



Edited minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held by video conference on Wednesday, 25 November 2020 starting at 9.00hrs.

**Members present:**

Ms E Cassidy, President of NMBI	Mr D Murphy
Dr L Kavanagh McBride, Vice President of NMBI	Mr M Higgins
Ms E Kelly	Mr J Horan
Mr M Blake-Knox	Ms B Liston
Mr P Dolan	Mr L Minihan
Ms K Canning	Dr D Lawler
Ms A Horgan	Prof C O’Herlihy
Ms C Cocoman	Ms M Gorman
Ms L Clarke-Bishop	Mr D Manning
Ms K Lombard	

**In attendance:**

Ms S McClelland, CEO  
Mr M Balfe, Interim Director of Corporate Services and Finance  
Dr A de Búrca, Head of Operations  
Ms U Byrne, Director of Regulation  
Mr C O’Leary, Director of Registration and Digitisation  
Ms N Dagash, Interim Director of Registration and Digitisation  
Dr AM Ryan, Director of Professional Standards and Education  
Ms D Johnston, Director of Midwifery  
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 and Mr L Hamill.
- 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.

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

**Item 2 – Annual Board self-assessment**



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

The CEO joined the meeting at the invitation of the President during this item.

On conclusion of this item, members of NMBI staff joined the meeting.

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

#### **3.1.1 Minutes of the meeting of 30 September 2020**

The Board considered the minutes of the meeting of 30 September 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 30 September 2020 subject to the action for item 4.2 being changed to the following:

*As the query from the Midwives Committee related to the absence of a rationale from the Board to note and not action the committee's advice, Ms Lawler suggested that this was a matter for the Board and, following discussion, the President agreed that the topic would be an agenda item at the November Board meeting and time would be dedicated to the matter for Board discussion. The related advice from the Midwives Committee would be recirculated to all Board members prior to the meeting.*

#### **3.1.2 Minutes of the meeting of 20 October 2020**

The Board considered the minutes of the meeting of 20 October 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 20 October 2020.

#### **3.1.3 Minutes of the meeting of 19 November 2020**

The Board considered the minutes of the meeting of 19 November 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 19 November 2020.

#### **3.2 Actions and matters arising from previous meetings**

The Board agreed to defer consideration of the action list until its meeting on 15 December 2020.



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

#### **Item 4 – President’s update**

##### **4.1 Appointments to the Board**

The terms of office of eleven members would end on 5 December 2020. Some members would be re-appointed and some members would be replaced by elected members. The names of the re-appointed members and the elected members must be confirmed by the Minister for Health.

The Department of Health were currently considering candidates to fill the nominated seats. Applications received through the Public Appointments Service (PAS) would be considered shortly. The President would form part of the selection committee together with the Deputy Chief Nurse, Tanya King, and two representatives from PAS. Shortlisting would take place on 5 December 2020. The names of the three shortlisted candidates would then be submitted to the Minister for Health for consideration and appointment.

##### **4.2 Staffing**

Ms Niamh Lyons, Interim Head of Communications, would finish her contract with NMBI in the coming days. On behalf of the Board the President extended her thanks to Ms Lyons and wished her all the best for the future.

Ms Byrne, Director of Regulation, would retire from NMBI on 11 December 2020. The Board thanked Ms Byrne for her commitment and service to the regulation of the professions. Mr O’Leary would take over from Ms Byrne as Director of Regulation.

Ms Nadia Dagash would take up the role of Director of Registration and Digitisation following an open competition. Dr Aoibhín de Búrca had been appointed to the role of Head of Operations following an open competition.

##### **4.3 Meetings with the Department of Health**

A governance meeting with the Department of Health had taken place at the end of October. The next meeting would take place on 17 December 2020. Agendas and minutes of governance and operational meetings with the Department of Health would be uploaded to Board members’ iPads as they became available.

##### **4.4 Training**



The President advised the Board that she had successfully completed the advanced diploma in quasi-judicial decision making at Kings Inns and thanked the Board for their support. A copy of the diploma would be uploaded to the iPads.

#### 4.5 RCSI: Fellow by Election of the Faculty of Nursing and Midwifery

The Surgery and Post Graduate Faculties Board at the Royal College of Surgeons in Ireland (RCSI) had approved the President's appointment as a Fellow by Election of the Faculty of Nursing and Midwifery (FFNMRCIS by Election). A copy of the letter of confirmation would be uploaded to the iPads.

#### 4.6 End of term of office

On behalf of the Board, the President thanked the following Board members whose tenure would end on 5 December 2020:

- Karen Canning
- Breda Liston
- Liam Minihan
- Pat Dolan
- Martin Higgins
- Dermot Manning

Certificates of appreciation to commemorate their term of office had been sent to these members.

### **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 Data breach notifications

The Board noted the three data breaches which had occurred between September and November 2020 which had previously been circulated to members.

### **Item 6 – Project Nightingale**

Mr O'Leary updated the Board on the progress of the project so far.



The Board noted the report from Dr Ryan on an update on the consultation on proposed amendments to the Nurses and Midwives Standards and Requirements (2016) used for approving and monitoring education bodies and programmes and publication of site visit and associated reports in preparation for finalising the specification for the education module of Nightingale.

## **Item 7 – Registration**

### **7.1 Registration review**

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

## **Item 8 – Audit and Risk**

### **8.1 Risk register**

Mr Balfe advised the committee that a meeting of the Audit and Risk Committee was scheduled for 30 November 2020. The risk register would be reviewed at this meeting and presented to the Board at its meeting on 15 December 2020.

## **Item 9 – Professional Standards (Nursing)**

### **9.1 Supporting student nurses to achieve clinical learning opportunities during the Covid-19 pandemic**

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

The Board also noted the letter from the Chief Executive to the Group Directors of Nursing/Directors of Midwifery, the President of HEIs/Head of HEIs, Allocation Officers, Office of the Nursing and Midwifery Services Director, HSE, Nursing & Midwifery Planning & Development Unit HSE and National Director of HR, HSE and the document titled *Abridged Clinical Learning Environment Audit Tool for Short Clinical Placements (2-3 weeks) During COVID-19 Pandemic*.

## **Item 10 – Fitness to practise**

### **10.1 Draft rules for consultation: Nurses and Midwives (Fitness to Practise Subcommittee) Rules 2020.**

The Board considered the briefing document and the draft practice standards which had previously been circulated to members.



**Decision** The Board agreed that consultation in relation to the above should be commenced in accordance with section 13(4) of the Nurses and Midwives Act 2011.

The Board agreed that:

- The draft rules would be sent to the Minister.
- The draft rules would be sent to the Chief Executive of the HSE.
- The draft rules would be published on the website and submissions will be invited from members of the public and any interested party, such submissions to be received in NMBI by post or email to the Communications Department by 5 pm on Monday, 21 December 2020.

In addition to the actions above, the draft rules would be sent to the FTPC for feedback.

#### **Item 11 – Any other business**

##### Resignation of Board member

As advised at the Board meeting in September, Board member, Karen Greene had informed the President that she had taken up a new position in the Office of the CNO and intended to tender her resignation from the Board. Ms Greene's resignation had been received in writing by the President and became effective from this Board meeting.

There being no further matters for consideration the meeting ended at 12.45hrs.

**Signed:**

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**Essene Cassidy**  
**President**

**Date:**

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