



Edited minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in person the offices of NMBI and by video conference on Wednesday, 24 November 2021 starting at 13.30hrs. The meeting was preceded by a strategy session on the fitness to practise function which took place from 9.00hrs to 13.00hrs.

**Members attending in person:**

Ms E Cassidy, President of NMBI  
Ms A Lynch  
Mr M Blake-Knox

**Members attending by video:**

Ms AM Duffy  
Prof M Rigby  
Mr J Horan  
Mr D Murphy  
Ms M Vaughan  
Ms L Collins  
Dr C McKenna  
Ms M Gorman  
Mr J Shalbin  
Dr C Sullivan (strategy session only)

**In attendance:**

Ms S McClelland, CEO  
Ms K Barrett, Head of Operations  
Mr M Balfe, Director of Finance  
Mr C O'Leary, Director of Fitness to Practise  
Ms Carolyn Donohoe, Director of Education, Policy and Standards  
Ms O Coady, Governance and Secretariat Manager

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

- 1.1 Apologies were received from Dr L Kavanagh McBride, Ms C Cocoman, Ms A Horgan, Ms S McArdle, Prof C O'Herlihy, Ms E Kelly, Mr L Hamill and Dr D Lawler.
- 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 conflicts were identified.



The President advised members that matters discussed during this hybrid meeting were to remain confidential to Board members and attendees.

The President welcomed Mr Ray Healy who was attending the meeting as an observer. Mr Healy would take up the role of Interim Director of Registration on 6 December 2021.

The Board agreed that the *in camera* session (item 2) would take place at the end of the meeting.

### **Item 3 – Minutes and actions of previous meetings**

#### **3.1.1 Minutes of the meeting of 16 September 2021**

The Board considered the minutes of the meeting of 16 September 2021 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 16 September 2021.

#### **3.1.2 Minutes of the meeting of 28 September 2021**

The Board considered the minutes of the meeting of 28 September 2021 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 28 September 2021.

#### **3.1.3 Minutes of the meeting of 29 September 2021**

The Board considered the minutes of the meeting of 29 September 2021 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 29 September 2021.

#### **3.1.4 Minutes of the meeting of 11 October 2021**

The Board considered the minutes of the meeting of 11 October 2021 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 11 October 2021.

#### **3.1.5 Minutes of the meeting of 12 November 2021**

The Board considered the minutes of the meeting of 12 November 2021 which had previously been circulated to members.



**Decision** The Board approved the minutes of the meeting of the 12 November 2021.

### 3.2 Actions and matters arising from previous meetings

The Board approved the updated action list which is attached as an appendix to these minutes.

There were no matters arising which were not dealt with elsewhere on the agenda or in the minutes or action list.

## **Item 4 – President’s update**

### 4.1 Invitations and meetings

#### **Council on Licensure, Enforcement and Regulation (CLEAR)**

The President had been invited to serve as the vice chair of CLEAR’s 2021-22 Board Member Training Committee. The term would conclude at the end of the 2022 Educational Conference, scheduled for 14-17 September in Louisville, Kentucky.

#### **Institute of Public Administration (IPA)**

The President had been invited to speak at a Governance Forum event on Board-Executive relations. Due to late notice and diary conflicts the President had been unable to take up the invitation.

#### **Governance meeting with the Department of Health**

The President, Chairs of the Audit and Risk Committee and Business, Strategy and Finance Committee attended the governance meeting with the Department of Health held remotely on 19 October 2021. The minutes from this meeting would be uploaded to Board members’ iPads once they had been received.

#### **Board end-of-year self-reflection session and dinner**

Due to the evolving public health situation, a decision had been made to cancel the in-person meeting and Christmas dinner in the Royal Marine Hotel on 17 December 2021. The meeting would go ahead and a decision would be made closer to the date whether this would be an in-person or hybrid meeting. As former Board members had been invited to join the Board for dinner, the President suggested that an away-day would be organised for the Board in the summer of 2022 where former members could be invited to join the Board for dinner.

#### **Surveys**

An external review of the Board’s effectiveness was currently being undertaken by Governance Ireland and a survey had been circulated to Board members. In addition, Board member Denis Murphy was undertaking an action research



project as part of a doctoral research programme and this was supported by the Board. Mr Murphy had circulated a survey to all current and former Board members (appointed under the Nurses and Midwives Act 2011). The President requested members to complete both surveys.

#### 4.2 Appointment of non-Board members to the Preliminary Proceedings Committee

In September 2021, NMBI invited expressions of interest from public interest representatives to fill any vacancies caused by the resignation/end of term of any public interest representatives on the PPC within a six month period.

