



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Tuesday, 24 May March 2022 starting at 9.30hrs. The meeting was followed by a presentation and workshops on the statement of strategy, which was facilitated by Ms Lisa Manselli and attended by members by the senior management team.

### **Members attending:**

Ms E Cassidy, President of NMBI	Dr C McKenna
Dr D Lawler	Mr R Bruton
Ms AM Duffy	Ms A Lynch
Prof C O'Herlihy	Prof M Rigby
Mr J Horan	Ms E Kelly
Mr D Murphy	Ms C Cocoman
Ms M Vaughan	Mr J Shalbin
Ms A Horgan	Ms M Gorman

### **In attendance:**

Ms S McClelland, CEO  
Ms K Barrett, Head of Operations  
Mr K O'Riordan, Finance Manager  
Mr C O'Leary, Director of Fitness to Practise  
Mr R Healy, Director of Registration  
Ms C Donohoe, Director of Education, Policy and Standards  
Ms D Johnston, Director of Midwifery  
Ms O Coady, Governance and Secretariat Manager

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

- 1.1 Apologies were received from Dr L Kavanagh McBride, Dr D Faller, Ms L Collins, Mr L Hamill, Mr M Blake-Knox and Mr T Glynn.
- 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 meeting were to remain confidential to Board members and attendees.

### **Item 2 – Minutes and actions of previous meetings**

- 2.1.1 Minutes of the meeting of 15 March 2022



The Board considered the minutes of the meeting of 15 March 2022 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 15 March 2022.

#### 2.1.2 Minutes of the meeting of 22 March 2022

The Board considered the minutes of the meeting of 22 March 2022 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 22 March 2022.

#### 2.1.3 Minutes of the meeting of 23 March 2022

The Board considered the minutes of the meeting of 23 March 2022 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 23 March 2022.

#### 2.1.4 Minutes of the meeting of 12 April 2022

The Board considered the minutes of the meeting of 12 April 2022 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 12 April 2022.

#### 2.1.5 Minutes of the meeting of 10 May 2022

The Board considered the minutes of the meeting of 10 May 2022 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 10 May 2022.

#### 2.2 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.

#### 2.3 Written decision: Award of contracts

The Board noted the report on the decision of the Board of 25 April 2022 taken using the written procedure whereby the Board agreed:



1. That the contract for public relations and communications services be awarded to Drury Communications.
2. That the contract for general legal services be awarded to Eugene F Collins (henceforth be known as Addleshaw Goddard (AG)).

### Item 3 – President’s update

#### 3.1 Events and meetings attended

The President and CEO attended the following:

***All-Ireland Maternity & Midwifery Festival*** in the Helix in Dublin City University (DCU) on 29 March 2022.

***Psychiatric Nurses Association (PNA)***: Annual delegate conference in Cavan on 7 April 2022.

***Irish Nurses and Midwives Organisation (INMO)***: Annual delegate conference in Sligo on 5 May 2022.

***Irish General Practice Nurses Educational Association (IPGNEA)***: National conference in Waterford on 13-14 May 2022.

***Statement of strategy 2023-2025***: The President and CEO had attended 15 sessions with stakeholder groups to get their feedback on the development of NMBI’s new statement of strategy.

#### 3.2 Review of written decision procedure

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

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and to approve the revised written decision procedure.

#### 3.3 Appointment of Board members to committees

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

**Decision** The Board approved the following appointments:

- Dr Don Faller to the Preliminary Proceedings Committee
- Mr Thomas Glynn to the Registration Committee
- Mr Richard Bruton to the Business, Strategy and Finance Committee

#### 3.4 Re-appointment of non-Board member to the Preliminary Proceedings Committee (PPC)



The Head of the PPC, Director of Fitness to Practise and the Chair of the PPC were advised that Brendan O’Dea’s term of office on the PPC would expire on 23 July 2022 and, with Mr O’Dea’s agreement, recommended to the Board that he should be re-appointed to the committee.

