



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in 18/20 Carysfort Avenue, Blackrock, Co Dublin, on Tuesday, 24 October 2017 starting at 9.00hrs.

### **Members Present:**

Ms E Cassidy, President  
Mr J Murray, Vice President  
Mr D Murphy  
Mr K McGrane  
Ms L Clarke-Bishop  
Mr P Dolan  
Prof E Breatnach

Mr D Manning  
Ms B Liston  
Ms K Canning  
Mr L Minihan  
Mr M Higgins  
Mr M Blake-Knox

### **In attendance:**

Ms M Griffin, CEO  
Ms U Byrne, Director of Regulation  
Ms G Byrne, Acting Director of Registration  
Mr M Balfe, Acting Director of Corporate Services  
Ms S Leacy, External Service Delivery Manager  
Ms E Horan, Finance Manager

Mr E Evans, Beauchamps Solicitors  
Mr V Teo, Crowleys DFK  
Mr D Coombes, Crowleys DFK  
Ms V O'Rourke, FTP Department  
Ms D Mooney, CEO Office  
Ms O Coady, Minute taker

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

- 1.1 Apologies were received from Ms S Cleary, Dr L Kavanagh McBride, Ms T King, Dr D Lawler, Ms M Monahan, Dr McElvaney and Dr K O'Carroll.
- 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 Board agreed that items 8-11 would be considered before items 6-7.

### **Item 2 – Minutes of previous Board meetings**

- 2.1 Minutes of meeting of 8 September 2017

**Decision** The Board approved the minutes of 8 September 2017.

- 2.2 Minutes of meeting of 26-27 September 2017

**Decision** The Board approved the minutes of 26-27 September 2017.

Mr Minihan joined the meeting.

### 2.3 Minutes of meeting of 13 October 2017

**Decision** The Board approved the minutes of 13 October 2017 subject to the minutes being amended to distinguish between Mr D Murphy and Mr S Murphy.

### **Item 3 – Matters arising from minutes of previous Board meetings**

3.1 There were no matters arising from the minutes of 8 September 2017.

3.2 There were no matters arising from the minutes of 26-27 September 2017.

The President noted that the following action points from the meeting of 26-27 September 2017 would be dealt with as agenda items later in the meeting:

- Meeting evaluation
- Professional competence scheme

The Board discussed the final meeting date for 2017 which had been confirmed as 1 December 2017.

**Decision** The Board agreed that the 1 December 2017 should not be changed to a later date and that the meeting should take place in NMBI offices followed by a dinner in a local restaurant. Ms L Manselli would join the meeting in the afternoon to update the Board on the progress against the strategy in 2017.

**Action** Ms D Mooney, PA to the CEO, to contact local restaurants for quotes.

### **Item 4 – Election results – new Board members**

4.1 The Board noted that the following candidates had been elected to the Board:

- Liam Hamill – intellectual disability nursing
- Mary Gorman – midwifery
- Eileen Kelly – care of older persons.

Their names had been forwarded to the Minister for Health to confirm their appointment to the Board together with the names of Catherine Cocoman, psychiatric nursing and Essene Cassidy, public health nursing, who were deemed elected as there were no other candidates in each of these categories.

Prof Breatnach joined the meeting.

### **Item 5 – Meeting schedule 2018**

5.1 The Board considered the draft meeting schedule which had previously been circulated to members. Two options were proposed:

1. That the schedule continue as it had for 2017 with two day Board meetings every second month, starting at the end of January, with a single meeting day every other month, or
2. Two separate meeting days within every second month on the first and third Tuesdays of the month starting in January, with a single meeting day every other month.

**Decision** The Board agreed that option 1 was preferable with fitness to practise matters scheduled for the first day and a half day (9am to 2pm) of general Board business scheduled for the second day. These meetings would take place on Tuesday and Wednesday in the third week, where possible, of every second month, starting in January. A single meeting day would take place every other month.

**Action** A revised Board meeting schedule to be circulated before the end of the day's meeting.

**Items 6-7 were considered after item 11.**

### **Item 8 – Professional competence scheme**

8.1 The Board considered the briefing document outlining the consultation process which had previously been circulated to members.

A project plan outlining the professional competence scheme was circulated to members.

**Decision** The Board approved the consultation process as set out in the briefing document.

### **Item 9 – Advanced practice rules**

9.1 The Board considered the draft rules which had previously been circulated to members.

Mr McGrane left the meeting.

