



**Appointments to the Pre-Hospital Emergency Care Council**

**Closing Date: 3pm on Thursday 7<sup>th</sup> July 2016**

**State Boards Division  
Public Appointments Service  
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## 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 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](#) 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.

## Appointments to the Board of the Pre-Hospital Emergency Care Council

<b>Location:</b>	Naas, Co Kildare
<b>Number of Vacancies:</b>	4 Ordinary members
<b>Remuneration:</b>	Nil. Travel and subsistence is payable at the appropriate Civil Service rate.
<b>Time Requirements:</b>	10-12 half day (or full day if a fitness to practice meeting is scheduled) meetings per annum. The preparation for Council meetings includes reading Council papers which average 180 pages.

### 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 EMS practitioners. The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care.

The Pre-Hospital Emergency Care Council 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 with the [Health \(Miscellaneous Provisions\) Act 2007](#). Details of the work of the Council can be found on its website at <https://www.phecit.ie/>

### 2. Functions of the Council

The principal functions of the Council are:

- (a) recognise, in accordance with the rules made by the Council, institutions providing education and training to persons pursuing the award of the N.Q.E.M.T. at the level of competence of emergency medical technician, paramedic or advanced paramedic, as the case may be.
- (b) conduct examinations leading to the award of the N.Q.E.M.T. at the level of competence of emergency medical technician, paramedic or advanced paramedic, as the case may be.
- (c) award the N.Q.E.M.T to such persons as have completed a recognised course under sub-article (h)(i) in a recognised institution and have passed the relevant examination conducted by the Council pursuant to sub-article (b) of this Article.

- (d) upon request, assess the equivalence of professional qualifications in pre-hospital emergency care obtained from institutions other than recognised institutions, both within and outside the State, and award the N.Q.E.M.T. as appropriate at the level of competence determined by the Council. In this regard, the Council shall comply with its obligations as competent authority for emergency medical technicians, paramedics and advanced paramedics under the general system of recognition of professional qualifications provided in Part 2 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008).
- (e) upon request, advise the Minister, health boards, other Government Departments, public sector employers and other employers of recognised courses.
- (f) advise the Minister, recognised institutions and such other persons as it may consider appropriate of the standards which should inform education and training in relation to pre-hospital emergency care.
- (g) advise the Minister of the specific content of recognised courses.
- (h)
  - (i) in consultation with recognised institutions providing education and training to persons pursuing the award of N.Q.E.M.T., approve of the content of courses for such education and training.
  - (ii) in consultation with institutions providing, or proposing to provide at any time in the future, education and training in pre-hospital emergency care, approve of the content of courses for such education and training.
- (i) assess from time to time, as occasion may require, but in any event not less than once in every three years-
  - (i) the suitability of the education and training in pre-hospital emergency care provided by an institution recognised by the Council for such purpose.
  - (ii) the standards of theoretical and practical knowledge required for qualifications in pre-hospital emergency care.
- (j) maintain, in accordance with the rules made by the Council, a record of holders of the N.Q.E.M.T.
- (k) maintain, in accordance with the rules made by the Council, a record of holders of non-national qualifications.
- (l) engage in research into pre-hospital emergency care, including emerging technology, education and training, the formulation of experimental curricula, and the evaluation of existing courses and assessment and examination procedures.
- (m) subject to any data protection legislation in force, maintain statistical records and make such records available for research and planning, including manpower planning purposes.
- (n) prepare clinical practice guidelines for pre-hospital emergency care and make such guidelines available to pre-hospital emergency care service providers and such other persons as it may consider appropriate.

- (o) undertake such other appropriate tasks and functions as may, from time to time, be assigned to the Council by the Minister.
- (p) prepare standards of operation for pre-hospital emergency care service providers to support best practice by pre-hospital emergency care practitioners.
- (q) recognise, in accordance with rules made by Council, those prehospital emergency care service providers which undertake to implement the clinical practice guidelines prepared pursuant to subarticle (o) of this Article.
- (r) establish and maintain, in accordance with rules made by the Council, a register of pre-hospital emergency care practitioners (in this instrument referred to as the register) which shall be divided into six divisions as follows:
  - (i) The emergency medical technician division – for holders of the N.Q.E.M.T. at the level of competence of emergency medical technician,
  - (ii) The paramedic division – for holders of the N.Q.E.M.T. at the level of paramedic,
  - (iii) The advanced paramedic division – for holders of the N.Q.E.M.T. at the level of advanced paramedic,
  - (iv) The visiting European emergency medical technician division – for those providing the service of emergency medical technician in the State on a temporary and occasional basis pursuant to Part 4 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008),
  - (v) The visiting European paramedic division – for those providing the service of paramedic in the State on a temporary and occasional basis pursuant to Part 4 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008)
  - (vi) The visiting European advanced paramedic division - for those providing the service of advanced paramedic in the State on a temporary and occasional basis pursuant to Part 4 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008),
- (s) register, in the appropriate division of the register, any person who wishes to provide the services of an emergency medical technician, paramedic or advanced paramedic in the State on a temporary or occasional basis and is entitled to provide such services pursuant to Part 4 of the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008),
- (t) comply with its obligations as competent authority in relation to emergency medical technicians, paramedics and advanced paramedics under the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139 of 2008).

### 3. Role of Council (Board) Members

Council Members are appointed to act on behalf of the citizen to oversee the running of the affairs of the Pre-Hospital Emergency Care Council. 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.

Council Members are accountable for the proper management and oversight of the organisation. Members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the Pre-Hospital Emergency Care Council and the public, subject to the objectives set by Government.

