



Membership of the **Pre-Hospital Emergency Care Council**

Nomination of Persons for appointment to the Pre-Hospital Emergency Council by institutions for the education and training of emergency medical technicians recognised by the Council under Article 4 (a) of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000.

Closing Date: 15:00 on the 1st June 2020.



Membership of the Pre-Hospital Emergency Care Council (PHECC)

The Department of the Health is seeking nominations for appointment to the Pre-Hospital Emergency Care Council (Council) by institutions for the education and training of emergency medical technicians recognised by the Council under Article 4 (a) of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000 (S.I. 109 of 2000) (Order).

In line with Regulation 5 (1)(c) of the Order, membership of the council shall include “persons appointed from recognised institutions on the nomination of the heads of those institutions”. Recognised Institutions are defined in the Order as “an institution for the education and training of emergency medical technicians recognised by the Council under Article 4 (a) of this Order”. Such recognised institutions are listed at Appendix A.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State’s overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with Section 13.2 of the Guidelines on Appointments to State Boards, “it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards.”

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.



Appointment to the Pre-Hospital Emergency Care Council

Location:	Naas, Co. Kildare
Number of Vacancies:	2
Remuneration:	Nil. Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	10-12 (usually full day) meetings per annum. The preparation for Council meetings includes reading Council papers which average 180 pages. In addition, most Council members are also on at least one subcommittee and these require attendance from 3 half-days up to 4 full-days per year, per committee (depending on the committee).

Attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

The Pre-Hospital Emergency Care Council (PHECC) is an independent statutory agency with responsibility for standards, education and training in the field of pre-hospital emergency care. PHECC also maintains a statutory register of pre-hospital emergency care practitioners and protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care.

PHECC was established as a body corporate by the Minister for Health by Statutory Instrument Number 109 of 2000 (Establishment Order) which was amended by Statutory Instrument Number 575 of 2004 (Amendment Order). These Orders were made under the Health (Corporate Bodies) Act, 1961 as amended and brought under primary legislation by the Health (Miscellaneous Provisions) Act 2007.

2. Functions of the Board

The principal functions of the Council are:

- To ensure training institutions, course content and examinations reflect pre-hospital emergency care contemporary best practice;
- To ensure pre-hospital emergency care Responders and Practitioners achieve and maintain competency at the appropriate performance standard;
- To prepare and promote the implementation of clinical practice guidelines in pre-hospital emergency care;
- To source, sponsor and promote relevant research to guide Council in the development of pre-hospital emergency care in Ireland;
- To prepare standards of operation for pre-hospital emergency care providers to support best practice;
- To establish and maintain a register of pre-hospital emergency care practitioners;
- To conduct inquiries into allegations of professional misconduct or unfitness to practice on the part of registered practitioners;
- To recognise those pre-hospital emergency care providers which undertake to implement the clinical practice guidelines.

Further information can be found at www.phecit.ie.



Current membership of the Council:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Conor Deasy	30/06/2016		29/06/2020	Board Member	Nominated by the HSE. Appointed by the Minister for Health.
David Menzies	06/12/2016		05/12/2020	Board Member	Nominated and Appointed by Minister for Health following PAS Process
Fiona McDaid	06/12/2016		05/12/2020	Board Member	Nominated and Appointed by Minister for Health following PAS Process
Hillery Collins	06/12/2016		05/12/2020	Board Member	Nominated by SIPTU, Appointed by the Minister for Health
Jacqueline Burke	06/12/2016		05/12/2020	Chairperson	Nominated and Appointed by Minister for Health following PAS Process
Jason Van-der Veld	15/02/2017		14/02/2021	Board Member	Nominated and appointed by Minister for Health following PAS Process
Jimmy Jordan	29/06/2017		28/06/2021	Board Member	Nominated by SIPTU, Appointed by the Minister for Health
Martin Dunne	26/11/2013	30/06/2016	29/06/2020	Board Member	Nominated by the HSE. Appointed by the Minister for Health
Mick Molloy	18/01/2013	15/02/2017	14/02/2021	Board Member	Nominated and appointed by the Minister for Health
Patrick Fleming	06/12/2016		05/12/2020	Board Member	Nominated and Appointed by Minister for Health following PAS Process
Patrick Hanafin	06/12/2016		05/12/2020	Board Member	Nominated by the Association of Ambulance Personnel (AAP). Appointed by Minister for Health.
Patrick Plunkett	30/06/2012	30/06/2016	29/06/2020	Board Member	Nominated and appointed by the Minister for Health
Shane Knox	08/01/2015	30/06/2016	29/06/2020	Board Member	Nominated by National Ambulance Service College. Appointed by the Minister for Health
Shane Mooney	06/12/2016	06/12/2016	05/12/2020	Board Member	Nominated by SIPTU, Appointed by Minister for Health
Stephen Brady	30/06/2012	30/06/2016	29/06/2020	Board Member	Nominated by Dublin Fire Brigade / RCSI. Appointed by the Minister for Health
Tess O'Donovan	30/06/2016		29/06/2020	Board Member	Nominated by the Health Service Executive & Appointed by the Minister for Health
Thomas Keane	18/01/2013	15/02/2017	14/02/2021	Board Member	Nominated and appointed by the Minister for Health



