality assurance of the AP programme and he highlighted the need for the presence of a PHECC examiner at AP practical examinations. David Menzies reaffirmed that previous Council devolved the examination to the UCD RI. Shane Knox noted that as funders and accreditors of the programme PHECC are required to evaluate the programme to ensure that standards are maintained.

Resolution: That the Council instruct that a member of the PHECC Exam Quality Committee attend the AP practical examinations.

Proposed: Hillery Collins

Seconded: Shane Knox

Carried without dissent

Extensive discussions relating to content and delivery of the AP Programme resulted in a request for the Executive to seek further information from the AP Programme Director.

Further discussion arose relating to timelines of the tender process and the importance of ensuring that there is no disruption to the flow of qualified AP's into the industry. Shane Knox noted the need for the standard to be reviewed and updated where necessary. A query was raised by Conor Deasy regarding the need for third party involvement in reviewing the standard and he suggested that a small group with some external expertise could perhaps carry out this work in a shorter timeframe. Jacqueline Burke reiterated previous advice on the need for an education expert to support the Education & Standards Committee. She also expressed concern that this issue was not an agenda item for this meeting. The Chair also requested that the Executive seek clarification on PHECC's role in funding this programme going forward.

Resolution: That the Council direct the Executive to tender for the AP Programme to commence in August 2020, to current standards and CPGs, this will cover a minimum of 3 courses with an option to conduct further courses if required.

Proposed: Hillery Collins

Seconded: Tess O'Donovan

Carried without dissent

7. Risk

Developments in the Risk Register were noted and will be addressed in more detail at the next Council Meeting.

Council suspended for lunch. Note that Martin Dunne, Pat Hanafin, and Thomas Keane left the meeting at this time.

8. Governance and Finance

8.1 Annual Report 2017

Con Foley referenced the report included in the Council papers for information.

Resolution: That the Council approve the 2017 Annual Report

Proposed: Shane Knox
Carried without dissent

Seconded: Fiona McDaid

8.2 C & AG Certificate 2017 Accounts

Con Foley referenced the correspondence from the C & AG included in the Council papers noting the key point regarding pensions being the basis of the Qualified Opinion on Financial Statements and outlining assurances given.

8.3 Council Effectiveness Reviews Comparison

Con Foley thanked all of those who responded to the Board Evaluation Report which resulted in the production of a Council Effectiveness graph comparing performance in 2018 vs 2017. The comparison demonstrated an overall improvement however a 25% reduction in Council responses was noted.

Con Foley will provide further commentary on feedback received at the April Council meeting.

The Chair requested that the Executive provide a list of IPA events/courses that may be of interest to Council at the April Council meeting highlighting the invaluable networking opportunities these events provide.

9. Education & Standards

9.1 QRF Summary Costings

Kathleen Walsh provided a summary of the QRF implementation and projected costings of same. A discussion arose in relation to the assessment fee of €840 proposed for QRF panel members with Shane Knox querying whether a set assessment fee was appropriate when the number of days required to conduct an assessment can vary. Kathleen Walsh agreed to review costings.

9.2 Examiner Panel Terms of Reference

The proposed amendment to the Examiner Panel Terms of Reference was noted.

Resolution: That the Council approve the updates to the Examiner Panel Terms of Reference.

Proposed: Shane Mooney
Carried without dissent

Seconded: Patrick Fleming

10. A.O.B

Conor Deasy suggested that Council extend a meeting invitation to Mr. Keith Sinnott, the recently appointed National Clinical Director for Trauma Services. Brian Power agreed that a meeting would be beneficial as PHECC need to set clear national standards for Trauma Bypass for inclusion in CPGs and to ensure that all licensed CPG providers are informed. Shane Knox suggested that this was an operational matter and was outside the remit of PHECC.

Council acknowledged the 2nd anniversary of the loss of Rescue 116 off the coast of Blacksod, Co. Mayo and remembered all crew members recovered and still missing.

Council also remembered previous PHECC employee Marie Ní Mhurchú whose 7th anniversary occurs today.

The meeting concluded at 3.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 11th April at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:

11/04/2019

PHECC Council Meeting Minutes
Thursday 11th April 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Pat Hanafin
David Menzies
Patrick Plunkett
Thomas Keane
Patrick Fleming
Stephen Brady
Shane Knox
Shane Mooney
Mick Molloy – Teleconference
Tess O'Donovan - Teleconference
Jason van der Velde – Teleconference

Apologies:

Conor Deasy
Martin Dunne
Jimmy Jordan

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Karen O'Neill, Council Secretariat

1. Chair's Business

Stephen Brady left the meeting after the closed session.

The Chair welcomed attendees to the meeting and noted apologies received. The Chair extended her condolences to Jimmy Jordan on the death of his sister, Mary Duffy, and to Jacqueline Egan on the death of her mother, Eileen Egan, and offered a minute's silence in respect.

2. Minutes and Matters Arising

2.1 Draft Minutes March 2019

Council requested a suitable timeframe to review tabled documentation in advance of Council meetings and noted that certain items may need to be deferred to the May Council meeting to allow adequate time to review the necessary documentation.

The draft minutes were presented for consideration and the following amendments noted;

Item 2.2 Matters Arising – Regarding item 3.1 on the Directors Report, Par 1, Line 1: 'protected' replaces 'protective'

Item 2.3 Correspondence – Last Line – 'protected' replaces 'protective'

The resolution as agreed by Council at the March 2019 Council meeting was amended as follows;

Resolution: That the Council direct the Executive to tender for the AP Programme to commence in August 2020, to current standards and CPGs, this will cover a minimum of 3 courses with an option to conduct further courses if required.

Proposed: Hillery Collins
Carried without dissent

Seconded: Tess O'Donovan

Resolution: That the Council approve the Minutes of the meeting of March 2019 subject to the agreed amendments.

Proposed: Pat Hanafin
Carried without dissent

Seconded: David Menzies

2.2 Matters Arising

Regarding item 6.2. AP Programme

The Director confirmed that there is a current signed SLA in place with UCD for the provision of the AP Programme. The SLA runs from 31st August 2017 for a period of 36 months, until 31st August 2020, with the facility to renew.

The Chair read correspondence from Conor Deasy and its contents were noted. The Council considered that the amended minutes of the March Council meeting accurately reflected the discussion that took place.

David Menzies noted that, in his capacity as Chairperson of the Medical Advisory Committee, he had received correspondence from the AP Programme Director which will be tabled at the May Council meeting.

3. Directors Report

Regarding item 3.1.2 Shane Mooney urged for PHECC's concern on the complaint to the Irish Medical Council to be expedited. Both Shane Mooney as Chair of the Preliminary Proceedings Committee and Patrick Plunkett as Chair of the Fitness to Practice Committee expressed their concern at not being kept up to date in relation to potential FTP proceedings against PHECC registrants. It was requested that the Registrar inform the chair of the Preliminary Proceedings Committee directly who will in turn inform the chair of the Fitness to Practice Committee.

Regarding item 3.1.6, the Chair read the letter received from the Minister of Health regarding Regulatory Weakness and it was acknowledged that the letter was a positive indication that the matter is being progressed.

Regarding item 3.1.9, it was noted by the Director that, unless they review their position, after August 2019 the Civil Defence will cease to be a Registered CPG Provider. Hillery Collins advised that the Minister of Health needs to be informed of this and proposed that the Director and the Executive continue to work with the Civil Defence to progress the matter. The Director confirmed that the matter had been raised at a recent DoH meeting. It was agreed that the Director would prepare a draft public statement on the matter for the May Council meeting and would inform the Civil Defence of same.

Regarding item 3.1.10 it was agreed to circulate the amended draft letter and Coroners report to the proposed stakeholder distribution list and the following resolution was passed;

Resolution: That the Executive write, in regard to item 3.1.10 (the potential use of unlicensed CPG providers for events which have been previously identified as particularly high risk) in terms as agreed by Council, to the Minister and those others on the recommended distribution list.

Proposed: Shane Mooney
Carried without dissent

Seconded: Hillery Collins

Regarding item 3.1.11 it was noted that following receipt of our 2019 Letter of Determination confirming that the additional €120,000 we had hoped for will not be forthcoming, our Business Plan will require revision and will be included for discussion at the May Council meeting. The

Director confirmed that as previously agreed financial reports would be submitted to Council on a quarterly basis.

The Director noted that a reply is being prepared for the DoH in relation to PHECC's environmental initiatives regarding the reduction in use of single use plastics.

Regarding item 3.1.12, discussion arose in relation to FAR certification fees. David Menzies noted the importance of ensuring PHECC's financial stability and the Director confirmed that all fees and charges will be reviewed as part of a full costings exercise.

Resolution: That the Council, in light of new information and the need for adequate resources to administer FAR certification, Council recommend that the Executive seek the Ministers consent to increase fees to €25.

Proposed: Shane Knox
Carried without dissent

Seconded: Hillery Collins

Con Foley informed Council that he hoped to propose a draft charter for a Finance Committee for consideration at the May Council meeting and noted that a review of all fees should be conducted by this Committee.

Regarding item 3.1.13 the Director expressed concern that as the current AP Programme contract was awarded over ten years ago, and the price was set at the start of the contract, it is probable that the new process will result in a significant increase in costs, potentially up to double the current costs. As PHECC currently pay these costs, there is an increased financial risk of being unable to cover an increase in costs from current funding levels. When this concern was shared with the DoH it was stated that should this happen it would require a separate business case requesting further funding to cover the shortfall. Further discussions arose in relation to the appropriateness of the Regulator directly funding training programmes.

Regarding item 3.1.14 the Director tabled the document titled 'CPC Implementation Plan'. At the March Council meeting Shane Knox had requested that the Director provide an implementation plan of the CPC Programme for the April Council meeting (ref. March Minutes 3.1.5). The Director felt that the proposal was not ideal but based on our current financial position it represented the best option for moving the CPC programme forward. The proposed plan would at least enable some progress of the CPC programme, while being mindful of the need to adequately resource the project, rather than not making any progress until all necessary resources were in place. Shane Knox expressed his disappointment that this proposal was not presented to the Education & Standards Committee initially (ref. March Minutes 3.1.5), as a matter of courtesy, and that as the expert group the process needs to sit under that Committee. Hillery Collins queried the e-portfolio system mentioned in the proposal. Shane Knox commented that an e-portfolio system was suggested by David Menzies at an Education & Standards Committee meeting in 2013 but had not been discussed since. A query was raised by Shane Mooney as to who manages the EMT CPC process, and it was confirmed by the Director that it was managed by the Deputy Director/Registrar at present. The Chair proposed that the proposal be reviewed by the Education & Standards Committee at their next meeting and then be referred to the Quality & Safety Committee for quality and review. Kathleen Walsh commented that from a governance point of view there needs to be a mechanism for feedback to the Registrar/Deputy Director as it is directly connected to an individual's registration.

Resolution: That the CPC Programme Implementation proposal document is referred to the Education & Standards Committee.

Proposed: Shane Knox

Seconded: Shane Mooney

Regarding item 3.1.15, the Director referenced his meeting with the AP Programme Director at UCD. A list of CPGs provided by NAS and DFB that were not in use and therefore did not require teaching was tabled for discussion. Patrick Plunkett expressed his disappointment that certain CPGs are not being taught as part of the AP Programme and that certain RI's are not using certain CPGs. Fiona McDaid noted that Council previously permitted exemptions to practice but not exemptions to teach. Hillery Collins advised that certain CPG's approved in 2016 may need to be reviewed by the Medical Advisory Committee. The Director confirmed that a follow up meeting with the AP Programme Director to address other CPGs that may not be included will be scheduled as a matter of urgency.

4. Grant Applications

The proposed Grant Application Assessment Criteria was tabled for discussion. It was agreed that the proposed PHECC guidelines are in addition to DPER requirements and will be referred to the Compliance & Audit Committee prior to formal adoption by Council.

Shane Knox and David Menzies left the room prior to the consideration of grant applications due to conflict of interest.

Following deliberation, the following approved grant application amounts were carried by majority;

Organisation	Application €	Approved €
Irish Heart Foundation	€ 84,400.00	€ 0.00
CFR Respond Conference 2019	€ 15,000.00	€ 15,000.00
OHCAR	€ 25,000.00	€ 0.00
OHCA	€ 25,000.00	€ 0.00
Irish College of Paramedics	€ 7,000.00	€ 7,000.00

The decision in relation to the OHCAR and OHCA grants is subject to no MoU or SLA being in place.

Shane Knox and David Menzies joined the meeting again at this point.

Resolution: That the Council, in light of current budgetary pressures, make no further discretionary grants until after resource issues have been resolved.

Proposed: Patrick Plunkett

Seconded: Pat Hanafin

Carried without dissent

5. AP Programme

The Director referenced his report titled 'Draft AP Tender Programme Timelines'. It was noted by David Menzies that there is a potential gap in service provision in August 2020, and Fiona McDaid queried if there was an extension clause in the current SLA. The Director confirmed that the current SLA contains a clause that allows an extension. Following discussions, the Director agreed to inform the DoH of our intention to go to tender with the possibility of a one cycle deficit at the end of the current SLA before a new contract can be awarded. It was noted that the tender will be under the OJEU procurement process given the potential size of the contract.

6. Clinical Matters

6.1 Priority Dispatch Committee – Updated Terms of Reference

Brian Power detailed the proposed changes to the Priority Dispatch Committee Terms of Reference and the following resolution was passed with amendments suggested;

Resolution: That the Council approve the updated version of Priority Dispatch Terms of Reference.

Proposed: Hillery Collins

Seconded: Fiona McDaid

Carried without dissent

Following a discussion, it was agreed that the same Terms of Reference with regard to rules of operation should apply to all Council Sub-Committees, with a further requirement for Chair's nominees to have Council approval and patient representatives to sit on all relevant Sub-Committees of Council. All members of Council Sub-Committees should be ratified by Council. It was agreed that the Terms of Reference for all such Sub-Committees will be reviewed by the Compliance & Audit Committee at their next meeting on 24th April and propose a realignment of all Terms of Reference to a consistent model.