**Decision** The Board agreed to re-appoint Mr O’Dea to the PPC for a final term of office of three years from 23 July 2022 to 23 July 2025.

### 3.4 Appointment of non-Boards member to the Fitness to Practise Committee (FTPC)

Two vacancies had arisen on the FTPC; one for a practising midwife as the previous member’s term had come to an end and could not be reviewed, and one for a non-registrant member which arose from the resignation of a member of the committee.

#### ***Appointment of FTPC member – midwife in clinical practise***

Following a call for expressions of interest, a candidate was identified following assessment and is recommended for appointment by the Chair of the Fitness to Practise Committee and the Director of Fitness to Practise.

**Decision** The Board agreed to appoint Helen Murphy as a registrant (midwife in clinical practice) member to the FTPC for an initial term of office of three years from 24 May 2022 to 24 May 2025.

#### ***Appointment of FTPC member – non-registrant (lay) member***

A panel had been created following the most recent call for expressions of interest for non-registrant members. The candidate identified was the most highly placed remaining candidate on the panel.

**Decision** The Board agreed to appoint Barbara Stuart as a non-registrant (lay) member to the FTPC for an initial term of office of three years from 24 May 2022 to 24 May 2025.

The Board discussed the current composition of the FTPC.

**Action** The Director of Fitness to Practise to prepare a profile of the current membership of the FTPC for the Board meeting in September.

### 3.5 Board and committee membership 2022

The Board considered the briefing documents which had previously been circulated to members and which set out the current vacancies on the Board



and committees and those which would arise at the end of the year following the end of the terms of office of twelve Board members.

**Action** The election of the President and the appointment of the chairs of the statutory committees – PPC, FTPC and Midwives Committee – to take place at the Board meeting in September.

#### **Item 4 – CEO’s update**

##### **4.1 CEO report**

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members. The CEO drew the Board’s attention to the following matters which were detailed in the report:

**Commencement of sections 39, 41, 43, 44, 45 & 103 of the Nurses and Midwives Act 2011:** These sections were commenced on 9 May 2022 and would primarily allow NMBI to provide a mechanism to issue short-term permits to practise as nurses or midwives for humanitarian purposes for professionals registered in other jurisdictions. Further procedures to support Section 103 would be brought to the Board in July 2022.

**Nurses and Midwives (Fitness to Practise Subcommittee) Rules 2022:** The rules came into operation on 9 May 2022 and would allow three-person subcommittees of the FTPC to be appointed to hear inquiries.

**Summer series:** NMBI planned to hold a series of events in June 2022 in partnership with education bodies. Each event would focus on a different division of the register and Board members were encouraged to attend if possible.

**Procurement:** The Board noted the list of tenders recently completed or near conclusion.

#### **Item 5 – MyNMBI**

##### **5.1 Status update**

The CEO updated the Board on the status of the registrant system.

The Board noted that the Chairs Committee had agreed to act as a steering group for the next phase of the project. The Chairs had received a detailed update from the CEO at its meeting on 17 May 2022.

#### **Item 6 – Audit and Risk**

##### **6.1 Risk Register**



Ms Barrett advised the Board that she had reviewed the Risk Register in advance of this meeting and did not believe any material changes were needed. The Risk Register would be reviewed in detail by the Audit and Risk Committee at its meeting on 8 June 2022 and an updated version would be brought to the Board for consideration at the July meeting.

## **Item 7 – Business, Strategy and Finance**

### **7.2        Procurement**

The Board noted that the three contracts had not been considered by the Business, Strategy and Finance Committee as the tender process had not finished in time for the meeting of the committee. However, the committee had been fully briefed on the tenders and had agreed that the matter should be brought directly to the Board for consideration.