3. Person Specification

As set out under Article 5 (1) (c) of the Pre-Hospital Emergency Care Council (Establishment) Order, 2000, (SI 109 of 2000), The Minister for Health invites nominations from Recognised Institutions to fill two vacancies on the Pre-Hospital Emergency Care Council.

Attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Essential

Persons nominated for this role must: -

- be persons appointed from an institution for education and training in emergency medical technology, recognised by the Council under Article 4 (a) of The Pre-Hospital Emergency Care Council (Establishment) Order, 2000, on the nomination of the heads of those institutions,
- also have such qualifications, expertise, interests or experience as, in the opinion of the Minister, would enable him or her to make a valuable contribution to the performance of the Council's functions

Desirable

It is desirable that candidates possess skills in one or more of the following areas:

- Has a track record of leadership in education, of taking a systems- wide approach in developing strategy and/or in setting strategic and policy direction, ideally in relation to education for organisations.
- Is able to demonstrate an understanding of current and future challenges and opportunities for education in emergency medical technology, taking account of health service strategic objectives, workforce planning and emerging educational modalities.
- Is able to demonstrate experience at senior level in education in prehospital emergency care, particularly in relation to governance and in assessing, controlling and managing risk.
- Is able to demonstrate an understanding of the regulatory environment in which PHECC operates.



- Is able to demonstrate a commitment to public service ethics, accountability and acting with integrity. The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

4. Term of Appointment

Appointments to the Council will be for an initial period of 4 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Council may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister. A member of the Council may resign his or her membership by giving notice in writing signed by him or her to the Council, but the resignation shall not become effective until the meeting of the Council next held after receipt of the notice of resignation;
- Members of the Council shall hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform may determine;
- The roles and responsibilities of Council Members are described in the revised Code of Practice for the Governance of State Bodies, 2016 which is available on the website of the Department of Public Expenditure & Reform (Code of Practice for the Governance of State Bodies);
- A Council member shall cease to be a member of the Council if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority;

5. Submitting Nomination

Nominating bodies should submit;

- a Curriculum Vitae for the nominee
- a cover letter confirming the nomination of the individual by the Head of an institution for the education and training of emergency medical technicians recognised by the Council under Article 4 (a) of the The Pre-Hospital Emergency Care Council (Establishment) Order, 2000 (S.I. 109 of 2000) and including the reasons for making the nomination

Nominations may be submitted via email to doh_hr_competitions@health.gov.ie

Please take care when submitting nominations, as decisions around appointment will take account of the documentation submitted. Organisations/nominated persons should ensure



the Cover Letter (and supporting CV) clearly specifies how a person's particular background and experience meets the requirements of the Council position.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.

6. Appointment Process

Appointment to the positions will be made by the Minister for Health on the basis of nominations received from the recognised institutions as defined under the Order.

An Assessment Panel (the "Panel") will be convened by the Department of the Health to consider and assess the nominations received. The Panel will:

- review and discuss the nominations received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - consideration of the written nominations; and or
 - conference call; and or
 - Referee checks
- use any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted nominees as to bona fides of the qualifications and experience contained in their nomination letters)
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister for Health.

7. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, nominations will be treated in strict confidence. All enquiries, nominations and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain information in relation to this process, not specific to any individual, is extracted for computer records for general statistical purposes.

8. Data Protection Act 2018

If your nomination is assessed and the nominee is considered to be suitable for appointment, the relevant C.V. and cover letter (and any additional supplementary information requested as part of the nomination process), will be held in the Department Health. The Department will act as data controller of such data and will retain it for up to one year following the appointment.



APPENDIX A

List of Recognised Institutions

- Career Path College Ltd
- Civil Defence College
- DFB RCSI
- DX2 Training Solutions Ltd
- Emergency Services Training Institute (ESTI)
- Irish Red Cross
- Medicall Ambulance Ltd.
- NASC
- Order of Malta Ireland
- Paramedic Studies, Graduate Entry Medical School, University of Limerick
- St John Ambulance Ireland
- UCD - Centre for Emergency Medical Science (CEMS)