Council Members will be required to devote as much time to the duties of Council as necessary for the proper and efficient discharge of their duties. This will include significant time to prepare for Council meetings, and to attend and prepare for other activities, such as Committee meetings, stakeholder meetings, events and ad hoc meetings as required. There are six subcommittees: fitness to practice, appeals, audit, quality and safety, education and standards and the Medical Advisory Board.

The maximum number of members on the Council is 17. The current membership of the Board of the Council is:

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Barry O'Brien	30/06/2008	29/06/2016	Board Member	Nominated by the HSE. Appointed by the Minister for Health
Cathal O'Donnell	30/06/2008	29/06/2016	Board Member	Nominated by the HSE. Appointed by the Minister for Health
David Maher	30/06/2012	29/06/2016	Board Member	Nominated by SIPTU. Appointed by the Minister for Health
Glenna Woods	18/01/2013	17/01/2017	Board Member	Special interest/expertise in pre-hospital emergency care. Appointed by the Minister for Health
Martin Dunne	26/11/2013	29/06/2016	Board Member	Nominated by the HSE. Appointed by the Minister for Health
Michael Brennan	30/06/2008	29/06/2016	Board Member	Representative of the General Public. Appointed by the Minister for Health
Michael Dineen	30/06/2008	29/06/2016	Board Member	Nominated by AAP. Appointed by the Minister for Health
Mick Molloy	18/01/2013	17/01/2017	Board Member	Registered medical practitioner. Appointed by the Minister for Health
Patrick Plunkett	30/06/2012	29/06/2016	Board Member	Registered medical practitioner. Appointed by the Minister for Health
Shane Knox	08/01/2015	29/06/2016	Board Member	Nominated by NASC. Appointed by the Minister for Health

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Shane Mooney	30/06/2012	29/06/2016	Board Member	Nominated by SIPTU. Appointed by the Minister for Health
Stephen Brady	30/06/2012	29/06/2016	Board Member	Nominated by DFB/RCSI. Appointed by the Minister for Health
Thomas Keane	18/01/2013	17/01/2017	Board Member	Special interest/expertise in pre-hospital emergency care. Appointed by the Minister for Health
Tom Mooney	30/06/2008	29/06/2016	Chair	Special interest/expertise in pre-hospital emergency care. Appointed by the Minister for Health
Valerie Small	30/06/2008	29/06/2016	Board Member	Registered Nurse. Appointed by the Minister for Health
Vacancy			Board Member	Registered medical practitioner. Appointed by the Minister for Health
Vacancy			Board Member	Nominated by SIPTU. Appointed by the Minister for Health

#### **4. Legislative Provisions/Composition of the Council**

Statutory Instrument 109 of 2000 describes the composition of the Council.

Article 5.1 The membership of the Council shall consist of not more than seventeen persons who shall be appointed by the Minister as follows -

- (a) one shall be a person appointed on the nomination of a body recognised by the Minister as being representative of emergency medical technicians
- (b) three shall be persons appointed on the nomination of a trade union, which, in the opinion of the Minister, is representative of the majority of emergency medical technicians
- (c) two shall be persons appointed from recognised institutions on the nomination of the heads of those institutions:-
- (d) three shall be persons representative of the management of health boards
- (e) Three shall be registered medical practitioners with an interest and expertise in pre-hospital emergency care
- (f) One shall be a registered nurse with an interest and expertise in pre-hospital emergency care
- (g) one shall be a person representative of the interests of the general public

- (h) three shall be persons with a special interest or expertise in pre-hospital emergency care

## **5. Person Specification**

There are currently two vacancies on the Council and another two will arise on 29 June, 2016. The Minister for Health invites applications from suitably qualified candidates for positions as Council Members to fill these positions.

### **Council (Board) Members**

In accordance with the legislative requirements candidates must fit into one of the following profiles:

**a) Medical Practitioner (1 position)**

Candidates must be registered with the Medical Council and have an interest and expertise in pre-hospital emergency care.

**b) Nurse (1 position)**

Candidates must be nurses, registered with the Nursing and Midwifery Board of Ireland and with an interest and expertise in pre-hospital emergency care.

**c) Person who is representative of the interest of the general public (1 position)**

Candidates must be representative of the interests of the general public who should provide a user perspective.

**d) Person with a special interest and expertise in pre-hospital emergency care (1 position)**

Candidates must have a special interest and/or expertise in pre-hospital emergency care. Persons who could fit this profile include Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs), who are registered with the Pre-Hospital Emergency Care Council, managers within the health family, or persons who have retired who have or have had, and involvement in pre-hospital emergency care or governance of a body within the health family.

**In addition to fitting into one of the profiles (a) – (d) above, it is essential that candidates have two or more of the following:**

- Accountancy / audit / finance experience
- Corporate governance experience (including previous board expertise)
- Significant demonstrable leadership experience in an area of relevance to the Council and which includes mediation / conflict resolution functions
- Experience of executive management, risk management,
- Media / PR experience
- Experience at a senior level in the voluntary sector
- An understanding of the environment in which PHECC operates, and its relationships with key stakeholders
- Experience of regulation / operating in a regulatory environment
- Knowledge/ experience of HR



## **Chairperson**

When all 17 Members of the Council have been appointed, the Minister will select one of the 17 Members as his Chairperson designate. He will inform Government of his selection. The Chairperson designate must then appear before the Joint Oireachtas Committee on Health and Children to outline the current work of the Council and future plans and challenges before s/he would be formally appointed by the Minister as Chairperson.

## 6. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term of 4 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- A board member shall cease to be a member of the board 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.

## 7. Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

## IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 8. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest 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 applications; and/or
  - Meeting<sup>1</sup>/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## 9. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications 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.

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<sup>1</sup> The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **10. Data Protection Acts 1988 & 2003**

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

For further information on Data Protection please follow the [link](#).

## **APPENDIX 1**

### **Submitting your expression of interest**

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.