6.2 Feedback from Scottish Ambulance Service – Clinical Dispatch Model

Brian Power gave a verbal report on his recent visit to the Scottish Ambulance Service. The Chair requested that the report be circulated to Council and that a presentation be made to Council at the May Council meeting to allow Council to make an informed decision.

7. Quality and Safety

There were no items reported.

8. Register

The Register report was noted.

9. Risk

The Director noted that the amended Risk Register will be brought to Council at the May Council meeting, post review by the Compliance and Audit Committee on 24th April.

10. Governance and Finance

10.1 Noted by Council.

10.2 This item is deferred to May Council meeting. Council members were asked to review and confirm if they wished to attend any of the upcoming IPA courses/events.

10.3 This item is deferred to May Council meeting.

11. Education and Standards

Kathleen Walsh noted that the previous Education & Standards Committee meeting had been deferred and as a result there will be no report until May Council meeting.

Council extended best wishes to Kathleen Walsh in the upcoming RI and ATI Engagement event.

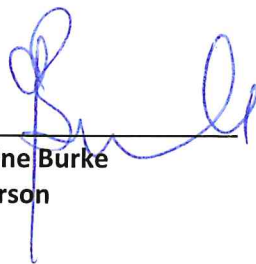
12. A.O.B

Congratulations was extended to David Menzies and the organisers of Respond Conference 2019 which was held on 6th April in Mullingar.

The meeting concluded at 4.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 9th May at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:

20/06/2019.

PHECC Council Meeting Minutes
Thursday 9th May 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Martin Dunne
David Menzies
Patrick Plunkett
Thomas Keane
Jimmy Jordan
Stephen Brady
Shane Knox
Shane Mooney
Tess O'Donovan
Jason van der Velde

Apologies:

Conor Deasy
Patrick Fleming
Mick Molloy
Pat Hanafin

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Jennifer Shortt, PHECC Staff Representative

1. Chair's Business

The Chair welcomed attendees to the meeting and noted apologies received. The Chair extended her condolences to Patrick Plunkett on the death of his mother, Jeanne Plunkett, may she Rest in Peace.

The Chair read correspondence from Hillery Collins regarding consideration of the AP Programme tender.

2. Minutes and Matters Arising

2.1 Draft Minutes April 2019

The draft minutes were presented for consideration and approved.

Resolution: That the Council approve the Minutes of the meeting of April 2019.

Proposed: Hillery Collins

Seconded: Fiona McDaid

Carried without dissent

2.2 Matters Arising

Regarding the resolution on page 7, Hillery Collins queried if the Director had written to the Minister seeking consent to increase FAR certification fees to €25. The Director confirmed that the increase in fees is included in the Business Plan for 2019 being presented to Council today, which requires approval by DoH.

Following a query from Hillery Collins in relation to the proposed CPC Implementation Plan, Shane Knox confirmed that it had been brought to the Education & Standards Committee for review.

David Menzies queried if grant applicants would be formally informed of Council's decision at the April Council meeting. The Director confirmed that letters would be sent shortly to all applicants.

2.3 Correspondence

The Chair confirmed that no correspondence had been received.

3. Directors Report

3.1.1 The Director updated Council members on developments relating to the Civil Defence and their impending application to continue as a Licenced CPG Provider. Following recent media interest, a public statement had been drafted by the Director and was tabled for discussion. Council approved the document and it was agreed that the Director will contact the General Secretaries of the Department of Defence, Department of Health and Department of Environment to reinforce that PHECC are here to assist in resolving the matter.

3.1.2 It was confirmed that there was no grant application for research in 2019 from OHCA and therefore should not have been considered at the previous Council meeting, as it had originally been approved via Council resolution in September 2017. The only application received in 2019 was from OHCAR and, as there is a no SLA or contractual obligation in place, this was declined by Council in accordance with the previous resolution.

3.1.3 Following discussions relating to the AP Programme it was suggested that consideration be given to whether it is appropriate for PHECC to be the body that commissions and funds the AP Training Programme going forward.

During discussions the following points were considered;

- It has been confirmed that if PHECC were to divest itself of responsibility for commissioning and funding the AP Programme it would lose its current funding in relation to same.
- Any future tender is likely to exceed current costs and it is not certain if PHECC will receive any increased funding for this, thus leaving PHECC financially exposed.
- The appropriateness of this function lying with the Regulator whose role it is to set Education and Examination Standards in this regard, rather than commission specific courses.
- PHECC was originally made guardian of the protected funding in order to secure the future of the programme.
- If PHECC were to divest itself of responsibility for commissioning and funding the AP Programme it would play no part in the tender process.
- PHECC has some obligation regarding the future of the AP Programme, and therefore PHECC should be prepared to give some recommendation as to how the programme should be managed going forward.
- The timeframe currently in place (present contract runs until August 2020, with provision for extension) allows for review of educational standards and potential revision of the AP Programme content and tendering process.

In light of the above, the Chair requested that the Director start a dialogue with the DoH to explore options should PHECC decide to divest itself of responsibility for commissioning and funding the AP Programme. It was agreed that this item be placed on a future agenda for further discussion and resolution when Council have had time to consider the full implications.

3.1.4 The Director confirmed, as part of his report, that he has received correspondence from DoH enquiring as to the progress of NASCs application for accreditation of a new 3-year BSc. Paramedic Programme. The Director confirmed that to date no application had been received regarding same. It was confirmed by Shane Knox that the programme will commence in September 2019 and that

NASC have written to the Director to inform him of the fact. The Director confirmed that he had replied to NASC acknowledging the BSc. course proposal and proposed 3 dates for a meeting between PHECC, NASC and UCC to provide greater clarity on the matter. His reply also stated that no application to accredit a new programme had been received and that he had informed the DoH accordingly. NASC have yet to reply.

Kathleen Walsh confirmed that no application had been received via the electronic portal. Shane Knox proposed that no new application is required as it is not a new course and exceeds standards of an existing course. Kathleen Walsh described the current process for on-site reviews (every 3 years) and the requirement for an RI/ATI to submit a self-assessment report every year. In the event of any significant changes to a programme, the RI are required to notify PHECC of same. Patrick Plunkett queried the course duration of the BSc. Paramedic Honours Degree Programme, and it was confirmed by Shane Knox that as the course is semesterised it is a 3-year programme rather than 4 years.

In relation to the Approved RI/ATI Courses list as included in Council papers, David Menzies queried when the Paramedic Programme course at NASC & UCD CEMS expires. Kathleen Walsh confirmed that NASC & UCD CEMS will remain as an approved RI until the course has officially completed, which is expected to be in August 2019. It was agreed to remove the word 'HSE' from HSE NASC and HSE NASC & UCD CEMS as detailed on the Approved RI/ATI Course listing.

It was noted that all applications for course accreditation are required to meet the minimum standards as set down by the Education & Training Standards. Jason van der Velde noted the need for PHECC to have visibility of our relationship with third level education across the country. Kathleen Walsh commented that for this to be possible there is a requirement for supportive legislation to ensure oversight of degree entry level programmes. It was agreed that the Education & Standards Committee would propose a discussion document to Council for consideration. Kathleen Walsh requested that Council, as reflected in the Future of Paramedicine document, determine an Education & Standards Strategy.

3.1.5 The Director tabled correspondence from the Director of the AP Programme at UCD dated 7th May 2019, in reply to his letter of 30th April 2019, regarding Advanced Paramedic Curriculum Requirements/Compliance. Concerns were raised in relation to clarification of the list of CPGs not being taught currently. It was agreed that the Director would write to the Director of the AP Programme to request the following;

- i. confirmation of a definitive list of CPGs not currently being taught
- ii. confirmation of a period of time when students were not taught specific named CPGs

Jimmy Jordan & Martin Dunne left the meeting at this point.

Patrick Plunkett noted that it is the responsibility of the licensed CPG provider who is privileging the practitioner to fill any gaps in skills. It was stressed by Shane Knox that if this is the case we need to notify licensed CPG providers of specific CPGs that were not taught so they are aware of any skill deficits.

Hillery Collins requested that the Director provide detail of the annual sums of money paid to UCD in respect of the AP Programme over the past 5 years.

It was agreed that the Director provide further information on the timings of an independent review of the current AP Programme to assess any current risk.

Patrick Plunkett & Hillery Collins left the meeting at this point.

4. Clinical Matters

4.1 Seventh and Tenth Schedule for Medicinal Products Update

Brian Power updated Council as per the proposal included in Council papers and the following resolution was passed;

Resolution: That the Council agree a mandate for the Executive to engage with the Medicines Section of the Department of Health to develop and agree a process for updating the Seventh and Tenth Schedules.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Jason Van Der Velde

4.2 Scottish Ambulance Service – New Clinical Response Model

Brian Power gave a presentation following his recent visit to the Scottish Ambulance Service.

David Menzies suggested that, even though there are lots of similarities between Ireland and Scotland, PHECC should explore other UK services also and noted the requirement for change due to increasing demands on ambulances and hospitals. Stephen Brady noted the benefit in engagement with the Scottish Ambulance Service and agreed with Brian Power that the first step is to invite them to make a presentation to Council & the Priority Dispatch Committee. He also commented that the work of the Priority Dispatch Committee is being hampered by lack of attendance.

The Chair noted the requirement to have an updated travel policy.

Resolution: That the Council approve in principle to invite the Scottish Ambulance Service to make a presentation to Council & the Priority Dispatch Committee regarding their Clinical Response Model.

**Proposed: David Menzies
Carried without dissent**

Seconded: Jason Van Der Velde

5. Quality and Safety

No items reported.

6. Register

6.1 Register Report

The Register report was noted. The Director proposed that an anonymous breakdown of AP, P and EMT based on gender be reported at the next Council meeting.

6.2 Outcome of Assault Case – for information only

The Director agreed to remind the Registrar that the individual in question is currently on our Register with a registration expiration date of 31st May 2019.

6.3 Registration Decision

Following the submission in Council Papers regarding an application for registration, Council requested that the Registrar request a full application from the individual concerned, which will provide more comprehensive information regarding this application.

Jason van der Velde raised the case of an application for registration where there was an issue concerning Recognition of Qualification and the internship served. Following a request from the Director it was agreed to defer this item until a current appeal had been completed to avoid compromising the appeal.

6.4 Fitness to Practice

The Chair of the Preliminary Proceedings Committee, Shane Mooney confirmed that he had received a letter from the Registrar regarding a complaint against certain PHECC registered individuals and will commence proceedings. Shane Mooney confirmed that the Quality & Safety Committee are currently assessing periods of absence from practice and standards of return to practice.

7. Risk

The Director tabled the latest version of the Risk Register and noted that the total number of risks have decreased from 43 to 18, with the total number of high-risk items reduced from 5 to 2. It was agreed to defer the Risk Register to the July Council meeting to allow Council time to review the tabled document. The work done regarding revisions to the Risk Register was acknowledged.

8. Governance and Finance

8.1 Council Effectiveness Survey

Con Foley gave a brief update of the Council Effectiveness Survey report as included in Council Papers.

8.2 Compliance & Audit Committee Update

Con Foley provided a summary of items discussed at the Compliance & Audit Committee meeting of 24th April 2019.

Following his discussions with the IPA regarding a review of our Terms of Reference, Con Foley proposed that an overall Governance Review, to include Council Committee alignment, be conducted. This was supported by the Director. The estimated cost of this review is between €17,500 and €19,000. It was clarified that the IPA Governance Review will include Council, Committees of Council and the Executive and will address alignment of Terms of Reference, Membership, Terms of Office as well as all operational aspects of Governance. This will involve engagement with Council members, Committee Chairs and members of the Executive and a full report will be presented to Council.

Following discussions by Council the following resolution was passed;

Resolution: That the Council approve the Executive to engage with the IPA in the matter of Council Committee alignment and an overall Governance Review.

**Proposed: Tess O'Donovan
Carried without dissent**

Seconded: David Menzies

8.3 Secretarial Matters

Following his attendance at a recent IPA Board Secretaries event, Con Foley relayed recommendations as to the level of detail in minutes and the naming of individuals who raise comments. It was suggested that this topic can be incorporated into the Governance Review as per Council resolution in item 8.2.

8.4 Declaration of Interests

Declaration of Interest forms were circulated to Council members for completion.

Following a query from Shane Knox regarding the nomination and selection of individuals to Committees it was agreed that Con Foley will provide a report to Council at the July meeting regarding this, in line with Terms of Reference and Governance Review alignment work being carried out by the IPA. Following a suggestion from David Menzies, the Chair requested that going forward each Standing Committee provide a report to Council for each Council meeting.

8.5 Draft Business Plan & Schedule of Fees 2019

Following review of the Business Plan it was suggested that the following items be rephrased for reasons stated below;

Page 18 ref Clinical Practice Core Actions 2019, it was noted that a Verification of Death training module will be changed to information package.

Subject to these amendments the following resolution was passed;

Resolution: That the Council approve the Draft Business Plan.

**Proposed: David Menzies
Carried without dissent**

Seconded: Tess O'Donovan

The proposed Schedule of Fees was reviewed by Council and the following amendments noted;

Item	Comment
2.1	Examination Application EMT – should read €150 (typo)
3.1 & 3.3	it was noted that this fee of €5,000 is based on a 3-year cycle, rather than the annual fee of €1,000 at present.
6.0	it was agreed that the maximum fee of €3,500 will be applied to the largest organisations and scaled down accordingly for EFR and CFR based on the number of certs issued.
6.3	it was agreed to remove section 6.3.

Resolution: That the Council approve the proposed Schedule of Fees subject to changes agreed.

**Proposed: Thomas Keane
Carried without dissent**

Seconded: Tess O'Donovan

9. Appeals

9.1 Appeal Panel Membership

Following the proposal as included in Council papers, the following resolution was passed;

Resolution: That the Council approve the nomination of Seamus Butler to the Appeals Panel.

**Proposed: Shane Knox
Carried without dissent**

Seconded: Shane Mooney

10. Education & Standards

Kathleen Walsh reported that, following completion of the tender evaluation process for the review of Educational Standards at Practitioner level, one tender had been successful. A letter of notification will be issued shortly.


11. A.O.B.

Kathleen Walsh updated Council on the recent RI/ATI Engagement event and noted the strong levels of attendance.

The meeting concluded at 4.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 20th June at 10.00am.

