



Draft minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held by video conference on Wednesday, 27 January 2021 starting at 9.00hrs.

**Members present:**

Ms E Cassidy, President of NMBI	Prof C O’Herlihy
Dr L Sahn	Ms A Horgan
Mr M Blake-Knox	Dr D Lawler
Mr J Horan	Ms A Lynch
Mr D Murphy	Mr C McKenna
Ms L Collins	Mr J Shalbin
Dr C Sullivan	Ms M Vaughan
Ms AM Duffy	

**In attendance:**

Ms S McClelland, CEO  
Mr M Balfe, Interim Director of Corporate Services and Finance  
Dr A de Búrca, Head of Operations  
Mr C O’Leary, Director of Fitness to Practise  
Ms N Dagash, Director of Registration and Digitisation  
Ms D Johnston, Director of Midwifery  
Dr AM Ryan, Director of Professional Standards (Nursing)  
Mr G Harkin, Communications Manager  
Mr J Hussey, IT Manager (item 7)  
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 L Clarke-Bishop, Ms E Kelly, Ms C Cocoman, Ms M Gorman, Ms S McArdle 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. No conflicts were identified.

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

The President welcomed the following new members to the Board:

- Ms Áine Lynch – nominated to represent directors of nursing/midwifery;
- Mr Joseph Shalbin – elected nurse from the general nurse;



- Ms Marian Vaughan – elected nurse from the children’s nurse category;
- Ms Siobhán McArdle – nominated to represent the Health Service Executive (HSE);
- Ms Louise Collins – nominated to represent the HSE;
- Ms Anne Marie Duffy – nominated to represent the public interest;
- Mr Conan McKenna – nominated to represent the public interest;
- Dr Cyril Sullivan – nominated to represent the public interest.

The President also welcomed Dr Kavanagh McBride, Ms Clarke-Bishop and Dr Sahm on their reappointment to the Board.

## Item 2 – Board *in camera* session

The Board agreed to defer the *in camera* session to the end of the meeting, if needed.

## Item 3 – Minutes and actions of previous meetings

### 3.1.1 Minutes of the meeting of 15 December 2020

The Board considered the minutes of the meeting of 15 December 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 15 December 2020.

### 3.1.2 Minutes of the meeting of 21 January 2021

The Board considered the minutes of the meeting of 21 January 2021 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 21 January 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.

### 3.3 Outcome of the written decision of the Board: Submission in relation to the HSE’s revised *intrapartum Fetal Monitoring Guideline*

The Board noted the report on the written decision which had previously been circulated to members whereby the Board noted the comments, observations



and recommendations of the report, along with the guidelines with tracked comments, prepared for the Board by Midwives Committee regarding the *National Clinical Guideline for Intrapartum Fetal Heart Rate Monitoring Ireland 2nd Edition (December 2020)*.

The Board also agreed to submit the comments, observations and recommendations in the report, along with the guidelines submitted to the Board by the Midwives Committee to the National Women and Infants Health Programme (NWHIP).

A copy of the submission would be uploaded to Board members' iPads for reference.

#### **Item 4 – President's update**

##### **4.1 Appointment of committee chairs**

Once the newly appointed Board members had had the opportunity to join committees of the Board and attend committee meetings, all members would be invited to self-nominate as chairs. The Board would then consider the appointment of chairs at its meeting on 24 March 2021.

**Decision** Until the appointment of chairs could be considered, the Board agreed to extend the appointment of the following chairs until the March meeting:

- Denis Murphy, chair of the Preliminary Proceedings Committee
- Denise Lawler, chair of the Fitness to Practise Committee
- Denise Lawler, chair of the Midwives Committee.

The election of the Vice President was deferred until the return of the outgoing Vice President, Dr Kavanagh McBride, from certified sick leave.

##### **4.2 Resignation of Board member**

The President advised that Ms Kathleen Lombard had tendered her resignation from the Board. Ms Lombard's resignation became effective from this Board meeting in accordance with Paragraph 7 of the Schedule of the Nurses and Midwives Act 2011. She had been appointed under section 22(1)(h) of the Nurses and Midwives Act 2011 to represent the Health Information and Quality Authority. The Department of Health would be advised and requested to arrange for the filling of this vacancy.

##### **4.3 Complaints against Nurses and Midwives: A Plain English Guide**



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

Mr O’Leary advised the Board that this document would require revision and updating in the near future once the parts of the Regulated Professions (Health and Social Care) (Amendment) Act 2020 relating to fitness to practise had been commenced.

**Action** The one page summary document, which had been included in first drafts of the document, had been omitted from this version. This summary page to be included before publication.

**Decision** The Board agreed that the document should be submitted to the National Adult Literacy Agency (NALA) for review to ensure that it meets NALA’s plain English standards. Once the document had been awarded the Plain English Mark, it would be uploaded on NMBI’s website and circulated to the Board for information.

## **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.

Following queries from the Board it was noted that

- The FTP training needs analysis (TNA) was an agenda item and would be considered later in the meeting;
- The committee review, which had been briefly deferred, was back on track and a report would be brought to the Board at its meeting in March.

**Action** An organisation chart to be included in the CEO report for Board members’ information.

**Action** Fitness to practise activities 2019 (page 15 of the report): check the statistics.

### 5.2 Summary of activities 2020

The Board noted the report on the summary of activities for 2020 which had previously been circulated to members.

### 5.3 Data breach notifications

The Board noted the two data breaches which had occurred between December 2020 and January 2021 and which had previously been circulated to members.