#### **7.2.1        *Procurement support services***

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

**Decision** The Board agreed to award the contract to Kevin Gleeson for a period of three years.

#### **7.2.2        *Business process outsourcing***

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

**Decision** The Board agreed to award the contract to SCL Sales Ltd for a period of two years.

#### **7.2.3        *Educational assessors***

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

**Decision** The Board agreed to award the contract to two suppliers – Imelda Duffy and RCSI – for a three-year period with the option to extend by 2 periods of 12 months.

#### **7.2.4        *Extension of legal services (FTP) contract***



The Board considered the briefing document which had previously been circulated to members. The Board noted that the matter had been considered by the Business, Strategy and Finance Committee.

**Decision** The Board agreed that the contract with Mason Hayes and Curran be extended to 31 July 2022.

Mr O’Riordan joined the meeting.

## 7.1 Finance

### 7.1.1 *Management accounts – March 2022*

The Board considered the management accounts for March 2022 which had previously been circulated to members. The Board noted that the management accounts had been considered by the Business, Strategy and Finance Committee at its meeting of 16 May 2022.

**Decision** The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for March 2022.

**Action** Mr O’Riordan to prepare an end-of-year forecast for the Board’s consideration at its meeting in July.

### 7.1.2 *Final budget and business plan 2022*

The Board noted that it had approved the budget and business plan for 2022 at its meeting on 26 January 2022.

The Board noted the final version of the budget and business plan 2022, which had previously been circulated to members, and which had been submitted to the Department of Health.

### 7.1.3 *Progress against the business plan 2022*

The Board noted the progress report which had previously been circulated to members and which set out the key developments of note.

**Action** Future status update reports to be presented using the RAG (red, amber, green) format.

### 7.1.4 *Report of the Expert Review Body on Nursing and Midwifery*

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



The CEO and former Director of Education, Anne Marie Ryan, had been invited to present to the review body and copies of the presentation had been circulated to the Board at the time.

**Action** A table of the recommended actions, which are assigned to NMBI in the report, to be drawn up and brought to the Board for noting.

Mr O’Riordan left the meeting.

Mr Healy joined the meeting.

### 7.3 Communications and ICT

#### 7.3.1 *Social media policy*

The Board considered the draft policy which had previously been circulated to members and which would apply to all staff, Board and committee members as well as to any person carrying out any work on behalf of NMBI.

The Board noted that the draft policy had been considered by the Business, Strategy and Finance Committee at its meeting on 16 May 2022 and, following this meeting, reference to the social media policies for Board members and registrants which already existed were included in the draft policy.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the draft social media policy.

#### 7.3.2 *Update on implementation of comms strategy*

The Board noted the update report, including the spreadsheet tracking implementation of the strategy, which had previously been circulated to members. The report had been presented to the Business, Strategy and Finance Committee at its meeting on 16 May 2022.

#### 7.3.3 *Update on implementation of comms strategy*

The Board noted the update report which had previously been circulated to members. The report had been presented to the Business, Strategy and Finance Committee at its meeting on 16 May 2022.

### 7.4 Governance documents

The Board noted that the governance documents had been considered by the Business, Strategy and Finance Committee at its meeting on 16 May 2022.

#### 7.4.1 *Procedure for preparatory meetings*





The Board considered the briefing document and draft procedure for the Governance Group which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the procedure for preparatory meetings for governance meetings with the Department of Health.

#### 7.4.2 *Procedure for Board to get independent professional advice*

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

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised procedure for the Board to get independent professional advice.

#### 7.4.3 *Board secretariat terms of reference*

The Board considered the briefing document and revised terms of reference which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised Board secretariat terms of reference.

#### 7.4.4 *Procedure for recording the concerns of Board members that cannot be resolved*

The Board considered the briefing document and procedure which had previously been circulated to members. The Board noted that the procedure had been reviewed and no changes were recommended.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the procedure with no changes.

Ms Horgan and Mr Healy Mr O’Leary left the meeting.

Ms Donohoe joined the meeting.