Signed:



**Jacqueline Burke
Chairperson**

Date:



10th Sept 2019

PHECC Council Meeting Minutes
Thursday 20th June 2019
PHECC Offices, Millennium Park, Naas



Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Martin Dunne
Jason van der Velde
Pat Hanafin
Thomas Keane
Jimmy Jordan
Stephen Brady
Shane Knox
Shane Mooney

Teleconference

David Menzies
Mick Molloy

Apologies:

Conor Deasy
Patrick Fleming
Patrick Plunkett
Tess O'Donovan
Con Foley

In attendance:

Richard Lodge, PHECC Director
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Beth Breslin, PHECC Staff Representative

1. Chair's Business

The Chair welcomed attendees to the meeting and noted apologies received.

1.1 The Chair stated that agenda item 9.2 'Education & Standards Committee – Resolutions to Council' and the resolution therein would be deferred to the July Council meeting on the basis that the Governance review has commenced.

1.2 The Chair expressed Council's concerns regarding potential delays to the Education and Standards agenda and requested definitive time lines for the review due to the relative urgency of the Education and Standards matters.

The Director confirmed that this item is on the agenda under Item 8. Governance and Finance.

2. Minutes and Matters Arising

2.1 Draft Minutes May 2019

The draft minutes were presented for consideration and approved subject to the following agreed amendments;

Pg 8 Par 3 Line 2 - David Menzies requested that this sentence be reworded as follows;

In relation to the Approved RI/ATI Courses list as included in Council papers, David Menzies queried when the Paramedic Programme course at NASC & UCD CEMS expires.

Pg 8 Par 7 - Hillery Collins requested that this sentence be reworded as follows;

Hillery Collins requested that the Director provide detail of the annual sums of money paid to UCD in respect of the AP Programme over the past 5 years.

Resolution: That the Council approve the minutes of the meeting of 9th May 2019 subject to the agreed amendments.

Proposed: Pat Hanafin

Seconded: Stephen Brady

Carried without dissent

2.2 Matters Arising

There were no matters arising from the minutes.

2.3 Correspondence

The Chair confirmed that no correspondence had been received.

3. Directors Report

3.1 Report to Council

3.1.1 The Director noted that correspondence has been sent to both successful and unsuccessful grant applicants and noted that the IHF have expressed their disappointment regarding their grant application refusal.

3.1.2 The Director confirmed that the 2019 Business Plan and Schedule of Fees was submitted to the DoH and will be discussed at a quarterly review meeting in DoH next week. Shane Knox noted that item 2.2.1 on the Schedule of Fees, Paramedic course exam fees, should read €150 per exam or €300 for both.

Following a query from Shane Knox regarding exam fees for the AP exam the following resolution was passed;

Resolution: That the Council resolve that the AP examination fee is the same as the Paramedic examination fee.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

3.1.3 The Director confirmed that he hopes to be in a position to award the tender for the HR Review in the next few weeks, with work to commence in July and it is expected that a draft report will be completed by the end of August.

3.1.4 The Director and Brian Power will be meeting with the company who produced and reviewed the Strategy Document on 21st June to agree a date for the production of the final draft of the revised layout of the Strategy. Following discussion, it was agreed to invite the Minister of Health to an official launch of the PHECC Strategy 2019-2021 at a date to be agreed, probably in September, subject to his availability.

3.1.5 The Director outlined the series of events that evolved leading to the cancellation of the scheduled MMA event 'Battle Arena 56' and acknowledged the intervention of both Minister Harris and Minister Ross. It was noted that the most significant issue is not so much that the event was cancelled, but that there is now a much greater understanding of the need to only use PHECC Registered Practitioners and Licensed CPG Providers, at Ministerial level, Department level, by other CPG Providers, by the event organisers and by the insurance companies.

Shane Mooney asked Council to consider the public statement made by NI Sports Medics on the MMA Insiders website stating that PHECC 'lost' their application to become a licensed CPG provider. Following discussion, it was proposed to publish a post on the PHECC website to confirm that NI Sports Medics had never applied to become a PHECC Licensed CPG provider.

3.1.6 The Director and Ricky Ellis attended a meeting of Dept of Defence Senior Officials, Civil Defence and representatives of the County Council Managers Association (CCMA) ECCEP Committee and the Local Government Management Agency (LGMA) to address the details of the existing CPG provider statutory declaration (POL003 V5) and to inform them of the future GVF declaration (POL003 V6). The Director referenced correspondence received from the Civil Defence requesting an extension until November 2019 to allow the Civil Defence and Local Authorities sufficient time to implement and test their proposal

to guarantee oversight. The Director confirmed that a single declaration will be signed by the Civil Defence, however the Civil Defence will obtain a validation of governance form from each of the Local Authorities. A discussion arose regarding the length of the extension requested. Considering that two extensions have already been granted and that the Local Authorities appear to be in agreement with the Civil Defence's proposal, it was agreed to grant a 1-month extension to the existing extensions.

The following resolution was passed;

Resolution: Having already granted two extensions and recognised that progress is being made, Council recognise the Civil Defence with a further extension as a licensed CPG provider until 31 August 2019, subject to a satisfactory progress report at Council meeting on 11 July 2019.

Proposed: Shane Mooney
Carried without dissent

Seconded: Pat Hanafin

Martin Dunne left the meeting at this point.

3.2 AP Programme

3.2.1 The Director referenced the legal advice obtained regarding the current SLA for the AP Programme. Shane Knox queried if there was a breach of contract could the contract be terminated. The Director expressed the view that if the breach was considered to be fundamental to the delivery of the contract, then termination on the grounds of non-performance could be an option. However, we would be required to demonstrate that all avenues in the agreed dispute process had been exhausted.

3.2.2 Following a query from Council, the Director presented a summary of the total amounts paid to UCD in respect of the AP Programme over the last 10 years. Included also was a copy of the paper that was presented to Council in October 2017 detailing the same amounts which provided some commentary to explain the annual variation in fees and the fact that the headings used are largely historical. The cost of the course has not substantially increased over the past 12 years and averages out at just under €600,000 per year.

Hillery Collins requested that a more detailed report be provided on the annual sums paid in respect of the AP Programme in line with the SLA over the past 10 years.

3.2.3 The Director referenced the summary of previous discussions of the AP Programme at Council meetings as included in Council papers to eliminate any confusion regarding same. From the records, the current discussion regarding concerns in relation to the UCD AP Programme appears to have begun at the March Council Meeting.

Shane Knox noted that a discussion on this issue took place at the November 2018 Council meeting at which this item was referred to the Education & Standards Committee and subsequently appeared in the minutes of said Committee. Shane Knox noted that this is not reflected in the November 2018 Council minutes. The Chair noted that the minutes of the November 2018 Council meeting had been accepted by Council at the December meeting as an accurate recording of the meeting and had been signed off.

3.2.4 Following discussion at the May Council meeting, the Director was asked to seek clarity from the Director of the UCD AP Programme in relation to a definitive list of the CPGs not currently being taught or that have not been previously taught on the AP Programme. The Director wrote to the Director of the UCD AP Programme and received a reply, which was tabled.

The Director was directed, as a matter of urgency, to arrange a meeting with the AP Programme Course Director regarding the content of the AP Programme and to provide further clarity on any CPGs that may not have been taught. It was directed by Council that Dr David Menzies accompany the Director, as Chair of the Medical Advisory Committee, to provide clinical input to support the Director. In addition, it was

agreed that input at AP level may also be useful. It was further directed by Council that Martin O'Reilly an Advanced Paramedic from DFB and Shane Knox, Chair of the Education & Standards Committee and an Advanced Paramedic from the National Ambulance Service also accompany the Director.

Hillery Collins noted his concern regarding the opening line of an email of 12 June 2019 from the AP Programme Course Director to the Director and requested that it be addressed. It was agreed that the Director will reply to the AP Programme Course Director's most recent correspondence.

3.2.5 At the April Council meeting the Director was asked to provide a timeline for the independent review of the current AP Programme against current AP Education and Training Standards. The Director confirmed that a draft Request for Tender (RFT) is currently being compiled for the independent review of the current AP Programme. To date there have been no complaints received by PHECC about the UCD AP Programme from students on the AP Programme, other RIs, Licensed CPG Providers or members of the public. However, at least three members of Council have expressed a high level of concern in relation to both the content and delivery of the AP Programme in UCD. The review of the UCD AP Programme is overdue and the current level of concern constitutes a risk, that at present we cannot quantify.

The Director requested Council's opinion on bypassing the conventional procurement process given the possible level of risk involved. It is proposed that the review, using an Expression of Interest (EOI) process will commence in July with a completion target date of September 2019.

Ms. Walsh stated that she has drafted the specification and content and affirmed that it is the responsibility of the potential provider to meet the specification and show evidence of same. Shane Mooney noted that it is essential that both previous and current students are engaged with during the process. Pat Hanafin referenced the Conal Devine report, which resulted in substantial positive changes to be implemented in NAS and noted the importance of engagement with individuals on the ground as part of the review process. Shane Knox advised that input from APs needs to be considered as part of the process.

It was agreed that the review would facilitate full engagement.

Kathleen Walsh confirmed that the Executive are confident that they are able to produce appropriate specifications, and these will be circulated in advance to Macartan Hughes (Chief Ambulance Officer, Education and Competency Assurance with the National Ambulance Service), Martin O'Reilly (District Officer EMS Support, Dublin Fire Brigade) and Martin Neary (Defence Forces Medical School and Commandant) to seek input in finalising same.

In conclusion the following resolution was passed;

Resolution: Given that the review of the UCD AP Programme is overdue and that the current level of concern raised at Council constitutes a non-quantifiable risk, Council direct the Executive to urgently appoint or award a contract for an independent review.

Proposed: Pat Hanafin

Seconded: Thomas Keane

Carried without dissent

3.2.6 Hillery Collins queried if a member of the PHECC Examination Quality Panel had attended recent AP practical examinations. Following a comment from the Director that he was not aware what examinations had taken place it was confirmed by Shane Knox that said examinations had taken place and there was no representation from the Examination Quality Panel present. Hillery Collins queried why this was the case as the resolution passed at Council on 14 March 2019 stated "That the Council instruct that a member of the PHECC Examination Quality Committee attend the AP practical examinations." It was confirmed by Kathleen Walsh and Jacqueline Egan that it will be implemented for the next AP OSCEs.

David Menzies ended his teleconference call at this point.

- A letter to the OHCA Strategy Group noting the above correspondence and stating that the responsibility for inspection, audit and surveillance of defibrillators is outside PHECC's remit.
- A letter Mr Damien McCallion, HSE National Director Screening & CAWT and Commissioner of the OHCA Strategy Group, and Dr Stephanie O'Keefe, HSE National Director Strategic Planning and Transformation, requesting a status update on the roll out of the Strategy Implementation Plan.

Thomas Keane left the meeting at this point.

5.5 Ricky Ellis referenced Council paper titled 'Change of Licensed Provider Recognition Status' and explained that following a recent Quality & Safety Committee it was agreed that there is a requirement to introduce a system whereby Providers can apply for licensing at specific clinical levels and to develop a framework to provide guidance and transparency in licensing decisions. He explained that the paper outlines the process where an approved CPG Provider at a certain level e.g. EMT, can apply to become an approved CPG Provider at an additional clinical level e.g. Paramedic/Advanced Paramedic. Ricky Ellis confirmed that the Quality & Safety Committee had recommended that in the future a selection of criteria from the GVF model would need to be satisfied to do so. Shane Mooney informed Council that the criteria for moving up a level will now be clear. Following a brief discussion, the following resolution was passed;

Resolution: That the Council approve the proposal on the Change of Licenced Provider Recognition Status as included in Council Papers and recommend a pro-rata fee be included in the Schedule of Fees.
Proposed: Shane Knox Seconded: Hillery Collins
Carried without dissent

5.6 The document titled 'Annual Medical Directors Report V2' as included in Council papers was noted and the following resolution was passed;

Resolution: That the Council approve the Annual Medical Directors Report V2 as included in Council Papers.
Proposed: Hillery Collins Seconded: Shane Mooney
Carried without dissent

5.7 Blue Screen Medics Application Processing

The report on Blue Screen Medics Ltd. application to become a new licensed CPG provider, as included in Council papers, was noted.

5.8 The Draft CPG Licensing Certificate as included in Council papers was noted.

5.9 Ricky Ellis referenced the document titled 'Publication of GVF Reports' as included in Council papers which details the process for the development and publication of reports. Ricky explained that the Executive had received communication from a Licensed CPG Provider regarding the intended publication strategy. Mr Ellis outlined that, based on a potential litigation risk to PHECC, he was recommending an alternative course for the publication of GVF reports. Following a short discussion regarding the timing of report publication it was agreed to defer this item to July Council meeting to allow Council to consider the proposal.

6. Register

The Director noted the inclusion of data detailing the age and gender breakdown of the current Register and it was agreed that it would be beneficial to include this information on the PHECC website, ensuring anonymity.

7. Risk

The Director noted that the Risk Register as included in Council Papers is constantly being updated and that future versions will be presented to Council.

8. Governance and Finance

The Director referenced correspondence from the Chair of the Compliance & Audit Committee dated 28 May 2019 confirming that a report will be presented to Council at the July meeting regarding the impending Governance review. In his correspondence, Con Foley requested that no further appointments to Committees be made until the Governance review is complete and advised Council Committee Chairs to bring all future Committee nominations to Council for prior approval. The Director informed Council that a meeting with the IPA is scheduled for next week to agree timelines and the process of the review. It was suggested that 1:1 meetings are arranged with Council members, Chairs and Vice Chairs of Committees at the July Council meeting, this has yet to be confirmed.

9. Education & Standards

9.1 Kathleen Walsh gave a summary of items discussed at the Education & Standards meeting of 29 May 2019 and informed Council that the next meeting is scheduled to take place on 24 July. It was suggested to move the Education & Standards item earlier in the agenda for the July Council meeting.

9.2 As noted earlier in the meeting this item is deferred to the July Council meeting on the basis that the Governance review has commenced.