## Item 6 – Project Nightingale

Ms Dagash presented the status update report which had previously been circulated to members and which included:

- MyNMBI activity
- 2021 annual renewal process (ARF)
- Renewal functionality development
- Feedback from registrants
- Actions taken
- Future actions
- Risk register

The Board noted that an update had also been provided to the Nightingale Steering Group on 25 January 2021.

Ms Dagash drew the Board’s attention to the feedback sought from registrants and to the actions taken to address the issues identified:

- Support material published on website – videos, online guides and FAQs.
- Password widget added.
- Emailed 29k registrants with their temporary credentials.
- System improvements introduced.

In addition, the deadline for payment of the ARF had been pushed back to the end of February and a number of internal staff had been redirected to answer email queries.

## Item 7 – Audit and Risk

### 7.1 Risk register

Dr de Búrca advised that the risk register would be reviewed at the next meeting of the Audit and Risk Committee, scheduled to take place on 10 March, and that the updated register would be brought to the Board for consideration at its meeting on 24 March 2021.

### 7.2 Security incident management policy

Mr Hussey joined the meeting.

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



**Decision** The Board approved the draft policy subject to some minor amendments in relation to layout and version control.

## **Item 8 – Business, Strategy and Finance**

### **8.1 Revised budget and business plan 2021**

#### *Business plan 2021*

The Board noted that it had considered the business plan for 2021 at its meeting in September and again at its meeting in December. Dr de Búrca drew the Board's attention the key focus areas as set out in the document and advised that it would be copy edited before being submitted to the Department of Health.

#### *Draft budget 2021*

The Board noted that it had seen versions of the draft budget at its meeting in September and again at its meeting in December. Mr Balfe drew the Board's attention to the differences between the last version and the current version.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised business plan for 2021 and draft budget for 2021. These would now be submitted to the Department of Health.

### **8.2 Management accounts – November 2020**

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

### **8.3 Re-appointment of non-Board members to committees**

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

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee that the following committee members terms of office be extended for six months:

- Barbara Kelly, Education Training and Standards Committee – extend to 23 July 2021
- Mary McDonnell Naughton, Education, Training and Standards Committee – extend to 23 July 2021
- Deirdre Walsh/Cliodhna Grady (maternity leave replacement), Midwives Committee – extend to 12 August 2021



**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee that the following committee members terms of office be renewed for a second term:

- JP Nolan, Education, Training and Standards Committee – renew to 12 February 2023
- Aisling Culhane, Education, Training and Standards Committee – renew to 12 February 2023
- Catrina Heffernan, Registration Committee – renew to 26 March 2023
- Karen Clarke, Registration Committee – renew to 26 March 2023

#### 8.4 Committee chairs – extension of appointment

The Board noted that this item had been dealt with under item 4.

#### 8.5 Award of contract

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

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract to Crowleys DFK for a period of two years with two optional 12-month extensions.

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

#### Guidance to Nursing and Midwifery Students on the NMBI Candidate Register: Developing your Professional and Ethical Behaviour

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

**Decision** The Board agreed to approve the draft document for public consultation including targeted consultation with the HSE HEI and their representative organisations along with a survey.

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

#### 10.1 Health professions education

The Board noted the briefing document which had previously been circulated to members and which set out information in relation to the following:

- UCD – Master of Science in Health Professions Education
- UCD – Graduate Certificate in Health Professions Education



The Board noted that it had previously considered the matter at its meeting in December and had requested clarification on whether a core module, which appeared to be suitable for nurses only, was also available for midwives.

The Board noted that clarification had been sought from UCD and a new module was provided for registrants on the Midwives Division of the NMBI register titled *Midwifery Practice and Concept of Normality* (10 ECTs).

**Decision** The Board accepted this clarification and, in accordance with section 85(2) of the Nurses and Midwives Act 2011, approved the above for five years or until the next site visit whichever would be earliest.

10.2 Revisions to the Code of Professional Conduct for Registered Nurses and Registered Midwives

The Board considered the briefing document setting out the proposed amendments to the Code.

The Board noted that legal advice had been received which stated that public consultation had not been necessary as these amendments were to ensure that the Code was compliant with changing legislation and was not a full revision of the Code.

**Decision** The Board agreed to accept the recommendation of the Education, Training and Standards Committee and to approve the amendments to the Code as set out in the briefing document.

**Action** Once the approved amendments had been made the updated Code would be published on NMBI's website. Board members to be advised by email when this had been done.

10.3 The CEO and Dr Ryan had presented to the Expert Review Body on Nursing and Midwifery.

**Action** A copy of the presentation to be uploaded to the Board members' iPads.

Ms Lawler returned to the meeting.

**Item 11 – Fitness to practise**

11.1 Draft Nurses and Midwives (Fitness to Practise Subcommittee) Rules 2020 consultation report





The Board considered the draft consultation report and the proposed draft Rules which had previously been circulated to members.

**Decision** The Board agreed to approve the consultation report.

**Decision** The Board also agreed to approve the proposed draft rules subject to the removal of paragraph 10.

#### 11.2 Training needs analysis report

Mr O’Leary advised the Board that he had received a draft copy of the report of the report and that a final version with findings and recommendations would be presented to the Board for approval at its meeting in March.

#### 11.3 Reports

##### 11.3.1 *Section 44 orders/undertakings*

The Board noted the report entitled ‘Nurses subject to section 44 orders/undertakings’ which had been previously circulated to the Board.

##### 11.3.2 *Section 58 orders/undertakings*

The Board noted the report entitled ‘Nurses/midwives subject to section 58 orders/undertakings’ which had been previously circulated to the Board.

#### **Item 12 – Any other business**

There being no further matters for consideration the meeting ended at 12.30hrs.

**Signed:**

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**Essene Cassidy**  
**President**

**Date:**

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