Seventeen applications were received and four were shortlisted by the Head of the PPC and the Chair of the PPC for interview.

Following these interviews, the Head of PPC and Chair of PPC were recommending the following two candidates for appointment:

- Andrew Popplewell
- Geraldine Campbell

**Decision** The Board agreed to appoint Andrew Popplewell and Geraldine Campbell to the Preliminary Proceedings Committee for an initial term of office of three years to fill any vacancy caused the end of term/resignation of any public interest representative (non-registrant) on the committee within the next six months i.e. to 31 May 2022.

#### 4.3 Appointment of non-Board member to the Fitness to Practise Committee

In March 2021, NMBI invited expressions of interest from public interest representatives.

Fifty-five applications were received and fifteen were shortlisted for interview. Two were appointed to the committee in July 2021 by the Board and two were placed on a panel to fill any vacancy which might arise caused by the end of term/resignation of a public interest representative within a six-month period.

Following the resignation of public interest member, Sara Phelan, from the FTPC, the Director of Fitness to Practise was recommending the appointment of Greg Price to the FTPC. Mr Price had placed first on the panel following interview.

**Decision** The Board agreed to appoint Greg Price to the Fitness to Practise Committee for an initial term of office of three years from 24 November 2021.

#### 4.4 Re-appointment of non-Board member to the Education, Training and Standards Committee



Steve Pitman's term of office on the Education, Training and Standards Committee was due to expire on 22 January 2022. Mr Pitman expressed an interest in remaining on the committee. The Director of Education, Standards and Policy and the Chair of the Education, Training and Standards Committee were recommending Mr Pitman for re-appointment.

**Decision** The Board agreed to re-appoint Steve Pitman to the Education, Training and Standards Committee for a final term of office of three years from 23 January 2022 to 23 January 2025.

The Board noted that under agenda item 6.7 (committee review – general recommendations), there was a proposal to increase the second term of office for non-Board members on committees from two years to three years across all committees and the Board agreed to this.

#### 4.5 Board and committee vacancies

The Board noted the briefing document which had previously been circulated to members and which detailed current vacancies on the Board and its committees.

### **Item 5 – CEO's update**

#### 5.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members.

#### 5.2 Comms review 2021 including strategy implementation

The Board noted the two reports which had previously been circulated to members and which updated the Board on activities from 1 July 2021 to 31 October 2021 and the implementation of the comms strategy to November 2022.

**Item 6 was considered after 12.**

### **Item 7 – Audit and Risk**

#### 7.1 Risk Register

The Board noted the briefing note and Corporate Risk Register which had previously been circulated to members. The process of transiting to the new risk management software had not yet been completed. The two formats as they currently exist were presented to the Board for its information. Full population



of the new platform would be completed prior to the Audit and Risk Committee meeting in December.

## **Item 8 – Registration**

### **8.1 Submission to the Minister for Health**

The Board noted the submission titled *Nursing/midwifery overseas applications to NMBI status report*. This had been prepared by NMBI at the request of the Minister for Health.

## **Item 9 – MyNMBI**

### **9.1 Status update**

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

## **Item 10 – Professional Standards (Nursing)**

### **10.1 DCU: Surgical Skills for Healthcare Practitioners (Stand Alone)**

The Board considered the briefing document which had previously been circulated to members. The Board noted that the programme had been previously approved by the Board in 2016 and was now being submitted for continued 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 agreed to the re-approval of the Surgical Skills for Healthcare Practitioners (Stand Alone) (DCU) programme for a period of five years.

### **10.2 TCD: Master in Science in Community Health (MSc/PGDip/PGCert)**

The Board considered the briefing document which had previously been circulated to members. The Board noted that the programme had been previously approved by the Board in 2016 and was now being submitted for continued 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 agreed to the re-approval of the Master in Science in Community Health (MSc/PGDip/PGCert) (TCD) for a period of five years.



10.3 TCD: Microcredential Programme-Nurse/Midwife Authority to Refer for Radiological Procedures

The Board considered the briefing document which had previously been circulated to members. Following consideration by the Education, Training and Standards Committee, clarifications were sought and agreed including the removal of 'Midwife' from the course title. 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 agreed to the approval with conditions of the Microcredential Programme-Nurse Authority to Refer for Radiological Procedures (TCD) for a period of five years.

10.4 Munster Technological University (MTU)

The Board noted the letter from the Director of Education, Policy and Standards to Dr Gerardina Hartnett, School of Nursing, MTU.