10. Appeals

Kathleen Walsh updated Council on the outcome of the recent Recognition of Qualification Appeal A014 as per the redacted report included in Council papers and noted that the Appellant has appealed the outcome. Legal advice is currently being sought on the matter. A subsequent discussion arose regarding the assessment of applications received from within Ireland and Council Policy POL004 for the assessment of these qualifications, with reference to the Directive of the applicant seeking recognition of prior learning by a Recognised Institution. Shane Knox stated that it is the responsibility of the Regulator to decide if an individual has obtained the required qualifications and to RPL the individual. Shane Knox queried whether our current policy reflects EU legislation and it was confirmed by Kathleen Walsh that if an applicant is Irish then they are not assessed as an EU applicant. Jason van der Velde expressed concern as an Irish applicant is EU by definition and commented that other regulatory bodies are also faced with this issue at the moment. Mr Van der Velde requested that the item be referred to the Education & Standards Committee.

Hillery Collins requested that the Education & Standards Committee review the current Appeal Policy. The following resolution was passed;

Resolution: That the Council request that the Education & Standards Committee review the current Appeal Policy.

Proposed: Hillery Collins

Seconded: Shane Knox

Carried without dissent

11. A.O.B.

11.1 Hillery Collins raised the following items;

11.1.1 Raised an issue with additional documentation being circulated for review in advance of Council meetings and requested that the minutes are provided to Council members as soon as possible following a Council meeting. The Chair also requested that any proposed changes to policies and documents are highlighted in documentation for ease of navigation.

11.1.2 Requested assurance from a governance aspect that the Compliance & Audit Committee can be chaired by a non-Council member. The Director stated that it is not unusual for a non-Council member to chair such a Committee and is directly referenced in the Charter for the Compliance & Audit Committee, approved by Council in February 2017. It was confirmed by the Chair that this will be addressed during the upcoming Governance review.

11.1.3 Queried if the Executive had PHECC representation at recent AP practical examinations. The Director confirmed that he was unaware that any AP practical exams had taken place since a resolution relating to this matter was passed in March 2019. Shane Knox requested a schedule of examinations for the AP Programme to ensure that the resolution is implemented as agreed.

11.1.4 Queried as to who decides on the successful applicants for the AP Programme. Shane Knox confirmed that the RI notifies providers of the number of places available to them on the specified course and requests nominations. Hillery Collins requested clarity as to how it was decided that two individuals from Dublin Airport Authority were approved onto the course. The Director confirmed that PHECC pay for the AP Programme irrespective of the number of individuals on the course.

11.2 Shane Knox requested an update on the proposed formation of a Finance Committee as discussed at February 2019 Council meeting. The Director confirmed that this will be incorporated into the Governance and Terms of Reference Review.


11.3 Stephen Brady, as Chair of the Priority Dispatch Committee, expressed concern about the lack of attendance of NAS representation at Priority Dispatch Committee meetings which has been ongoing for over a year. The Director confirmed that he had received no reply to his latest correspondence with NAS in relation to this matter and it was agreed to include this item on the agenda for July Council meeting. Stephen Brady confirmed that the functionality of the Priority Dispatch Committee is assigned by Council and therefore a lack of presence is hindering its progress. Jason van der Velde enquired as to whether external mediation is required and queried should the matter be referred to the Minister of Health.

11.4 Jason van der Velde informed Council members that Mr. Keith Synnott had recently been appointed as the National Clinical Lead for Trauma Services in Ireland and it was agreed that the Chair would extend a formal invitation to Mr. Synnott to meet with Council.

The meeting concluded at 4.30pm approximately.


The next Council meeting will take place in PHECC offices on Thursday 11th July at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:



PHECC Council Meeting Minutes
Thursday 11th July 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Fiona McDaid
Martin Dunne
Jason van der Velde
Pat Hanafin
Conor Deasy
Tess O'Donovan
Patrick Fleming
Shane Knox
Shane Mooney
Patrick Plunkett
David Menzies

Apologies:

Thomas Keane
Stephen Brady
Jimmy Jordan
Mick Molloy

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Ricky Ellis, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Margaret Bracken, PHECC Staff Representative

1. Crowe Presentation

Crowe delivered their presentation titled 'Review of Education Standards & Competency Framework Development' to Council. Following the presentation, the Chair thanked Crowe representatives and welcomed feedback from Council members.

David Menzies queried if there was scope to recalibrate current practitioner levels due to the different grades applied internationally. Crowe acknowledged that different practitioner grades are applied internationally but noted that it won't be addressed as part of the current project as it is not included in their Terms of Reference.

Martin Dunne sought clarification of the scope of the project. It was confirmed by Tess O'Donovan that the scope of the project is to review current training of the various practitioner levels, to determine any gaps between training and CPG's currently utilised and to develop a competency-based framework. Martin Dunne noted the importance of having a clear understanding of the scope of the project to produce a comprehensive report. Crowe representatives requested clear direction from Council regarding their requirements and acknowledged the need to define service expectations for the future. Kathleen Walsh reminded Council that the specification for the review had been produced in 2018 by a working group of the Education & Standards Committee and was subsequently approved by Council.

Shane Knox suggested that the foundation to move to a competency-based framework requires a literature review.

David Menzies noted that the starting point needs to be the current framework and a determination of expectations. Hillery Collins agreed with Conor Deasy and David Menzies comments that we should progress to a competency-based framework and acknowledged the need to reach a starting point to then commission a piece of work for the future. Mr. Collins asked Shane Knox, as Chair of the Education & Standards Committee, to relay Councils feedback on the review to the Education & Standards Committee.

Patrick Plunkett noted the importance of ensuring that relevant topics are both taught and understood and added that when developing a competency-based framework it is Councils responsibility to alter standards in the future, depending on requirements.

Crowe representatives outlined that the project will address how an individual demonstrates proficiency and added that gathering evidence of competency is a key element of moving to a competency-based framework.

Jason van der Velde joined the meeting at this point.

2. IPA Presentation

Dr. Nicolas Marcoux from the IPA delivered a presentation titled 'Introduction to Governance Review' to Council outlining the purpose of conducting a governance review of the organisation, the focus of the review, the process involved and the proposed timelines. Hillery Collins suggested that staff be given the opportunity to feed into the process and the Director clarified that any mention of the Executive is a reference to all staff.

It was agreed that the presentations given by Crowe and the IPA would be circulated to Council members post Council meeting.

3. Governance and Finance

3.1 Governance Review Update

As per IPA presentation in item 2.0.

3.2 Alignment of Council Committees – Policy*

Con Foley referenced a decision by Council to engage with the IPA regarding an alignment of Council & Committee Terms of Reference as part of the overall governance review. Mr. Foley referred to the proposed draft policy document as included in Council papers which had been reviewed by the Compliance and Audit Committee following input from the IPA and requested feedback regarding same.

Shane Knox commented that it would be futile to approve this document pending completion of the governance review and suggested that it remain in draft format in the interim. Patrick Plunkett noted that the document can be implemented now and changed in the future, if required. It was suggested by David Menzies that an analysis of any gaps in Committee's compliance with the proposed document be conducted in advance of adopting the policy to ensure that all are compliant upon approval.

Following a query from Shane Knox regarding a proposal that 'Chairs of Council Committees shall not be a member of an informal working group', Patrick Plunkett questioned the necessity for working groups rather than addressing said items at Committee level instead. David Menzies outlined that it may not be appropriate to address certain items at Committee meetings and it was further noted by Shane Knox that specific expertise may be required for certain topics. Shane Knox expressed his opinion that a Committee Chair should be permitted join a working group but agreed that they should not Chair the working group.

Patrick Plunkett advised Committee Chairs to review their Terms of Reference to determine any conflicts versus the proposed document and discuss with the IPA during the governance review. It was

noted by Con Foley that the proposed draft document will be utilised during the governance review and highlighted that it was brought to Council upon request. It was agreed that any concerns relating to the proposed document will be relayed to Con Foley prior to the September Council meeting and it was concluded that the Alignment of Committees Policy will be adopted in principle in the interim.

3.3 Finance Update

Con Foley informed Council that the Office of the Comptroller & Auditor General (OCAG) is currently on site conducting their 2018 audit and confirmed that the Draft Annual Report for 2018 will be presented to Council at the October Council meeting, following review at the September Compliance & Audit Committee meeting.

Patrick Plunkett referenced correspondence from the Public Accounts Committee (PAC) regarding PHECC's delay in submitting their annual accounts and suggested that a draft set of accounts be submitted to the OCAG regardless of an audit having taken place. Council agreed with this suggestion.

Con Foley informed Council that new providers have been separately appointed to prepare annual accounts and conduct internal audits.

4. Chair's Business

No items to address.

5. Minutes and Matters Arising

5.1 Draft Minutes June 2019*

The draft minutes were presented for consideration.

Regarding item 3.2.3, Shane Knox requested that the minutes be amended to reflect the lengthy discussion on the day and highlighted that he stated that the AP programme was discussed at November 2018 Council meeting and referred by Council to the Education & Standards Committee, as stated in November Education & Standards Committee minutes. A subsequent discussion arose regarding November 2018 Council minutes and a conflict of opinion was evident. It was agreed that the June 2019 minutes would be amended reflect that this item was recorded in the November 2018 Education & Standards Committee meeting minutes subsequent to a referral by Council.

Shane Knox confirmed that there were two issues;

1. CPGs that were/were not being taught
2. Oversight of PHECC examinations

Conor Deasy queried why Council minutes are not recorded electronically and it was suggested by the Director that this was an option that could be addressed as part of the governance review.

David Menzies stated that he was happy with the June minutes as they were and reiterated his point that the UCD meeting was the Director's meeting and that it was not Council's place to direct same.

David Menzies requested that the June minutes reflect the point where he ended his teleconference call.

Regarding item 3.2.6, Hillery Collins noted that following confirmation from Shane Knox that AP practical examinations had taken place, he had asked the Director why a member of the Examination

Quality Panel had not attended the these exams, as a resolution had been passed in March to this effect. The Director confirmed that he was not aware of the AP Practical examinations that had taken place. Conor Deasy queried why PHECC would not be aware of a PHECC exam taking place and it was noted by David Menzies that the AP examinations were devolved to UCD. This item is addressed in the Director's report.

Regarding item 10.0, Jason van der Velde requested that the minutes be amended to reflect that he expressed concern that an Irish applicant is EU by definition and that other regulatory bodies are grappling with this issue at the moment also. He further noted that he had requested that the item be referred to the Education & Standards Committee.

Regarding item 11.1.2, Hillery Collins requested that the minutes be reflected to state that he had requested assurance regarding a non-Council member chairing the Compliance & Audit Committee.

Regarding item 11.1.3, Jason van der Velde noted that he enquired as to whether external mediation is required and queried should the matter be referred to the Minister of Health.

Resolution: That the Council approve the minutes of the meeting of June 2019 subject to the agreed amendments.

**Proposed: Hillery Collins
Carried without dissent**

Seconded: Pat Hanafin

5.2 Matters Arising

Regarding item 11.1.1, the Director noted that he had requested the Executive to produce a cover page for each report included in Council papers, outlining the context of the report, who submitted the report and the purpose of the paper i.e. for information purposes or resolution required.

The Director also acknowledged that Council minutes had not been circulated in advance of Council papers this month due to the short timeframe between June and July Council meetings.

Regarding item 11.1.2, the Director acknowledged Hillery Collins amendment to the June minutes as discussed earlier in the meeting.

Regarding item 11.1.3, the Director confirmed that there had been representation from the Examination Quality Panel at the AP Practical examinations (OSCE) which had taken place since the resolution relating to same was passed in March 2019. The Director did note however that there was no PHECC Examination Quality Panel representation at the examination on 27 March as this was a panel exam and did not constitute a need for said representation. He also noted that PHECC Examination Quality Panel representation had been arranged for the OSCE examination which took place on 05 July, however due to unforeseeable circumstances the individual was unable to attend. Shane Knox stated that although a representative of the Examination Quality Panel was present, he was attending as an examiner and not in the capacity of an Examination Quality Panel representative. David Menzies noted that quality oversight should be supernumerary and should include both the oral and practical examination.

The Director confirmed that the Executive have been provided with a list of upcoming scheduled AP practical examinations and noted that a supernumerary member of the Examination Quality Panel will attend future oral and practical examinations.

Regarding item 11.1.4, the Director noted that he had no further update on this matter as yet.

Regarding item 11.3, the Director informed Council that in relation to Priority Dispatch a meeting has been arranged with himself, Stephen Brady and Martin Dunne for 13 August.

5.3 Correspondence

5.3.1 The Chair referenced correspondence she was copied on dated 04 July 2019 from the Director to the Department of Health, regarding legal advice, confirming the statutory function of PHECC to set standards of operation for licensed emergency service providers, and confirming that this included dispatch services.

5.3.2 The Chair read correspondence from Conor Deasy regarding Council's decision not to approve OHCA's grant application. Conor Deasy noted that the decision to refuse this grant application is at odds with PHECC's commitment to monitor standards of excellence. David Menzies agreed that although he understood the need for dispersal of PHECC funding he could not see the logic behind the decision. Patrick Plunkett stated that he did not feel it appropriate to discuss this item at Council due to a conflict of interest (Conor Deasy as Chair of OHCA and a Council member). Following a reference by the Chair to item 4(m) of PHECC's SI which specifies engagement in research of pre-hospital emergency care as a function of PHECC, Shane Knox highlighted that following a proposal in January 2017 to develop a research proposal no progress had been made and referenced previous discussions surrounding the possibility of using funding that had been allocated to UL. Tess O'Donovan noted that this was tied into the Strategy and stated that we need to remain true to the process and establish criteria, etc. The Chair noted that the decision by Council not to approve the OHCA grant application was passed by majority and needs to be respected. The Chair further acknowledged that following the planned launch of the 2019-2022 Strategy document in September research needs to be prioritised. The Director confirmed that this recommendation is included in the Strategy document and it was agreed by all that this topic will be addressed as part of the governance review. David Menzies observed that CPG development would benefit from more extensive evidence based research.

6. Director's Report

6.1 Report to Council*

6.1.1 The Director updated Council on a recent meeting with the DoH and confirmed that the 2019 Business Plan has been accepted. The proposed Schedule of Fees, and supporting business case which is being prepared currently, needs to be submitted directly to the Minister of Health for his decision.