**Decision** The Board approved the draft rules subject to the wording of paragraph 7(1)(a) being changed to the following:

*Set out the process(es) to ensure compliance with governance requirements relating to the delivery of the theory and clinical practice elements of the programme.*

## **Item 10 – Policy for restoration to the Register**

Prof Breatnach left the meeting.

The Board considered the draft policy which had previously been circulated to members. The Board noted that there was an error on page 3 – the fee to restore following removal for non-payment of fees should be €250 + €100, and not €150 + €100 as recorded on the document.

Mr McGrane and Prof Breatnach returned to the meeting.

Ms Canning left the meeting.

**Decision** The Board approved the policy subject to the IELTS or OET being specified on page 4 as the accepted English language competency exam.

Ms Canning returned to the meeting.

## **Item 11 – Disbandment of the Inactive File**

11.1 Ms G Byrne and Ms Leacy joined the meeting.

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

**Decision** Following discussion the Board agreed that:

- The Inactive File would be disbanded.
- There would be a transition period to allow those on the Inactive File to regularise their registration status by 30 June 2018.
- If a registrant on the Inactive File availed of the option to restore her/his name to the Register by 30 June 2018 s/he would be required to pay the annual retention fee of €100.
- If a registrant chose not to avail of the option to restore her/his name to the Register by 30 June 2018, s/he would be removed from the Register for non-payment of fees.
- No additional names would be added to the Inactive File with immediate effect.

**Action** The Board’s decision regarding disbandment of the Inactive File to be communicated immediately to stakeholders.

Ms G Byrne and Ms Leacy left the meeting.

**Items 12-13 were considered after item 6.**

## **Item 6 – Three year financial plan**

6.1 Mr V Teo and Mr D Coombes, Crowleys DFK, joined the meeting.

Mr Balfe and Ms Horan joined the meeting.

Mr Teo presented the three year financial plan which had previously been circulated to members.

The Board noted that a small surplus was projected for 2017 and 2018. From 2019 it was projected that a deficit would be reported. Mr Teo explained that these projections were based on assumptions following a prudent analysis of previous trends in relation to the income generated from the annual retention fee.

The Board discussed the estimated cost of €1.7million to put in place the new registration system. The Board requested a presentation on the registrant IT system project.

**Action** A presentation on the new registrant IT system to the Board to be organised for the meeting on 26-27 November 2017.

**Decision** The Board approved the three year financial plan for submission to the Department of Health as a draft working document.

Mr Teo and Mr Coombes left the meeting.

## **Item 7 – Budget and business plan 2018**

7.1 Budget 2018

The Board considered the budget for 2018 which had previously been circulated to members.

**Decision** The Board approved the budget for 2018.

7.2 Business plan 2018

The Board considered the business plan for 2018 which had previously been circulated to members.

**Decision** The Board approved the business plan for 2018.

Mr Balfe and Ms Horan left the meeting.

### **Item 12 – Meeting evaluation form**

12.1 The Board noted the draft meeting evaluation form which had previously been circulated to members.

**Action** The form to be uploaded to Survey Monkey and sent to Board members for completion after each two day Board meeting.

### **Item 13 – Board member self-assessment questionnaire**

13.1 The Board noted the self-assessment questionnaire which had previously been circulated to members.

**Action** The questionnaire to be uploaded to Survey Monkey and completed by Board members in time for a report to be presented to the Board at the December 2017.

**Items 14-17 were considered after item 18.**

### **Item 18 – Any other business**

18.1 Vacancies on committees

**Action** As the tenures of office of some Board and committee members was coming to an end, remaining Board members to be contacted and invited to express an interest in moving to other committees or to alter their committee workload.

Once this had been completed, incoming Board members would be invited to express their preference for remaining committee vacancies.

18.2 Values Initiative

The Vice President noted that as Board members would not play a part in site visits in the future, it would be important for Board members to continue with the Values Initiative road shows as a way of maintaining contact with registrants.

**Action** Board members to contact the Education Department to discuss taking part in the Values Initiative.

As the Board wished to continue their discussion in private, Ms O'Rourke and Ms Mooney left the meeting.

The meeting broke for lunch at 13.15hrs.

The meeting resumed at 14.15hrs.

Ms O'Rourke and Ms Mooney returned to the meeting.

Ms U Byrne joined the meeting.

### **Fitness to practise matters**

The Board considered the following:

- Two applications pursuant to Section 58 of the Nurses and Midwives Act 2011.
- One application pursuant to Section 56(6) of the Nurses and Midwives Act 2011.
- One report of the Fitness to Practise Committee under the Nurses and Midwives Act 2011.

There being no further matters for consideration the meeting ended at 17.00hrs.

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

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