### **Item 8 – Education, Policy and Standards (Nursing)**

#### 8.1 Site inspection reports

##### 8.1.1 *Dublin City University*



The Board considered the site inspection report which had previously been circulated to members.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Dublin City University, and associated healthcare provider sites be approved to provide programmes leading to registration (RGN, RCN, RNID, RPN, RPHN, RNP, RANP, RNT) and specialist educational programmes not leading to registration for a period of five years or until the next site visit as an allied healthcare provider site of Dublin City University, whichever was soonest.

#### 8.1.2 *Dundalk Institute of Technology*

Ms Gorman declared a conflict of interest and left the meeting.

The Board considered the site inspection report which had previously been circulated to members.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Dundalk Institute of Technology, and associated healthcare provider sites be approved to provide programmes leading to registration (RGN, RM, RNID, RPN,) and specialist educational programmes not leading to registration for a period of five years or until the next site visit as an allied healthcare provider site of National University of Ireland, Galway, whichever was soonest.

#### 8.2 Post-registration courses not leading to registration – approval and reapproval

##### 8.2.1 *Dublin City University*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc in Health and Social Inclusion
- MSc in Specialist Nursing Midwifery for Future Healthcare

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and were recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes with conditions for a period of five years.



### 8.2.2 *Dundalk Institute of Technology*

The Board considered the briefing documents in relation to the following programme which had previously been circulated to members:

- Level 9 Special Purpose Award - Certificate in Advanced Comprehensive Health Assessment

The Board noted that this programme had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and was recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme for a period of five years.

### 8.2.3 *National University of Ireland Galway*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- Level 9 Stand Alone Module - Community Oncology Programme

The Board noted that this programme had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and was recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme with conditions for a period of five years.

### 8.2.4 *Royal College of Surgeons Ireland*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip/PG Cert in Occupational Health
- Professional Certificate in Musculoskeletal Casting and Splinting - Reapproval
- MSc/PG Dip/PG Cert in Nursing (Advanced Leadership) – Reapproval

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and were recommended for approval.



**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes with conditions for a period of five years.

#### 8.2.5 *University of Limerick*

The Board considered the briefing documents in relation to the following programme which had previously been circulated to members:

- MSc/PG Dip/PG Cert in Professional Nursing

The Board noted that this programme had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and were recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme for a period of five years.

#### 8.2.6 *Atlantic Technological University – Galway Mayo Campus*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip in Nursing in Applied Cardiac Catheterisation
- MSc/PG Dip/PG Cert in Professional Nursing

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and were recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme for a period of five years.

#### 8.2.7 *Atlantic Technological University – Sligo (St Angela’s College)*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip/PG Cert in Applied Health and Wellness Coaching



The Board noted that this programme had been considered by the Education, Training and Standards Committee at its meeting of 12 May 2022 and were recommended for approval.

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme for a period of five years.

Ms Gorman returned to the meeting.

### 8.3 Aptitude test – registered psychiatric nursing

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

**Decision** The Board agreed that the executive should continue to explore this option. Following further investigation and development, the matter should first be considered by the Registration Committee, with input from the Education, Training and Standards Committee, before being brought back to the Board for decision.

Ms Donohoe left the meeting.

Mr O’Leary joined the meeting.

## Item 9 – Fitness to practise

### 9.1 Reports

#### 9.1.1 ***Section 44 orders/undertakings***

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

#### 9.1.2 ***Section 58 orders/undertakings***

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

#### 9.1.3 ***High Court, Court of Appeal and Supreme Court cases***

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

#### 9.1.4 ***Monitoring of conditions and undertakings***

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



**Action** The conditions report to be reformatted into two separate reports: one for conditions agreed following an inquiry and the other for undertakings agreed at PPC or Inquiry stages in accordance with section 57A(1) or 65(1).

**Item 10 – Any other business**

There being no further matters for consideration the meeting ended at 13.00hrs.

**Item 11 – Board *in camera* session**

11.1 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 remained in the meeting during the *in camera* session.

**Signed:**

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**Essene Cassidy**  
**President**

**Date:**

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