6.1.2 The Director reported that the HR review is still progressing and that the opening meeting is planned for the week following 08 August due to staff annual leave. He assured Council that all staff will be engaged with during the process and it is envisaged that a final report will be produced by August/September.

6.1.3 The Director informed Council that a meeting with the appointed company is scheduled for 18 July to finalise the PHECC 2019-2022 Strategy document. Once finalised the document will be circulated to Council.

6.1.4 The Director noted the inclusion of a news post on the PHECC website regarding statements made by an organisation following the cancellation of an MMA event in Council papers.

6.1.5 The Director acknowledged that a status report had been received from the Civil Defence in support of their application for an extension to their licence to remain as a Licensed CPG Provider. Council agreed that the condition of their decision to grant a 1-month extension to 31 August 2019 had been satisfied.

6.1.6 The Director requested Council's advice as to whether the changes proposed by NASC to the current PHECC approved course constitute a significant change to structure, organisation or governance (as per Council rules) that may be relevant to its status as a recognised institution. He further requested guidance from Council on whether such changes warrant a new application and who makes such a decision.

It was clarified that NASC is the standalone RI with UCC as their affiliated academic partner for the Paramedic programme. Shane Knox confirmed that the course is to be amended from a 2-year Diploma to a 3-year Degree programme.

Due to their affiliation with NASC Shane Knox and Martin Dunne declared their conflict of interest in this matter and excused themselves from the meeting. Shane Knox also noted that in the event of this item being referred to the Education & Standards Committee he would recuse himself from discussions in that instance.

Shane Mooney noted that if the course is approved two different Paramedic standards will exist. Patrick Plunkett commented that it is a delegated authority of the Director to bring a decision to Council. Brian Power welcomed the move to a degree status but noted an anomaly in that students will be PHECC registered at the end of year 2 upon successful completion, although they will still be required to complete 1 additional year internship to achieve their degree qualification. The Chair referenced the nursing profession and stated that if PHECC standards are met she had no issue with the proposed change to the course, this was echoed by Jason van der Velde.

Kathleen Walsh referred to earlier concerns raised regarding curriculum standards and noted that consideration needs to be given to what is involved in the Quality Review Framework. Kathleen also noted that timelines for implementation had not been received as yet and highlighted that the course is due to begin in September 2019. Both Patrick Fleming and David Menzies stated that an official submission in writing from NASC detailing the changes to the course, timelines for implementation and the justification for same is required to make an informed decision.

The Chair confirmed that the determination whether the proposed changes constitutes a new application or not should be a delegated decision of the Director and if it is decided that a new application is warranted it will be directed to the Education & Standards Committee who will then direct the matter to Council for decision.

The following resolution was passed;

Resolution: That the Director seeks written confirmation of the proposed changes and timelines for implementation of the NASC Paramedic programme and is given delegated authority to determine whether these are significant enough to require a new application or not.

Proposed: David Menzies **Seconded:** Hillery Collins

Carried without dissent

Regarding item 6.2.5 'NASC AP Programme', Hillery Collins queried if Stage 1 'Review of the application in relation to determining if the application criteria had been completed and submitted in full' had been completed by the Executive. Kathleen Walsh confirmed that several items for clarification have been sent back to the RI and that PHECC are waiting for the RI to respond.

Shane Knox and Martin Dunne re-joined the meeting.

6.1.7 The Director noted that there has been a significant positive change in DoH regarding the need to amend PHECC legislation and referred to the exchange with the DoH as included in Council papers as follows;

"The Minister wrote to the Chairperson of PHECC on 29 March 2019 acknowledging the need for legislative review, particularly in relation to fitness to practice and protection of title issues and, also noted PHECC's reservations regarding the 2008 Government decision, that PHECC in the context of the rationalisation of health agencies, should be integrated into CORU.

As Acute Hospital Policy Division 3 is currently working on developing a detailed appraisal options paper on PHECC, the Minister deferred a meeting with PHECC until this review has been finalised. This review is expected to be completed in the next few months.

The detailed review includes looking at options to strengthen the legislation regarding PHECC's regulatory role in the delivery of pre-hospital care in Ireland and, also to assess the current composition of the Council."

6.2 AP Programme

6.2.1 The Director noted the commercially sensitive nature of the financial information included in Council papers regarding the AP Programme and stressed the confidentiality requirement of same.

David Menzies and the Chair declared their potential conflict of interest in this matter and offered to recuse themselves for the duration of the discussion. Following discussion, it was agreed that there was no conflict of interest.

Regarding Council papers item 6.2.4 'Future Funding of the AP Programme', the Director referred to his submission in Council papers which provided a summary of the history of PHECC's funding of the AP Programme, and outlined his thoughts on a suggested way forward. David Menzies agreed that if PHECC decide not to fund the programme Council should make recommendations as to how the programme should be funded going forward. Shane Knox referenced NASC's programme and the two elements involved i.e. supply (funding) and accreditation. Patrick Fleming noted the risk involved in deciding not to fund the programme going forward and Patrick Hanafin referenced the work involved by all stakeholders at the time in starting the AP programme. Following discussions, the following resolution was passed;

Resolution: That the Council decide to cease funding the AP Programme at the end of the current SLA and enter discussions with the DoH as to the appropriate mechanisms to support the continued need for such education.

Proposed: Patrick Plunkett

Seconded: Conor Deasy

Carried without dissent

Council adjourned for lunch.

Jacqueline Burke, Martin Dunne and Conor Deasy left the meeting at this point.

The Vice Chair, Hillery Collins chaired the meeting from this point.

6.2.2 The Director informed Council that a meeting had taken place with the AP Programme Course Director. Due to the impromptu nature of the meeting, as the majority of attendees were on site for a Medical Advisory Committee meeting, the Director extended his apology to Shane Knox as he was not present that day and therefore not at the meeting as planned. Shane Knox acknowledged that he had no issue with such decision. The Director referenced the minutes of the meeting as included in Council papers. It was noted by David Menzies that the AP Programme Course Director had confirmed that there is no cohort of students that were not taught certain skills. Shane Knox queried if there was a plan in place for skills that are not being covered and it was confirmed by David Menzies that none was in place.

Patrick Plunkett raised his concern regarding the statement in the meeting minutes that the RI in question does not have the facilities to teach paediatric intubation skills. David Menzies outlined that access to theatre time is an issue for RIs and accepted that no RI probably has the ability to teach paediatric intubation skills at an acceptable level. He also noted that there is less of a concern regarding other CPGs involved as these have been made non-core CPGs recently. Shane Knox accepted the points made but queried why an exclusion from teaching IV paracetamol and paediatric intubation would be accepted, particularly in an RI that is funded by PHECC. David Menzies stated that it had been confirmed by the AP Programme Course Director that these CPG's are taught but are not utilised/practised, however Shane Knox expressed his opinion that if they are taught they should be implemented. It was highlighted by David Menzies that a potential conflict exists as this situation may be as a result of lack of funding and noted that PHECC only fund to a certain point. Shane Knox commented that the role of PHECC is undermined if these CPGs are not taught. The Director advised that correspondence will be issued to the AP Programme Course Director informing him that it is Councils expectation that all core elements of PHECC CPG's are taught and practiced.

6.2.3 The Director informed Council that correspondence had been issued to the relevant individuals and feedback received regarding the specification for an independent review of the current AP Programme. A further update will be provided at September Council. Kathleen Walsh noted that timelines for the review are extremely tight, starting in July and an expected completion by the end of September, as per Council's direction. Hillery Collins requested an update for the September Council meeting.

6.2.4 A discussion on this item took place earlier in the meeting to facilitate Council members absence due to conflict of interest.

The Director agreed that the CPC process should fall under the remit of a single Committee of Council to provide clear lines of communication and oversight.

Patrick Plunkett referenced the Medical Council standards in relation to CPD noting that it is part of the registration function and suggested that the design and standards remain with the Committee while process, management and implementation remain with the Executive. Shane Knox agreed that currently CPC does not sit with any Committee and it was suggested by Jason van der Velde that it be allocated to a single Committee. Shane Mooney noted, as Chair of the Quality and Safety Committee, that he was happy that the Education & Standards Committee will design the standards and process while Quality and Safety Committee will police the industry and liaise with registration. The following resolution was passed;

Resolution: That the Council approve the Education & Standards Committee to design the CPC standards and process, whilst management and implementation of the CPC process will lie with the Executive.
Proposed: Patrick Plunkett Seconded: Tess O'Donovan
Carried without dissent

8 Quality and Safety

8.1 Adjustment of GVF Framework to accommodate recent PHECC Clinical Information Standards Update POL043*

Following reference to the document included in Council papers the following resolution was passed;

Resolution: All Council policy documents shall reflect the current version of Council policies.
Proposed: Jason van der Velde Seconded: Patrick Plunkett
Carried without dissent

8.2 Publication of GVF Reports*

The various options of publication of GVF reports was discussed and opinions relayed. During the discussion it was highlighted by Ricky Ellis that the purpose of the inclusion of the report in Council papers was to ensure transparency and that Council are fully informed of any risk involved when making their decision regarding the publication of such reports. Following discussion, the following resolution was passed;

Resolution: That the Council accept a recommendation from the Quality & Safety Committee to publish completed GVF reports, to include any quality improvement plan proposed by the organisation, and update on a quarterly basis.
Proposed: Patrick Plunkett Seconded: Pat Hanafin
Carried without dissent

It was agreed that following a GVF inspection, any action plans submitted by the CPG Provider will be included the report upon agreement with the CPG Provider.

It was agreed that future GVF reports will be included in Council papers as an appendix.

8.3 Publication of PCR Information Standard & Associated Patient Care Report

Jacqueline Egan gave an overview and the contents of the standards in Council papers were noted.

9 Clinical Matters

9.1 Updated Clinical Practice Guidelines* (see Appendix 1)

The updated CPG's as included in Council papers were noted. Following a query from Shane Mooney regarding page 33 of Appendix 1 Council members were instructed to direct any feedback to the Medical Advisory Committee in relation to the CPGs in question.

Resolution: That the Council approve the proposed updated versions of the EFR CPGs, Adult & Paediatric Pain Management CPGs, Stridor CPG and Tachycardia CPG.

Proposed: Shane Knox Seconded: Shane Mooney
Carried without dissent

9.2 National Pre-Alert Guidelines* (see Appendix 3)

It was noted by Brian Power that the National Pre-Alert Guidelines as included in Council papers have been approved by the Emergency Medicine Programme and will be presented for final approval to the Medical Advisory Committee in September and subsequently to Council in October.

10 Register

The Register Report as included in Council papers was noted.

11 Risk

The Director noted that at the last Compliance & Audit Committee it was agreed to provide an update on the Risk Register on a quarterly basis and asked Council if they were happy with this process. Fiona McDaid suggested that any high-risk items be referred to Council as they occur, this was agreed by Council. It was further suggested by Jason van der Velde that the Risk Register be included as an appendix in all future Council papers. Con Foley highlighted that the Risk Register has reduced substantially following revision and only 3 high level risks exist, all of which are categorised under litigation and occur due to the limitations of PHECC's SI.

12 AOB

12.1 Registration – UL Paramedic Candidates* (see Appendix 4)

The Director referenced recent correspondence from the University of Limerick in relation to a student registration anomaly. Following consideration by Council the following resolution was passed;

Resolution: That the Council recommends that a registration anomaly mentioned in correspondence be corrected.

Proposed: Shane Knox Seconded: Jason van der Velde
Carried without dissent

David Menzies left the meeting at this point.

12.2 The Director informed Council that at a recent Brexit meeting in the DoH all regulators have been requested to inform all CPG Providers whom they regulate that in the event of a no deal Brexit their UK driving licence will not be recognised as a valid licence in Ireland.

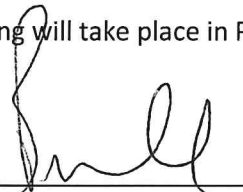
12.3 The Chair thanked Kathleen Walsh and all involved in the recent QRF Assessor Panel workshop. Kathleen Walsh added that Jacqueline Burkes perspective as a reviewer and reviewee was very beneficial.

12.4 Hillery Collins suggested that the Director discuss assigning timeframes to agenda items with the Chair and it was highlighted by Patrick Plunkett that time allocated to agenda items is determined by the Chair.

The meeting concluded at 3.30pm approximately.

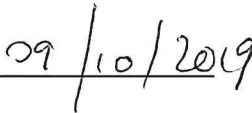
The next Council meeting will take place in PHECC offices on Thursday 12th September at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date:



09/10/2019

PHECC Council Meeting Minutes
Thursday 12th September 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
 Hillery Collins (Vice Chair)
 Fiona McDaid
 Martin Dunne
 Jason van der Velde
 Pat Hanafin
 Tess O'Donovan
 Patrick Fleming
 Shane Knox
 Shane Mooney
 Mick Molloy
 David Menzies
 Jimmy Jordan
 Stephen Brady

Teleconference

Conor Deasy

Apologies:

Thomas Keane
 Patrick Plunkett

In attendance:

Richard Lodge, PHECC Director
 Con Foley, Chair Compliance and Audit Committee
 Brian Power, PHECC PDO
 Kathleen Walsh, PHECC PDO
 Karen O'Neill, Council Secretariat
 Bláthnaid O'Donnell, PHECC Staff Representative
 Tom Ward, IPA
 Barry O'Sullivan, Deputy Director/Registrar (agenda item 4.1)

The Chair welcomed everyone to the meeting and noted apologies received. The Chair expressed Council's condolences to Ricky Ellis on the sudden death of his brother and to John Lally on the recent death of his father-in-law. Ar dheis Dé go raibh a n-anamacha.

1. Chair's Business

1.1 Correspondence

The Chair referenced correspondence from the Joint Voluntary Ambulance Group (JVAG) dated 12 July 2019, as included in Council papers, regarding their request for financial assistance and representation on Council. A meeting with representatives of the JVAG took place at which it was explained that appointments to Council are made by the Minister and it was further stated by the Director that any changes to representation on Council would require changes to PHECC's SI. Both the Chair and Director conveyed their support of any changes that served to make PHECC more representative of both the community it protects and the community it regulates. Regular meetings with the JVAG will be scheduled going forward and this engagement was welcomed.

