

Edited minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in the Ashling Hotel, Dublin, on Tuesday, 17 December 2019 starting at 10.00hrs.

### **Members Present:**

Ms E Cassidy, President	Ms A Horgan
Dr L Kavanagh McBride, Vice President	Ms C Cocoman
Mr J Horan	Ms K Greene
Ms K Lombard	Mr D Manning
Mr D Murphy	Ms B Liston
Dr D Lawler	Mr M Blake-Knox
Prof C O'Herlihy	Mr M Higgins
Mr P Dolan	Ms K Canning
Mr K McGrane	

### **In attendance:**

Ms S McClelland, CEO  
Ms D Johnston, Director of Midwifery  
Mr M Balfe, Director of Corporate Services and Finance  
Ms U Byrne, Director of Regulation  
Dr J Foley, Director of Professional Standards (Nursing)  
Mr C O'Leary, Director of Registration  
Mr C Lawlor, Data Protection Officer  
Ms L Manselli, Crafting Vistas  
Ms O Coady, Governance and Secretariat Manager

### **Item 1 – Apologies and conflicts of interest**

- 1.1 Apologies were received from Dr L Sahn, Mr L Hamill, Ms L Clarke-Bishop, Ms M Gorman, Ms E Kelly and Mr L Minihan.
- 1.2 The President reminded Board members of the provisions of the conflict of interest policy. The President then asked Board members to review the agenda to identify any conflicts of interest. No interests were declared.

Members of the senior management team (SMT), Mr Balfe, Ms Byrne, Ms Johnston, Dr Foley and Mr O'Leary joined the meeting.

### **Item 2 – Minutes**

- 2.2 Minutes of the meeting of 26-27 November 2019

The Board considered the minutes of 26-27 November 2019 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 26-27 November 2019.

### 2.3 Minutes of the meeting of 5 December 2019

The Board considered the minutes of 5 December 2019 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 5 December 2019.

### **Item 3 – Actions and matters arising**

Mr Higgins left the meeting.

#### ***Post-registration (intellectual disability) ID and general nurse training programmes***

The Board noted that a post-registration training programme in ID nursing was on the agenda for consideration later in the day.

#### ***Post-registration specialist nursing and midwifery education programmes***

The Education, Training and Standards Committee recommended the programmes for approval to the Board, subject to review by the Midwives Committee. The Midwives Committee had not yet had an opportunity to consider the programmes and would not meet again until February 2020.

**Action** The opinion of the Midwives Committee to be sought using the written decision process and the matter to be brought to the Board for consideration at its meeting on 21-22 January 2020.

#### ***Site visit schedule***

Dr Foley has requested the Heads of School to contact her with the dates of Quality and Qualifications Ireland's (QQI) programmatic reviews so that the site visit schedule could be aligned with these reviews.

**Action** An update on the matter to be provided in the Education Directorate report for the two-day Board meeting.

#### ***English language requirements***

The Registration Committee would consider proposed changes to the language requirements for registration at its meeting on 12 February 2020.

**Decision** The Board approved the updated action list for 26-27 November 2019 which is attached as an appendix to these minutes. There were no additional actions from the meeting of 5 December 2019. There were no matters arising which were not dealt with on the action list or elsewhere on the agenda.

Ms Byrne, Ms Johnston, Dr Foley and Mr O’Leary left the meeting.

#### **Item 4 – Annual Report 2018**

The Board considered the draft Annual Report 2018 which had previously been circulated to members. The Board noted that the financial statements for 2018, which would be included in the Annual Report 2018, would be considered under item 5.

The Board suggested that the information presented as tables should be represented in graphs in the document. The Board also suggested changes to the way attendance at Board meetings was presented.

**Decision** The Board approved the draft Annual Report 2018 for submission to the Minister for Health subject to the above changes.

#### **Item 5 was considered after item 13.**

Ms Byrne joined the meeting.

#### **Item 6 – Complaints against nurses and midwives – a plain English guide**

The Board noted that it had considered the plain English guide and infographic at its meeting in November 2019 and had suggested some amendments. Those amendments had been made and the revised draft guide and infographic were now being brought to the Board for consideration.

A number of minor amendments to the document were suggested by Board members.

**Decision** The Board agreed that the revised draft guide and infographic with the suggested amendments should be shared with the professional associations and their comments sought. Any comments would be considered by the Board at its meeting on 21-22 January 2020 and, if agreed by the Board, the draft documents would be revised accordingly. These final revised versions would then be submitted to the National Adult Literacy Agency (NALA) for review and application for NALA’s Plain English Mark. The NALA reviewed version would be brought back to the Board for final approval.

Ms Byrne left the meeting.

#### **Item 7 – Tender for call centre services**

The Board considered the briefing document which had previously been circulated to members.

**Decision** The Board agreed to accept the recommendation of the Governance and Finance Committee and to award the contract to Rigney Dolphin.

**Action** The Board requested that regular value for money assessments be undertaken and provided to the Board in the Registration Directorate report for the two-day Board meeting.

Mr Lawlor joined the meeting.

#### **Item 8 – Data governance report – plan to action findings**

The Board noted the report which had previously been circulated to members and which included a data governance project plan to begin January 2020.

**Decision** Mr Lawlor and Mr Balfe left the meeting.

Mr O’Leary and Ms Manselli joined the meeting.

#### **Item 9 – Project Nightingale progress report**

9.1 The Board noted the report which had previously been circulated to members and which included a project risk register. Mr O’Leary updated the Board on the meeting of the Nightingale Steering Group which had taken place that morning before the Board meeting.

Mr Higgins returned to the meeting during discussion of this item.

Ms Manselli left the meeting.

#### **Item 10 – Registration**

##### **10.1 Registration Directorate report**

The Board noted the Registration Directorate report which had previously been circulated to members.

Mr O’Leary left the meeting.

Ms Johnston joined the meeting.

### **Item 11 – Professional Standards (Midwifery)**

The President advised the Board that item 11.3 had been removed from the agenda and would be considered at a later meeting.

#### **11.1 Midwifery report**

The Board noted the Midwifery report which had previously been circulated to members.

#### **11.2 Draft rules**

The Board considered the draft rules for section 40(1) of the Nurses and Midwives Act 2011 which had previously been circulated to members. The draft rules related to clinical indemnity insurance for midwives and were being recommended for approval by the Midwives Committee which had discussed the draft rules at length.

**Decision** Pursuant to section 13 of the Nurses and Midwives Act 2011, which provides that the Board may make rules for the purposes of the better operation of the Act, the Board agreed to accept the recommendation of the Midwives Committee and to approve the draft rules for section 40(1) (including definitions for adequate clinical indemnity, attends, baby, childbirth, clinical practice and indemnity) for submission to the Minister for Health for approval. On receipt of ministerial approval, the Board would ensure the rules were published and submitted to the Minister for laying before the Houses of the Oireachtas.

Ms Johnston left the meeting.

The meeting adjourned for lunch at 13.30hrs. The meeting resumed at 14.30hrs.

Dr Foley joined the meeting.

### **Item 12 – Professional Standards (Nursing)**

#### **12.1 Education Directorate report**

The Board noted the Education Directorate report which had previously been circulated to members.

#### **12.2 Postgraduate Diploma in Public Health Nursing – UCC**

The Board considered the briefing document which had previously been circulated to members. The Board noted that the programme had been approved by the Board in 2015 and was now being submitted for approval. Approval of the programme was being recommended by the Education, Training and Standards Committee.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, the Board approved the reaccreditation of the Postgraduate Diploma in Public Health Nursing (UCC) for a period of five years.

12.3 Intellectual Disability Post-Registration Registered Nurse Programme Standards and Requirements, 1st ed., 2019

The Board considered the briefing document which had previously been circulated to members. Dr Foley advised the Board that, if approved, the document would be edited and typeset before publication. The Board noted that the document was recommended for approval by the Education, Training and Standards Committee.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, the Board approved the *Intellectual Disability Post-Registration Registered Nurse Programme Standards and Requirements, 1st ed., 2019*.

12.4 Return to Nursing Practice Courses: Standards and Requirements, 2nd ed. 2019 – for consultation

The Board considered the briefing document which had previously been circulated to members. The Board noted that the existing edition had been published in 2018 and that the proposed draft for consultation had been updated in line with current legislation and return to nursing practice. The Board noted that the revised document was recommended for consultation by the Education, Training and Standards Committee.

**Decision** The Board agreed to approve the *Return to Nursing Practice Courses: Standards and Requirements, 2nd ed. 2019* for consultation.

**Action** Dr Foley to provide an update to the Board at its meeting on 24-25 March 2020 on a timeline for consultation in 2020.

12.5 Guidance for Nurses and Midwives on Medication Administration

The Board considered the briefing note which had previously been circulated to members. The Board noted that the proposed guidelines were intended for use

in conjunction with the healthcare service provider's policies, procedures, protocols and guidelines (PPPGs) but that the document did not explicitly state that these PPPGs must be in place within the healthcare service.

**Action** The guidelines to be revised in line with the above and brought back to the Board for consideration at its meeting on 21-22 January 2020.

The President advised the Board that Dr Anne-Marie Ryan would return to her role as Director of Professional Standards (Nursing) on 1 January 2020 and that Dr Foley would return to her substantive post on that date. On behalf of the Board, the President thanked Dr Foley for her work as Director of Professional Standards (Nursing) and wished her all the best for the future.

Dr Foley left the meeting.

Ms Byrne joined the meeting.

### **Item 13 – Regulation**

#### 13.1 Fitness to Practise report

The Board noted the report which had previously been circulated to members.

The Board noted that this report had previously been circulated at the November meeting but that it not had time to consider it during that meeting. Ms Byrne advised that she would have up-to-date figures for all of 2019 for the Board at its meeting on 21-22 January 2020.

#### 13.2 Fitness to practise procedures

The Board noted the briefing document which had previously been circulated to members.

**Decision** The Board agreed to accept the recommendation of the Governance and Finance Committee and agreed to the continued approval of the current fitness to practise procedures as set out in the briefing document.

#### 13.3 Appointment of case officer

**Decision** Pursuant to section 56(1) of the Nurses and Midwives Act, the Board approved the appointment of Maedhbh Guidera as Case Officer to assist the Preliminary Proceedings Committee. The Board revoked the appointment as Case Officer of Lisa Murphy, former NMBI staff member.

13.4 The Board considered an undertaking pursuant to section 65 of the Nurses and Midwives Act 2011

13.5 Appointment of vice chair of Preliminary Proceedings Committee

The chair of the Preliminary Proceedings Committee, Mr Murphy, advised the Board that the committee was recommending the appointment of Ms Liston as vice chair to the committee.

**Decision** The Board agreed to appoint Ms Liston as vice chair of the Preliminary Proceedings Committee.

Mr Balfe joined the meeting.

**Item 5 – Annual financial statements 2018**

The Board considered the audited annual financial statements 2018 which had been circulated to Board members the evening before. Mr Balfe apologised for the late circulation of these statements, which was done with the agreement of the President, and which was due to the late receipt of the audited financial statements from the Comptroller and Auditor General. The Board noted that the Audit and Risk Committee had not had an opportunity to consider these statements but that the committee and the Board had considered the unaudited financial statements in March 2019. Mr Balfe drew the Board’s attention to the differences between the unaudited and the audited financial statements.

**Decision** The Board approved the audited annual financial statements for 2018 for submission to the Minister for Health with the Annual Report 2018. The Board noted that some minor amendments had yet to be agreed with the Comptroller and Auditor General but the Board agreed that the statements did not need to be reconsidered by the Board provided that no material amendments were made.

Mr Manning left the meeting.

**Item 14 – Board reflection session**

NMBI staff left the meeting. Ms Manselli joined the meeting and facilitated a discussion on the output from the Board self-evaluation questionnaire.

**Item 15 – Any other business**

There being no further matters for consideration the meeting ended at 17.30hrs.





**Signed:** \_\_\_\_\_  
**Essene Cassidy**  
**President**

**Date:** \_\_\_\_\_