10.5 Programme monitoring and approval: Proof of concept

The Board noted the proof of concept report which had previously been circulated to members. The proof of concept involved small scale testing of new templates for the site inspection and reporting processes and the report presented the scope of the project, methodology, findings, recommendations and some observations for NMBI to consider.

10.6 Hibernia College approval process

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

Mr McKenna joined the meeting.

**Item 11 was considered after item 6.**

**Item 12 – Fitness to practise**

12.1 Continue to remain on subcommittee of inquiry

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

Section 24(13) of the Nurses and Midwives Act 2011 requires that the Board makes a decision with regard to the continuation of an inquiry when the period



of office of a Fitness to Practise Committee member comes to an end when the inquiry is still in progress. The Board was asked to agree that the following Fitness to Practise Committee members continue in office beyond the expiration of their respective terms, for so long as was required for the committee to finish consideration of all the matters concerned:

1. Stephen Kealy
2. Mark Kane
3. Mary Barrett
4. Liam Minihan
5. Shane McCarthy
6. Richard Hammond

**Decision** The Board agreed that, pursuant to section 24(13)(a) of the Nurses and Midwives Act 2011, non-Board members, Mr Kealy, Mr Kane, Ms Barrett, Mr McCarthy and Mr Hammond, should continue to remain on the subcommittee of inquiry for so long as was required for the subcommittee to finish consideration of the matter concerned.

**Decision** The Board agreed that, pursuant to section 24(14) of the Nurses and Midwives Act 2011, former Board member, Mr Minihan, should continue to remain on the subcommittee of inquiry for so long as was required for the subcommittee to finish consideration of the matter concerned.

## 12.2 Reports

Mr O’Leary provided a brief verbal update to the Board in relation to the following:

- Monitoring of conditions and undertakings
- Section 44 orders/undertakings
- Section 58 orders/undertakings.

## **Item 6 – Business, Strategy and Finance**

### 6.1 Management accounts – September 2021

The Board considered the management accounts for September 2021 which had previously been circulated to members.

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for September 2021.

### 6.2 Progress against performance delivery agreement 2021





The Board noted the report which had previously been circulated to members and which set out the organisation's progress against the key objectives of 2021's performance delivery agreement.

### 6.3 Business plan and budget 2022

The Board considered the draft budget and business plan for 2022 which had previously been circulated to members.

**Action** Revised drafts of the budget and business plan for 2022 would be brought to the Board for approval at its meeting on 26 January 2022.

### 6.4 Key performance indicators (KPIs) dashboard

The Board considered the draft KPI dashboard which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed that the KPI dashboard as presented should be piloted for a six-month period.

### 6.5 Update to online banking user setup and processing

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

The Board noted that the policy had been approved in November 2020 but that changes were now required to reflect changes to personnel.

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and to approve the proposed updates to Appendix 2.

### 6.6 Committee review recommendations – individual reports

Following the external review, a report for each committee had been drafted with a set of proposed recommendations. The following committees had concluded their consideration of the recommendations and their responses were set out in the individual reports which had previously been circulated to members:

- Business, Strategy and Finance Committee
- Audit and Risk Committee
- Registration Committee
- Education, Training and Standards Committee
- Midwives Committee.



**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the recommendations which had been accepted by each of the above committees and which were set out in the individual committee reports.

**Action** The Fitness to Practise Committee and the Preliminary Proceedings Committee would consider their reports later in the month and their responses would be presented to first to the Business, Strategy and Finance Committee and then to the Board at its meeting in January 2022.

#### 6.7 Committee review recommendations – general recommendations

In addition to the above recommendations, a review of the general aspects of the terms of reference was undertaken, taking into account comments of the external reviewers. The Board considered the report which had previously been circulated to members and which set out a series of general recommendations which would apply to all committees' terms of reference.

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the recommendations as set out in the report.

#### 6.8 IT strategy implementation update

The Board noted the report, which had previously been circulated to members, and which outlined progress so far in 2021 and elements planned for 2022.

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

#### 11.1 UCD: Professional Certificate in Breastfeeding and Lactation

The Board considered the briefing document which had previously been circulated to members. 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 agreed to the re-approval of the Professional Certificate in Breastfeeding and Lactation (UCD) for a period of five years.

### **Item 2 – Board *in camera* session**

As the Board wished to continue its discussion in private, members of the executive left the meeting.



At the invitation of the President, the CEO returned to the meeting during the *in camera* session.

**Item 12 – Any other business**

There being no further matters for consideration the meeting ended at 14.40hrs.

**Signed:**

\_\_\_\_\_  
**Essene Cassidy**  
**President**

**Date:**

\_\_\_\_\_