The Chair reminded all of correspondence circulated inviting Council members to attend a Public & Regulatory Panel Discussion event and recommended that Council members attend.

The Chair informed Council that she will be attending the upcoming IPA 'Leading from the Chair' workshop and highlighted the networking opportunities such events offer.

Hillery Collins & Tom Ward joined the meeting at this point.

1.2 DoH Meeting Update

The Chair provided an update on a recent meeting with the DoH which included the following;

- Requirement for legislative changes
- Council membership succession planning

- Governance review update
- AP Programme funding
- FAR certification fee increases
- Future PHECC funding
- Organisational resource requirements
- Proposed meeting with the Minister

2. Minutes and Matters Arising

2.1 Draft Minutes July 2019*

The draft minutes were presented for consideration.

2.1.1 Regarding item 6.2.2, David Menzies requested that that minutes be amended to clarify that it was the AP Programme Course Director who confirmed that there is no cohort of students that were not taught certain skills and that that specific CPG's are taught but are not utilised/practised.

Resolution: That the Council approve the minutes of the meeting of July 2019 subject to the agreed amendments.

**Proposed: Pat Hanafin
Carried without dissent**

Seconded: Hillery Collins

2.2 Matters Arising

Regarding item 3.2, Con Foley confirmed that no concerns relating to the proposed Alignment of Council Committees Policy had been received and therefore the policy is adopted.

Regarding item 3.3, Con Foley informed Council that a Draft Annual Report for 2018 will be reviewed by the Compliance & Audit Committee at their meeting on 24 September and subsequently presented to Council for approval at the October Council meeting.

Regarding item 5.2, Con Foley highlighted to Council that consideration will need to be given to the One Person One Salary (OPOS) rule for public sector employees and it was relayed by the Director that the HR review will address this issue. Shane Knox queried as to why the specification for the staff HR review extends beyond staff and requested clarification as to the extent of the scope of the review. The Director informed Council that this item will be addressed under agenda item 3.0 Directors Report.

3. Director's Report

3.1 Report to Council

3.1.1 The Director updated Council on the progress of the current Education & Standards Review confirming that consultation with stakeholders has commenced and that this activity is due to be completed in November. A critical analysis of current standards and a gap analysis of standards versus CPGs will begin this month, with a practitioner survey currently being developed.

3.1.2 The Director confirmed that the Governance Review is progressing as planned. Surveys with Council and Committee members and 1:1 meetings with the Executive have been completed. Individual meetings with Council members are currently being arranged.

The Director affirmed for Shane Knox that any staff who have not been interviewed to date will be invited to input into the Governance review process.

3.1.3 The Director informed Council that following the revision of the HR review specification, to ensure there is no conflict of interest, he has removed himself from the tender process and is instead being managed by Kieran Reid and two external individuals with expertise in this field. Following an assessment of submissions the tender has been awarded and contracts signed. An initial opening meeting with all staff is currently being scheduled with a staff survey and 1:1 interviews to follow.

Following a query from Jason van der Velde regarding the origins of the HR review it was clarified by Tess O'Donovan that a separate HR and Governance review was necessary.

In response to an earlier query from Shane Knox, the Director confirmed that the HR review had always included reference to the management of personnel retained to carry out duties on behalf of PHECC. The issue has now been specifically highlighted to include confirmation of the exact employment status of these individuals and a review of compliance with current best practice in this regard, in light of the recent OPOS clarification.

3.1.4 The Director informed Council that the contract for a review of the current AP Programme has been awarded with contracts having been signed and exchanged. An initial meeting with PHECC Executive staff has taken place and all relevant paperwork was provided for commencement of the desk-top phase. A meeting with the current AP Course Programme Director is currently being finalised and an invitation will be extended to all Council members inviting them to make representation as part of the review.

3.1.5 The Director reported to Council that the Civil Defence have addressed all outstanding governance concerns in relation to the statutory declaration which forms part of their licence renewal application. A completed CPG provider application was submitted to PHECC on 9 August and following review a new 1-year licence was issued on 15 August. It has been agreed with the Civil Defence that during this year they will transition to the GVF scheme and therefore become eligible for GVF site assessment. Press releases were issued in conjunction with the Civil Defence and an update on the matter was provided on the PHECC website.

3.1.6 The Director confirmed that following correspondence to the Chief Ambulance Officer, Education and Competency Assurance of the National Ambulance Service College in relation to the proposed Level 8 Paramedic Honours Degree Programme, he has received assurance that the current PHECC content of the programme remains unchanged and therefore has decided that no new course application is required.

3.1.7 Following receipt of a significant number of identical emails in relation to the proposed FAR certification price increase, the Director confirmed that a reply has been issued referencing a number of inaccuracies and clarifying PHECC's position on the matter. Additional correspondence has also been received from the Chairperson of the newly formed Association of First Aid Trainers Ireland who have been invited to meet with the Director and members of PHECC Executive team. It was agreed at the Education & Standards meeting of 4 September that the Director will extend an invitation to two members of the AFTI to present to the Committee on issues relating to the content of the FAR course and any other educational concerns.

Jimmy Jordan joined the meeting at this point

3.1.8 The Director informed Council that a draft version of the PHECC field guide had unintentionally found its way into general circulation and had been discussed on social media. To limit the level of risk involved all registered practitioners have been written to making them aware of the risk involved in using non-authorised versions of the field guide. Correspondance has also been sent to each member of the field guide review group clarifying their responsibilities in reviewing draft documentation. A copy of the advisory note circulated was included in Council papers.

3.1.9 The Director referred to correspondence from the CEO of the Irish Heart Foundation, as included in Council papers, conveying their disappointment at Council's decision not to approve their grant application. Council expressed their sentiments and hoped that a positive relationship could be developed again in the future.

3.1.10 Following correspondence from a licensed CPG provider regarding the publication of GVF reports, the Director confirmed that a response has been issued and this item will be included on the agenda at the October Council meeting.

3.1.11 The Director provided an update to Council on the positive meeting which took place between himself, the Chair of the Priority Dispatch Committee and the Director of the National Ambulance Service at which it was agreed that, following a review of said committee's terms of reference, there were no barriers to re-engagement identified.

3.2 It was agreed to defer agenda item 3.2 Strategic Plan 2019-2022 to the end of the meeting.

4. Governance and Finance

Con Foley provided a brief outline of policies on the agenda for the upcoming Compliance & Audit Committee on 24 September, which will subsequently be brought to Council in October for approval.

4.1 FTP Matters

Barry O'Sullivan, Deputy Director/Registrar joined the meeting to address this agenda item. Council were informed of the recommendations following a recent Preliminary Proceedings Committee and were requested to nominate a Council member to chair the resulting Fitness to Practice inquiry. Following discussions Conor Deasy was elected to chair said inquiry.

Barry O'Sullivan left the meeting.

Council took a short recess.

Mick Molloy joined the meeting at this point.

5. Strategic Plan 2019-2022

The Director referred to the draft Strategic Plan 2019-2022, as included in Council papers, highlighting that content had been refined and an implementation plan formulated. Council were taken through the implementation plan and a number of suggested minor edits were agreed. As the content of the Strategic Plan had already been adopted, Council further endorsed the recent modifications and

approved the document for publication. Further discussion arose regarding the launch of the strategy and it was agreed that the Ministers availability will determine the official launch date.

Jason van der Velde left the meeting during agenda item 5.

6. AOB

6.1 Shane Knox, referring to February 2019 Council minutes, requested confirmation from the Director that a plan for the implementation of CPC was in place. The Director confirmed that it remained the plan to commence the process this year but that this was reliant on additional resources being made available, which have not materialised. Furthermore, the Director stated that this could also be impacted by the next agenda item. It was proposed by the Director that he provide a situation update at the October Council meeting. Shane Knox relayed Education & Standards Committee's disappointment that further progress had not been made and stated that he will formally write to the Chair on this matter.

6.2 The Director informed Council that regrettably he had received notification from the Programme Development Officer responsible for Education of her resignation from PHECC. Both the Director and Council conveyed their disappointment in losing such an exceptional PDO and wished her well in her future endeavours.

The Director highlighted the level of work involved in the area of Education, noting that in his opinion this area had been under-resourced for the volume of work being undertaken. He further suggested that a more detailed discussion was required to include possible restructuring of this section, stressing the need for additional resources. The Director also stated that, whilst providing immediate assistance to cover the role of Education Programme Development Officer was a priority, the long-term filling of the role would be dependant on future requirements and, in the short-term, this would involve some refocus and possible reprioritisation of initiatives which could impact the future roll-out of CPC.

Council agreed that if no additional funding or resources were made available, PHECC may need to appraise their involvement in the administration of the FAR certification process.


6.3 Council remembered Caitríona Lucas, a volunteer member of Doolin Coast Guard whose 3rd anniversary occurs today.

6.4 Due to the non-availability of the Chair it was agreed that the Vice-Chair, Hillery Collins will chair the October Council meeting.

The meeting concluded at 1.30pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 10th October at 10.00am.

Signed:



Jacqueline Burke
Chairperson

Date: 14th / 11 / 2019.

PHECC Council Meeting Minutes
Thursday 10th October 2019
PHECC Offices, Millennium Park, Naas

Present:

Hillery Collins (Vice-Chair)
Patrick Plunkett
Fiona McDaid
Martin Dunne
Pat Hanafin
Tess O'Donovan
Patrick Fleming
Shane Knox
Shane Mooney
Mick Molloy
David Menzies
Jimmy Jordan

Apologies:

Jacqueline Burke
Thomas Keane
Jason van der Velde
Stephen Brady
Conor Deasy

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Kathleen Walsh, PHECC PDO
Jacqueline Egan, PHECC PDO
Ricky Ellis, PHECC PDO
Karen O'Neill, Council Secretariat
John Lally, PHECC Staff Representative

In the absence of the Chair, the Vice-Chair, Hillery Collins, chaired the meeting.

The Vice-Chair welcomed everyone to the meeting and noted apologies received. Council extended their sympathies to the family, friends and colleagues of Dublin Fire Brigade member, Adrian O'Grady, who passed away recently. Ar dheis Dé go raibh a anam.

1. Chair's Business

1.1 Correspondence

The Vice-Chair referenced correspondence from the Dublin District Coroners office dated 24 September 2019. Following discussion it was agreed to re-engage with the Coroners Society of Ireland to address concerns in relation to dispatch and to clarify PHECC's responsibilities in such matters.

It was noted that the Chair has received correspondence from the Chair of the Education & Standards Committee concerning the implementation of CPC at Paramedic and Advanced Paramedic level. It was agreed that this item is addressed in the Directors Report, item 3.0.

2. Minutes and Matters Arising

2.1 Draft Minutes September 2019*

The draft minutes were presented for consideration and the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of September 2019.

Proposed: David Menzies

Seconded: Patrick Fleming

Carried without dissent

2.2 Matters Arising

Following a query from David Menzies it was clarified that the recently adopted Alignment of Council Committees Policy is being reviewed as part of the ongoing Governance review and a report will be presented to Council in due course.

3. Director's Report

3.1 Directors Report to Council

The Director provided Council with an update on the following items for noting purposes, as detailed in Council papers;

Item 3.1.1 Ongoing Review Updates

A status update of the ongoing Education Standards, HR, Governance and AP Programme reviews was provided to Council.

Item 3.1.2 NASC/UCC Paramedic Course

The Director and Vice-Chair attended an event at NASC to mark the commencement of their Bachelor of Science (Honours) degree programme. The Chair was unable to attend and sent her apologies.

Item 3.1.6 Succession Planning

It was noted that this item is covered under the HR review and has been added to the Risk Register.

Item 3.1.7 Recruitment of PDO Responsible for Education

A specified purpose contract for an Education Programme Officer has been advertised and a full review of the structure and staffing of the Education section will be covered under the ongoing HR review.

Item 3.1.9 Irish Association of Emergency Medicine Conference

Council congratulated Brian Power who will present his two papers as moderated electronic posters at the Irish Association of Emergency Medicine at their annual conference on 7-8 November.

Item 3.1.10 ISO Accreditation

Council echoed the Directors acknowledgement and commendment of all staff for their contribution to achieving ISO9001:2015 re-accreditation.

Items requiring a resolution from Council were addressed as follows;

Item 3.1.3 Publication of GVF Reports

Council gave consideration to correspondence received from a licensed CPG provider regarding the publication of GVF reports. Legal opinion on the matter was presented to Council by the Director. Implications of changes to the GVF publication process were deliberated and in light of PHECC's statutory responsibility to protect the public, the following resolution was passed;

Resolution: That Council publish GVF reports as they are completed.

Proposed: Patrick Plunkett

Seconded: Pat Hanafin

Carried without dissent

Fiona McDaid joined the meeting during this item.

Item 3.1.4 Continued Professional Competency

The Director referred to the document included in Council papers detailing extracts from both Council and the Education and Standards Committee meeting minutes relating to CPC. Shane Knox confirmed that he supported the recommendations made by the Education & Standards Committee in their report of March 2018 that implementation of CPC at Paramedic and Advanced Paramedic level be conditional on provision of resources to support the project, and should not commence until all resources are in place.

Further discussion ensued and the following points were considered;

- The importance of resourcing CPC at the appropriate grades
- Potential risk to staff if the implementation of CPC at Paramedic and Advanced Paramedic level is attempted within current resources
- Potential risk to the public if the implementation of CPC at Paramedic and Advanced Paramedic level is delayed
- Introduction of CPC at a reduced level versus delaying implementation until all resources are in place

The Director highlighted that provision for the rollout of CPC at Paramedic and Advanced Paramedic level has been included in the draft business plan 2020, which will be discussed under the next item of his report.

The majority of Council members agreed that CPC should not be implemented for Paramedic and Advanced Paramedic levels within current resources, however, Patrick Plunkett disagreed and proposed that, to avoid further delays, the implementation of CPC at both levels should commence imminently. Following deliberation the following resolution was passed;

Resolution: That Council resolve to implement CPC for Paramedic and Advanced Paramedic level in accordance with the recommendations from the Education & Standards Committee.

Proposed: David Menzies Seconded: Pat Hanafin

Carried without dissent

Council requested that a formal response to our application for additional funding is requested from the Department of Health.

Item 3.1.5 Business Case 2020

The proposed draft business plan 2020, as included in Council papers, was discussed. Clarification was provided on the number of additional posts required and it was highlighted by the Director that the exact configuration of posts is likely to change following completion of the HR review. Jimmy Jordan raised his concerns regarding the continued and increasing levels of outsourcing and 'contracting out', and expressed his opinion that certain responsibilities should remain internal and not be outsourced.

The Director confirmed that all proposed fee amendments require approval by the Minister, accompanied by the submission of a comprehensive supporting business plan. For this reason the original fee proposal of €25 for FAR certification was not submitted to the Department of Health.

Following further discussion by Council, the proposed FAR certification fee was revised to €15.

The classification of voluntary organisations in relation to fees charged was discussed. David Menzies noted his conflict of interest due to his involvement with Motorsport Rescue Services CLG and Dublin Wicklow Mountain Rescue Team. The Director confirmed that a separate piece of work is being carried out by the Executive at present on the definition of a 'voluntary organisation'. It was further confirmed by Brian Power that criteria for voluntary group status is covered under Council policy 'POL039 Voluntary groups and fees for licenced CPG Providers' and is independent to 'POL006 Schedule of Fees'. Subsequent to discussion and an agreement to revisit the topic of re-categorisation of voluntary organisations, the following resolution was passed;

Resolution: That Council adopts the proposal put forward by the Director including changes to fee structures and the need to seek the approval of the Minister.

Proposed: Pat Hanafin Seconded: David Menzies

Carried without dissent

Council took a short recess.

Martin Dunne and Jimmy Jordan left the meeting at this point.

Item 3.1.8 NASC Application for AP Programme

Following an enquiry from the Vice-Chair, as to whether anyone present would like to recuse themselves from the discussion, no one present recused themselves. The Director, referring to the document included in Council papers, requested guidance from Council on the processing of an application to commence a new AP programme given that a number of associated reviews of such programmes are currently ongoing.

It was agreed by Council that the paper should have been presented to the Education & Standards Committee rather than to Council. The Director agreed to withdraw the paper and to present same to the Education & Standards Committee.

3.2 Delegated Decisions of the Director

Reports relating to this item, as included in Council papers, were noted.

4. Education & Standards

4.1 It was decided that item 4.1 'NQEMT Examination Results' will be referred to the Education & Standards Committee for discussion at their November meeting, and will subsequently be presented to Council in December.

4.2 The Director provided a brief summary of the report on 'Unauthorised Advertising: Use of PHECC Name and Logo' as included in Council papers and confirmed that the Executive are addressing the matter currently. Council agreed that an issue exists which requires addressing and supported the recommendations of the report.

4.3 Following a recommendation from the Education & Standards Committee, Council approved two RI renewals, as detailed in Council papers.

4.4 At their July meeting, following a request from Council, the Education & Standards Committee examined the matter of preparing a discussion document on PHECC oversight of paramedic degree programmes. The Committee noted a lack of legislative support in relation to paramedic entry degree programmes and questioned the need for PHECC involvement. The Education & Standards Committee believed they were unable to undertake this work and recommended that Council engage with external contractors if this work is considered necessary.

5. Quality & Safety

5.1 As per Council papers, a recommendation from the Quality & Safety Committee to amend the list of requirements specified on the Annual Medical Directors Report was noted and the following resolution was passed;

Resolution: That Council adopt the changes to 'LIS021_Annual Medical Directors Report Version: V2' as per item 5.1 of Council papers.

Proposed: Tess O'Donovan

Seconded: Patrick Fleming

Carried without dissent

5.2 Following a decision at the July 2019 Council meeting, that "All Council policy documents shall reflect the current version of Council policy" the following documents were amended and the subsequent resolutions passed. It was noted that adherence to GDPR regulations, although not part of PHECC's remit should be referred to in each policy.

Resolution: That Council adopt 'POL003_Council Policy for pre-hospital emergency care service providers who apply for recognition to implement Clinical Practice Guidelines (CPGs) V7' as per item 5.2 of Council papers.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

Resolution: That Council adopt 'FOR027_Statutory Declaration for approval as CPG Service Provider V5' as per item 5.2 of Council papers.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

Resolution: That Council adopt 'FOR060_Declaration for Renewal as PHECC Licensed CPG Provider V2' as per item 5.2 of Council papers.

Proposed: Pat Hanafin

Seconded: Shane Knox

Carried without dissent

6. Clinical Matters

6.1 Following new clinical information/evidence a number of CPGs were reviewed and updated by the Medical Advisory Committee. These CPGs were presented to Council as per Appendix 2 of Council papers and the following resolution was passed;

Resolution: That Council adopt the updated version of CPGs as per Appendix 2 of Council papers.

Proposed: Shane Mooney Seconded: Pat Hanafin

Carried without dissent

6.2 The National Pre-Alert Guidelines, as approved by both the Medical Advisory Committee and the Emergency Medicine Programme, were presented to Council for approval and the following resolution was passed;

Resolution: That Council adopt the 'National Pre-Alert Guidelines' as per item 6.2 of Council papers.

Proposed: Pat Fleming Seconded: Shane Mooney

Carried without dissent

6.3 Following a request from the Health & Safety Authority (HSA), for assistance in outlining the scope of practice for organisations first-aid providers, a position paper was produced by the Executive to provide guidance to organisations on the matter. This paper was discussed at the Medical Advisory Committee meeting and as it is not a clinical matter was referred to Council. Following discussion it was agreed that the matter will be referred to the Quality & Safety Committee for recommendation.

6.4 Brian Power informed Council that, following a request for inclusion in their pain management guidelines, the Executive have given permission to the EU Society of Emergency Medicine to utilise PHECC pain management CPGs on the provision that PHECC is acknowledged. This was endorsed by Council.

7. Governance & Finance

Con Foley updated Council on the recent Compliance & Audit Committee meeting. A further meeting, scheduled for 31 October, will include a review of several policy documents which will require approval by Council thereafter.

7.1 Draft Annual Report 2018

Con Foley reviewed the unaudited Financial Report, as detailed in Appendix 3 of Council papers, wherein the results were broadly similar to 2017 with the exception of the costs of the office transfer to Millenium Park.

Estimates of Income & Expenditure to 30th September 2019 were also presented to Council showing outcomes approximately in line with those budgeted. Con Foley noted that the increase in revenue was due to fees from programs such as FAR and could be used to support areas such as CPC, research etc.

7.2 Training Course, Conference and Event Attendance Form

The updated Training Course, Conference and Event Attendance form, as included in Council papers, was reviewed and noted.

8. Register Report

The Register report, as included in Council papers, was noted.

9. Risk Register

The inclusion of succession planning in the Risk Register was noted, as set out in Item 3.1.6. above.

10. AOB

10.1 Following his request at the June 2019 Council meeting, the Vice-Chair requested clarification from the Director regarding two individuals from Dublin Airport Authority attending the UCD AP course. The Director agreed to provide an update at the November Council meeting.

10.2 It was agreed that proposed 2020 Council meeting dates will be included in November Council papers for consideration by Council members.

The meeting concluded at 3.15pm approximately.

The next Council meeting will take place in PHECC offices on Thursday 14th November at 10.00am.

Signed:


Hillery Collins
Vice-Chairperson

Date:

12 Dec 2019

PHECC Council Meeting Minutes
Thursday 14th November 2019
PHECC Offices, Millennium Park, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Stephen Brady
Patrick Plunkett
Pat Hanafin
Tess O'Donovan
Shane Knox
Shane Mooney
Mick Molloy
David Menzies
Jimmy Jordan
Thomas Keane

Teleconference:

Conor Deasy
Fiona McDaid

Apologies:

Patrick Fleming
Martin Dunne

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Jacqueline Egan, PHECC PDO
Karen O'Neill, Council Secretariat
Andrea Finlay, PHECC Staff Representative

The Chair welcomed everyone to the meeting and noted apologies received.

1. Chair's Business

1.1 Correspondence

Correspondence from Council member Jason van der Velde regarding his appointment as Medical Director of HEART ER Ltd. was noted.

2. Minutes and Matters Arising

2.1 Draft Minutes October 2019*

The draft minutes were presented for consideration. Following a request from the Director it was agreed that the resolution passed under item 3.1.5 Business Case 2020 be reworded as follows;

Resolution: That Council adopts the proposal put forward by the Director including changes to fee structures and the need to seek the approval of the Minister.

Proposed: Pat Hanafin Seconded: David Menzies

Carried without dissent

Subsequently the following resolution was passed;

Resolution: That the Council approve the minutes of the meeting of October 2019 subject to the agreed amendments.

Proposed: Pat Hanafin Seconded: Tess O'Donovan

Carried without dissent

2.2 Matters Arising

No items noted.

3. Director's Report

3.1 Directors Report to Council

Item 3.1.1 Ongoing Review Updates

A status update of the ongoing Education Standards, HR, Governance and AP Programme reviews was provided to Council, as included in the Council papers.

Concerns regarding the recent stakeholder engagement event, held as part of the ongoing Education Standards review, were relayed by a number of Council members. The Director agreed to convey concerns to the review company.

Shane Mooney provided Council with feedback on his recent meeting with the AP programme review team, at which he was requested to provide factual information that he was not in possession of. He further highlighted that the review team appeared to be unaware of concerns in relation to certain CPG's not being taught. The Director confirmed that all previous references to the AP programme in Council and Committee minutes had been provided to the team upon commencement of the review.

Item 3.1.2 Replacement of PDO Responsible for Education

The Director confirmed that a number of applications have been received for the post of Education Programme Officer, and will be progressed in the coming weeks.

Item 3.1.3 Priority Dispatch

It was agreed that this item be deferred to the December Council meeting.

Item 3.1.4 Business Case 2020

The PHECC 2020 Business Case has been submitted to the Department of Health, incorporating the revised Schedule of Fees, and is expected to be on the agenda for an upcoming meeting with the Department in early December.

Item 3.1.5 PHECC Strategy Document

In advance of going to print, Council members proposed and agreed some minor amendments to the Draft Strategic Plan as circulated at the meeting.

Item 3.1.6 UCD – AP Programme Access

The Director, in response to previous queries from the Vice-Chair, referred to his report as included in Council papers. It was confirmed that there are no references to restrictions to access to the UCD AP Programme in the current or previous SLA's, however, in the UCD grant application of March 2018 there is a reference to an expected outcome that "This Programme increases the numbers of Advanced Paramedics graduates within the EMS in Ireland, via HSE National Ambulance Service, Dublin Fire Brigade and the Defence Forces."

During the discussion the following were noted;

- The necessity for specification of the access criteria for future programmes given that a number of PHECC Licensed CPG providers have enquired recently regarding upgrading their status from Paramedic to Advanced Paramedic level.

- Acceptance that if PHECC cease funding the programme going forward, they will have no part in specifying who has access to the course.

It was agreed to defer a resolution on this matter until the December Council meeting to allow Council members time to comprehensively consider the matter. The Director agreed to include the topic as an agenda item for the December Council meeting.

It was clarified that DAA students who qualify from the course cannot practise at AP level unless they operate on behalf of a Licensed CPG provider recognised to operate at AP level or until such time as DAA move to Advanced Paramedic level as a CPG provider.

Item 3.1.7 PHECC Contract for the Provision of an AP Programme

The Director provided a summary of his report on this matter, as included in Council papers, referring to Councils decision at their July 2019 meeting to cease funding the AP Programme at the end of the current SLA. The importance of entering discussions with the DoH as to the appropriate mechanisms to support the continued need for such education was reiterated. It was noted that PHECC, as a regulator, are not responsible for service planning, nonetheless, ensuring continuity of supply of Advanced Paramedics is critical and therefore it was agreed that PHECC need to engage with the DoH as to recommendations for transition of the programme. Given that the current SLA expires at the end of August 2020, the Director was requested to provide Council with proposed recommendations for the Department for consideration at the December Council meeting.

Item 3.1.8 The Association of First Aid Trainers Ireland

Members of the Executive Management team are scheduled to meet with representatives of the Association of First Aid Trainers Ireland on 19 November. As a separate invitation to attend an upcoming Education and Standards Committee meeting has yet to be acknowledged it was agreed that the invitation be reissued.

Item 3.1.9 HSA Meeting

The Director provided a summary of a meeting between PHECC and the HSA on 17 October to review the transfer of FAR certification. In an effort to reduce the duration of the FAR course to 2 days, the HSA offered to develop an online module of elements of the training programme. The Director further reported that the HSA were keen to endorse the PHECC FAR course and to confirm publicly that the PHECC FAR course is the only occupational first aid course recognised by the HSA. Shane Knox highlighted that HSA legislation requires updating to replace 'OFA' with 'FAR'.

Item 3.1.10 2020 Council Meeting Dates

Council agreed on the following meeting dates for 2020;

February 13 th	July 9 th
March 12 th	September 10 th
April 2 nd	October 8 th
May 7 th	November 12 th
June 11 th	December 10 th

No Council meeting will take place in January or August 2020.

3.2 Delegated Decisions of the Director

Reports relating to this item, as included in Council papers, were noted.

4. Education & Standards

4.1 NQEMT Examination Results Data 2018*

Following the presentation of high level 2018 NQEMT examination results data to Council at their October 2019 meeting, and their subsequent referral to the Education and Standards Committee, a recommendation not to publish the data until it is a true reflection of the NQEMT examination outcome was approved. The following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that NQEMT examination data is not published in it's current format until such time as an agreed format for publication is agreed by the Education & Standards Committee.

Proposed: Tess O'Donovan

Seconded: Pat Hanafin

Carried without dissent

4.2 EMT Simulation & Patient Contacts in relation to CPC*

This agenda item was withdrawn to allow a meeting on the matter between the Education & Standards and Quality & Safety Committee take place.

4.3 Sharing Candidate Exam Results with RIs*

The current process regarding sharing candidate examination data is that information is only shared with the candidate and, unless the RI requests information from the candidate, they have no means of accessing the candidate information. Shortcomings of the current process were discussed and alternative options considered. Following discussion, Council members agreed that it is a matter for the Executive and the following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that RIs are informed in a GDPR compliant manner of candidate examination results.

Proposed: Jason van der Velde

Seconded: Patrick Plunkett

Carried without dissent

4.4 NASC AP Programme Application*

The Director informed Council of the recommendation by the Education and Standards Committee, at their meeting of 06 November, to conditionally approve the NASC AP course application. Further to clarification by the Director of the conditions of approval the following resolution was passed;

Resolution: That Council accept the recommendation of the Education and Standards Committee that the National Ambulance Service College Advanced Paramedic course application, with its academic partner University College Cork, is conditionally approved.

Proposed: David Menzies

Seconded: Hillery Collins

Carried without dissent

5. Quality & Safety

5.1 Governance Validation Framework Reports

The completed GVF reports as included in Council papers were noted. The success of the GVF programme was acknowledged and congratulations were extended to members of the Executive responsible for completion of the first six reports.

6. Clinical Matters

6.1 PHECC CPG – Categorisation and Implementation Guidance*

On 14 June 2018 Council decided to withdraw from granting exemptions to Licensed CPG providers. This led to an instruction to the Medical Advisory Committee to review current CPGs and provide guidance to Licensed CPG providers regarding the implementation of CPGs. The resulting guidance document, as included in Council papers, was approved and the following resolution was passed;

Resolution: That Council adopt the new CPG Categorisation and Implementation Guidelines as outlined in the document presented as item 6.1 of Council papers.

Proposed: Pat Hanafin Seconded: Shane Mooney

Carried without dissent

To provide greater efficiency it was agreed that the list included in the guidance document will be updated in line with CPG amendments or new CPGs and approved by Council going forward.

7. Governance & Finance

7.1 POL031 Protected Disclosure Policy*

The proposed revisions to POL031 Protected Disclosure Policy as included in Council papers were noted. Following queries from Council members regarding certain terminology used and the application of the policy, it was agreed that clarification of the 'PHECC community' is required. It was further explained that the Protected Disclosure Policy referred to staff and should therefore be more appropriately addressed under the HR review. The Director was asked to progress the matter accordingly.

Following a query from Shane Knox in relation to a dignity at work policy relevant to Council members, it was agreed to seek clarity on this matter for the December Council meeting.

7.2 Financial Position

Council were presented with details of PHECC's financial position as of 31st October 2019.

8. Risk Register

The updated Risk Register, reviewed by the Compliance and Audit Committee, was noted and revisions highlighted. Following feedback from Council members it was agreed that item 3. requires re-scoring and a reputational risk concerning the EMT CPC Guide needs to be included. A revised Risk Register

will be provided at the December Council meeting. It was proposed that the Risk Register, once agreed, be included in the Chair's 2019 Confidential Report to the Minister.

9. Register Report

The Register report as included in Council papers was noted. The issue of temporary registration and potential complaints against such individuals who are no longer on the register was highlighted by Mick Molloy. The Director confirmed that following Brexit, applications for temporary registration will no longer apply to UK registrants, as they are made under the EU directive. It was agreed that further consideration of process going forward is required.

10. AOB

10.1 On 04 November a member of the Executive contacted a UK based organisation, who was planning on providing pre-hospital emergency care at an event scheduled to take place in Ireland at the end of November, and advised them of the Irish regulatory framework and Council rules pertaining to CPG licensing. The organisation enquired as to the rules with relation to applying to become a PHECC Licensed CPG provider and following further engagement the organisation confirmed that they were withdrawing their intention to provide cover at this event, and had since passed on the request for the provision of service to a PHECC Licensed CPG provider.

10.2 Following receipt of a 2020 grant application, it was agreed that a general review of all grant applications received for 2020 will take place in February 2020 having received our Letter of Determination for 2020.

10.3 Considering a number of Council members will reach the end of their term on Council in June 2020, it was agreed that the matter of continuity of Council be included on the agenda for the next meeting with the Department of Health and emphasised as a high priority.

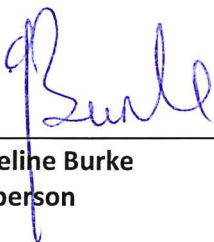
10.4 The Chair extended her personal thanks to Kathleen Walsh for her exceptional work and expertise during her employment with PHECC. Both the Chair and Council wished her well in her future endeavours.

10.5 It was agreed that the December Council meeting will take place at an alternative location, yet be confirmed.

The meeting concluded at 1.30pm approximately.

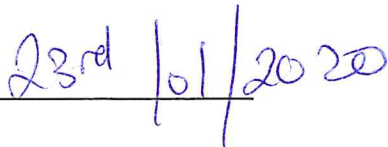
The next Council meeting will take place on Thursday 12th December at 9.30am.

Signed:



Jacqueline Burke
Chairperson

Date:



23rd / 01 / 2020

PHECC Council Meeting Minutes
Thursday 12th December 2019
Killashee House Hotel, Naas

Present:

Jacqueline Burke (Chair)
Hillery Collins (Vice Chair)
Jason van der Velde
Stephen Brady
Patrick Fleming
Pat Hanafin
Tess O'Donovan
Shane Knox
Shane Mooney
David Menzies
Jimmy Jordan
Thomas Keane
Fiona McDaid

Teleconference:

Conor Deasy

Apologies:

Mick Molloy
Martin Dunne
Patrick Plunkett

In attendance:

Richard Lodge, PHECC Director
Con Foley, Chair Compliance and Audit Committee
Brian Power, PHECC PDO
Jacqueline Egan, PHECC PDO
Ricky Ellis, PHECC PDO
Karen O'Neill, Council Secretariat
Margaret Bracken, PHECC Staff Representative
Tom Ward – item 1.0 only
Ian Brennan – item 5.1 only
Andy Newton – item 9.0 only

1. Governance Review

Tom Ward (IPA) provided Council with a summary presentation of the findings of the recently conducted Governance Review. It was confirmed that the final report will be presented to the Chair of Council within two weeks.

Tom Ward left the meeting.

2. Chairs Business

The Chair welcomed everyone to the meeting and noted apologies received.

2.1 Correspondence

Correspondence from the Minister of Health dated 21st November, in response to the Chair's Confidential Report to the Minister, was noted.

3. Minutes & Matters Arising

3.1 Draft Minutes November 2019*

The draft minutes were presented for consideration. It was requested that item 3.1.6 include reference to correspondence dated July 2018 regarding previous grant applications.

Resolution: That the Council approve the minutes of the meeting of November 2019 subject to the agreed amendments.

Proposed: Pat Hanafin

Seconded: Tess O'Donovan

Carried without dissent

3.2 Matters Arising

Con Foley, referring to a query from the November Council meeting regarding a dignity at work policy, informed Council of the HSE Dignity at Work Policy. Following a short discussion where clarity was sought on a specific PHECC policy, it was confirmed by the Director that a dignity at work policy will be formalised as a follow up to the HR Review, including revised PHECC policies, which will include the Protected Disclosure Policy.

4. Director's Report

4.1 Directors Report to Council

The Director provided an update on the following as per item 4.1 of Council Papers.

4.1.1 Ongoing Review Updates

An update of the following ongoing reviews, as per Council papers, was noted.

- Crowe Education & Standards Review – a final report is to be submitted to the Education & Standards Committee and then Council in February/March.
- IPA Governance Review – following today's presentation, a final report will follow before Christmas.
- HR Review – a meeting to review the findings of the report is scheduled to take place next week, with a written report to follow.
- Current AP Programme Review – following today's presentation, a final written report will follow within 10 days.

4.1.2 Replacement of PDO Responsible for Education

Following interviews for the position of Education Programme Officer, three applicants have been placed on a panel. The preferred candidate has accepted the position and is expected to commence employment on 1st February 2020.

4.1.3 Priority Dispatch

It is expected that the NAS will be represented at the next Priority Dispatch meeting on 13th January 2020.

4.1.4 Meeting with the Department of Health

A summary of the following items as discussed at a meeting with the Department of Health on 4th December was provided to Council;

- PHECC will be moving to Acute Hospital Policy Unit 1 from 1st January 2020.
- PHECC's request for additional funding has been turned down.
- Our 2020 Letter of Determination is expected in March/April 2020.
- Our request for an increase in fees is a matter for the Minister.
- A decision on legislative amendments is expected by the end of this year.
- Assurances that the process of new appointments to Council will commence shortly to ensure that no hiatus occurs.
- Brexit Update, specifically cross border working, for which PHECC will have no responsibility.

Given their impending departure, The Chair thanked Joan Regan, Principal Officer and Danny Smith for their support of PHECC and in her role as Chair of Council, as PHECC will be transferring to a different unit within the Department of Health.

4.1.5 PHECC Strategy Document 2020-2023

A hard copy of the final Strategic Plan will be circulated at the February Council meeting. Unfortunately the Minister is unable to attend a launch of the Strategic Plan and has sent his apologies.

4.1.6 The Association of First Aid Trainers Ireland

A summary of a meeting with representatives of the Association of First Aid Trainers Ireland was provided to Council. It is expected that two representatives of the organisation will attend the next Education & Standards Committee meeting.

4.1.7 Amended GVF Report

The Director reported that a CPG Service Provider has amended their Medical Directors Report, submitted as part of their GVF process, to include a reference to a medication related incident.

4.2 Funding & Commissioning Future AP Training Programmes*

The Director provided Council with an outline of his paper as included in Council papers, detailing the current situation in relation to the PHECC commissioned AP Programme, whereby Council passed a resolution at their July 2019 meeting to disengage from the process of funding future AP education programmes, and outlining potential options for PHECC's disengagement from the process.

During discussion the following points were considered;

- Reduction in PHECC funding if PHECC no longer commission the AP Programme
- Timing implications considering recent notification that PHECC will be moving to Acute Hospital Policy Unit 1 from 1st January 2020
- Given that a NASC AP Programme has recently been conditionally approved, it is possible that at some point the NAS may decide not to send their students to UCD.

Due to a potential conflict of interest/loyalty the Chair and Shane Knox recused themselves from the discussion from this point. The Vice-Chair, Hillery Collins chaired the meeting in the Chair's absence.

Following further consideration of the options proposed by the Director, it was agreed that the Director will convene a specific meeting of all key stakeholders in early January 2020, at which all options for future funding of the AP Programme and the consequences thereof will be reviewed in detail. Recommendations of this group will be presented to Council at their February/March meeting and a definitive course of action decided upon.

The Chair and Shane Knox rejoined the meeting at this point.

Jimmy Jordan left the meeting.

4.3 Access to AP Programme*

The Director, referring to his paper included in Council papers, provided context on access to the AP Programme, given that the existing SLA between PHECC and the current course provider does not specify any access restrictions.

Following a review of the proposals provided by the Director the following resolution was passed;

Resolution: That PHECC funds should only support students from State bodies on the current AP Programme.

Proposed: Fiona McDaid Seconded: Pat Hanafin

Carried without dissent

It was decided to suspend the agenda in order to address items 5.1. and 9.0.

5.1 Critical Care Paramedic Proposal*

Ian Brennan joined the meeting and, referring to the report included in Council papers, provided Council with a presentation on the concept of the introduction of a Critical Care Paramedic grade on the Register, as recommended by the Medical Advisory Committee. Council commended the report and passed the subsequent resolutions;

Resolution: That Council support the development of a Critical Care Paramedic.

Proposed: Hillery Collins Seconded: Jason van der Velde

Carried without dissent

Resolution: That Council propose the creation, through primary legislation, of a 4th division of the practitioner register at the grade of specialist paramedic.

Proposed: Hillery Collins Seconded: Jason van der Velde

Carried Without Dissent

Ian Brennan left the meeting.

9. AP Programme Review Presentation

Andy Newton joined the meeting and presented Council with his preliminary findings following a review of the current AP Programme which established that the current programme is compliant in all respects apart from some issues regarding the rigour with which the internship period is managed. Council commended Professor Newton on his presentation and feedback from Council members was addressed. It was confirmed that a final report will follow by the end of January.

Andy Newton left the meeting.

It was decided to defer items 5.2 Treat and Referral Presentation and 5.3 PHECC Nomenclature for decision until 2020.

4.4 Patient Care Risk Escalation*

It was noted that a number of concerns, as included in Council papers, have been raised in relation to the interim removal of the 'Critical Fail' element from examinations. As a result, this item has been added to the Risk Register and requires urgent attention. It was suggested to convene a meeting of the Education & Standards Committee prior to the next examinations taking place to address such concerns. However, as the standard review has been tendered and is expected to be completed in January 2020, it was agreed that temporary measures will be incorporated into the current interim standard and following resolution was passed;

Resolution: That Council agree that the interim standard is modified to include a review of the critical element.

Proposed: Hillery Collins Seconded: Shane Mooney

Carried without dissent

4.5 Delegated Decisions of the Director

Reports relating to this item, as included in Council papers, were deferred to the February meeting.

6. Governance & Finance

6.1 Financial Statements 2018

Following a review of the 2018 financial accounts and earlier (minuted) reviews of internal controls the following resolutions were passed;

Resolution: That Council, having received assurances from the C&AC at earlier meetings in 2019, are satisfied to report that the system of internal control in PHECC performed satisfactorily in all respects for the financial year 2018.

Proposed: Pat Hanafin Seconded: Patrick Fleming

Carried without dissent

Resolution: That Council approve the 2018 financial statements for signing, subject to no material changes by the Office of the Comptroller & Auditor General.

Proposed: Fiona McDaid Seconded: Tess O'Donovan

Carried without dissent

6.2 Financial Position

Performance to end November 2019 was reviewed and progress toward achievement of budget was noted.

7. Risk

7.1 Risk Register

The Risk Register review was deferred to the February 2020 meeting.

8. Register

8.1 Register Report

The Register report was deferred to the February 2020 meeting.

9. AP Programme Review

This item was addressed earlier in the meeting.

10. AOB

It was requested that details of what level of entry to the Register applicants applied for in terms of recognition of qualifications be included in the Register report going forward.

The Chair thanked all Council members, Committee members and the Executive for their efforts in 2019 and wished everyone a Happy Christmas.

The meeting concluded at 2.30pm approximately. The next Council meeting will take place on Thursday 13th February at 10.00am.

Signed:


Jacqueline Burke
Chairperson

Date:

