



Edited minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held by video conference on Wednesday, 19 May 2021 starting at 9.00hrs.

Members present:

Ms E Cassidy, President of NMBI	Prof C O’Herlihy
Dr L Kavanagh McBride	Prof M Rigby
Dr L Sahm	Ms A Horgan
Mr M Blake-Knox	Ms M Gorman
Ms S McArdle	Ms A Lynch
Mr D Murphy	Mr C McKenna
Ms L Collins	Mr J Shalbin
Dr C Sullivan	Ms M Vaughan
Ms AM Duffy	Ms L Clarke-Bishop

In attendance:

Ms S McClelland, CEO
Dr A de Búrca, Head of Operations
Mr M Balfe, Director of Finance
Mr C O’Leary, Director of Fitness to Practise
Ms N Dagash, Director of Registration and Digitisation
Ms D Johnston, Director of Midwifery (from item 10)
Dr AM Ryan, Director of Professional Standards (Nursing)
Ms K Barrett, Communications Manager
Mr J Hussey, IT Manager
Mr K O’Riordan, Finance Manager
Ms O Coady, Governance and Secretariat Manager

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Ms C Cocoman, Mr J Horan, 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 video conference 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 24 March 2021



The Board considered the minutes of the meeting of 24 March 2021 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of 24 March 2021.

2.1.2 Minutes of the meeting of 30 March 2021

The Board considered the minutes of the meeting of 30 March 2021 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 30 March 2021.

2.1.3 Minutes of the meeting of 20 April 2021

The Board considered the minutes of the meeting of 20 April 2021 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 20 April 2021.

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.

Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives

Publication of the revised Code was an action on the action list. The action was now closed as the revised Code had been published on 12 May 2021 on NMBI's website.

Following a query from the President, the Director of Fitness to Practise confirmed that, from a fitness to practise perspective, the provisions of the Code were applicable from the publication date i.e. 12 May 2021. The Director of Professional Standards and Education also confirmed that from an education perspective, the provisions of the Code were applicable from this publication date.

Item 3 – President's update

The President briefly updated the Board on the following:



National Immunisation Advisory Committee (NIAC): The workload of the committee had been significant in recent months and, as NMBI's representative, the President continued to attend weekly meetings of the committee.

Irish Nurses and Midwives Organisation (INMO) Annual Delegate Conference: This had taken place on 6-7 May 2021. The CEO and President attended for part of the conference on the second day.

3.1 Election of Vice President

Dr Kavanagh McBride's term of office as Vice President had ended with the end of her first term of office on the Board on 5 December 2021. At the request of the CEO and President, Dr Kavanagh McBride had attended some meetings as Vice President in an acting capacity since that time.

Elections for the position Vice President would take place at the Board meeting on 21 July 2021.

Action Ms Coady to seek nominations in advance of this meeting from registered nurses and/or midwives on the Board for the position of Vice President and to circulate the procedures for this election to Board members.

3.2 Appointment of Vice Chairs to Fitness to Practise Committee (FTPC) and Preliminary Proceedings Committee (PPC)

On 6 May 2021, a meeting was held between the CEO, Director of Fitness to Practise, Governance and Secretariat Manager, Chair of PPC and the Chair and former Chair of the FTPC to discuss whether the role of Vice Chairs should be retained for these two committees.

Following discussion, it was agreed to recommend to the Board that these roles be retained.

Decision The Board agreed to accept the recommendation of the group and agreed that Vice Chairs should be appointed to the FTPC and PPC at the Board meeting on 21 July 2021.

Action Ms Coady to seek nominations in advance of this meeting from members of the FTPC and PPC for the roles of Vice Chairs and to circulate the procedures for the appointment of Vice Chairs to members.

3.3 Succession planning

The Board noted that the terms of office of the President, Chair of the PPC and Chair of the Midwives Committee would end in 2022. In addition, the



procedures in relation to the President's term of office stated the President should be appointed for a term of office of no more than four years and for not more than two terms.

Action A proposal on how the Board could address the above to ensure business continuity to be presented to the Board at its meeting on 21 July 2021.

3.4 Report on review of committees

An external review of committees of the Board had been undertaken and the final reports with recommendations had been presented to a meeting of the Committee Chairs on 17 May 2021.

Action The Chairs welcomed the review and had agreed that the reports should be shared with each committee in a coordinated manner to allow the committees to consider the recommendations. Following consideration by the committees, the final reports and any agreed recommendations would be brought to the Board for approval at its meeting on 29 September 2021.

Mr Murphy joined the meeting.

The President welcomed newly appointed Board member Prof Michael Rigby to the Board. Prof Rigby had been nominated by the Health Information and Quality Authority (HIQA) and had been appointed under section 22(1)(h) of the Nurses and Midwives Act to replace Ms Kathleen Lombard.

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 which were set out in the report:

Regulated Professions (Health and Social Care) (Amendment) Act 2020: Commencement was scheduled for July 2021.

Student vaccinators: A statutory instrument (SI) to allow students of nursing and midwifery, amongst others, to administer vaccines under the direction of medicine protocol and subject to training provided by the HSE was at an advanced stage of development. Once this SI was commenced, these students would be eligible to apply for positions as vaccinators in the vaccination centres established as part of the Covid-19 vaccine programme.



Compassion Project: Work on the project had commenced. The Board expressed its support of this initiative.

HR update: The Board discussed the resourcing of NMBI as set out in the HR update. The Board considered whether the management accounts, which were on the agenda under item 9, should be included as part of the CEO's update in order to link consideration of cost in relation to resourcing with the expenditure as set out in the management accounts. The Chair of the Business, Strategy and Finance Committee, Mr McKenna, informed the Board that it could be assured that the management accounts were reviewed and discussed by the committee before being brought to the Board.

4.2 Data breach notifications

The Board noted the four data breaches which had occurred between March and May 2021 and which had previously been circulated to members.

Following a query from the Board, the CEO advised that these four breaches had all been considered low risk and therefore there had not been a requirement to report them to the Data Protection Commissioner (DPC). In accordance with NMBI's policy on data breaches, the CEO and the President had been advised of the breaches by the Data Protection Officer (DPO). An additional three breaches, which had recently occurred, would be reported to the Board at its next meeting.

Item 5 – Review of remuneration and conditions

5.1 NMBI had been invited to submit a response to the Minister for Health on the longer-term review of the supports provided to student nurses and midwives. This response was due to be submitted by 21 May 2021.

Action A copy of NMBI's response to be circulated to the Board once submitted to the Minister for Health.

Item 6 – Mature student exam

6.1 The President briefly left the meeting during consideration of this item. In the absence of the President, Dr Kavanagh McBride assumed the chair.

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

The President returned to the meeting and resumed the chair.

Item 7 was considered after item 11.



Item 8 – Audit and Risk

8.1 Risk Register

The Board considered the Corporate Risk Register, including the Covid-19 Risk Register which had previously been circulated to members. The Board noted that the Risk Register had been considered and recommended for approval by the committee at its meeting on 19 May 2021. Dr de Búrca drew the Board's attention a new risk, which had been added to the Corporate Risk Register following the meeting of the Audit and Risk Committee.

Decision The Board agreed to accept the recommendation of the Audit and Risk Committee and to approve the Corporate Risk Register including the Covid-19 Risk Register, including the newly added risk.

Items 9-11 were considered after item 13.

Item 13 – Any other business

13.1 Cyber security

Mr Hussey joined the meeting.

In the context of the ransomware attacks on the Department of Health and HSE IT systems which had occurred the previous week, Mr Hussey updated the Board on NMBI's IT security systems. Mr Hussey assured the Board that cyber security had been a priority for NMBI before these attacks, with continued focus on proactive prevention and mitigation; external IT security partners carry out comprehensive vulnerability and penetration tests for NMBI annually, staff training in IT user awareness had taken place and would be repeated, and policies and procedures were being continuously reviewed and updated.

Mr Hussey, Dr Sullivan and Ms Collins left the meeting.

Item 9 was considered after item 7.

Item 10 – Professional Standards (Nursing)

10.1 Post-registration course leading to registration

Higher Diploma in Mental Health Nursing – University College Dublin (UCD)

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 Higher Diploma in Mental Health Nursing (UCD) for a period of five years.

10.2 Post-registration courses not leading to registration

The Board considered the briefing document which had previously been circulated to members and which listed the fifteen courses which were being submitted for approval. Approval of the programmes was being recommended by the Education, Training and Standards Committee.

The following programme was submitted for approval with one condition:

1. Master of Health Science/Post Graduate Diploma in Community Mental Health – St Angela’s College Sligo

Condition: Title to include nursing.

The following programmes were submitted for approval with no conditions:

2. Master of Health Science/Post Graduate Diploma in Nursing/Professional Studies – St Angela’s College Sligo
3. Post Graduate Diploma/Post Graduate Certificate in Leadership and Quality Healthcare – Athlone Institute of Technology (AIT)
4. Master of Science in Clinical Nursing – UCD
5. Graduate Diploma in Children’s Cardiac Nursing – UCD
6. Master/Post Graduate Diploma/Post Graduate Certificate in Palliative Care – UCD – National University of Ireland Galway (NUIG)
7. Master/Post Graduate Diploma in Health Sciences (Acute Medication) – NUIG
8. Master/Post Graduate Diploma in Health Sciences (Children’s Palliative Care) – NUIG
9. Master/Post Graduate Diploma in Health Sciences (Emergency) – NUIG
10. Master/Post Graduate Diploma in Health Sciences (Gerontology) – NUIG
11. Master/Post Graduate Diploma in Health Sciences (Intensive Care) – NUIG
12. Master/Post Graduate Diploma in Health Sciences (Peri-operative) – NUIG
13. Master/Post Graduate Diploma in Health Sciences (Wound Healing and Tissue Repair) – NUIG
14. PCA - NUIG
15. Certificate in Acute Medicine Nursing – Munster Technological University.



Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, the Board approved the above fifteen programmes for a period of five years, subject to the fulfilment of the condition attached to the Master of Health Science/Post Graduate Diploma in Community Mental Health in St Angela’s College Sligo.

10.3 Report – RNT/RMT registration courses standards and requirements

Ms Johnston joined the meeting.

The Board noted the report which set out the proposed direction for Registered Nurse/Registered Midwife Tutors (RNT/RMT) registration programmes standards and requirements.

Ms Johnston advised that the position was constantly evolving and broader consultation was required regarding the current division approach.

Action An update on NMBI’s approach to be brought to the Board at its meeting on 29 September 2021.

Dr Ryan left the meeting.

Item 11 – Professional Standards (Midwifery)

11.1 MSc Advanced Practice Midwifery – Consortium of HEI (UL,UCC, UCD,TCD,NUIG)

The Board considered the briefing document which had previously been circulated to members. The Board noted that this was the first advanced practice programme specifically for midwifery, which had been developed by the consortium. 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 approved the MSc Advanced Practice Midwifery for a period of five years.

Ms Johnston left the meeting.

Dr Sullivan returned to the meeting.

Item 11 was considered after item 9.

Item 7 – Project Nightingale

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



- Main developments
- Initial data analysis
- User experience/user interface (UX/UI) review initial findings
- Future actions
- Risk Register.

The Board also noted the update report on the development and five year support costs.

Ms Dagash shared mock-ups for the 2022 renewal process.

Action Ms Dagash to circulate the mock-ups for the 2022 renewal process with Board members by email following the meeting with a request to Board members to provide feedback by Friday, 28 May 2021.

The Board agreed that updates on Project Nightingale should remain a standing item on the Board agenda.

Ms Dagash left the meeting.

Item 9 – Business, Strategy and Finance

Mr Balfe and Mr O’Riordan joined to the meeting. Mr O’Riordan had recently taken up the position of Finance Manager. The President welcomed Mr O’Riordan to NMBI.

9.1 Award of Strategy and Programme Manager contract

The Board noted 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 to award the contract to Crafting Vistas.

9.2 Award of facilities management 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 to award the contract to Accent.

9.3 Travel and subsistence policy (reviewed)



The Board considered the travel and subsistence policy, which had been approved by the Board in March 2019, and the briefing note which set out the proposed revisions to the policy.

Decision The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the revisions to the policy as set out in the briefing note.

9.4 Policy on payment to PPC and FTPC members

The Board considered the draft policy which had previously been circulated to members. The Board noted that it had agreed in 2019 that members of the Preliminary Proceedings Committee (PPC) and Fitness to Practise Committee (FTPC) would be paid. This draft policy set out the circumstances under which these payments would be made and the amounts to be paid.

Decision The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the draft policy.

9.5 Code of Conduct for Board and Committee Members (reviewed)

The Board considered the revised Code and briefing document, which detailed the proposed revisions, and which had previously been circulated to members.

The Board noted that the Code had been approved by the Board in March 2018 and was being revised to ensure compliance with the recommendations for such a Code in the *Code of Practise for the Governance of State Bodies 2016* and to include updates to data protection legislation and NMBI policies.

Decision The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the revisions to the Code as set out in the briefing note.

Action Ms Coady to circulate a copy of the revised Code to Board and committee members.

9.6 Revised Business Continuity Plan (BCP)

The Board considered the revised BCP and briefing document, which detailed the proposed revisions, and which had previously been circulated to members.

The Board noted that the revisions were required following changes to key personnel and recommendations from the internal auditors in relation to incident classification and test planning



Decision The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approved the proposed revisions to the BCP.

Action A copy of the revised BCP to be uploaded to the Board's iPads for members' reference.

9.7 Management accounts – March 2021

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

The Board noted that the accounts had been considered and approved by the Business, Strategy and Finance Committee at its meeting on 13 May 2021.

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

9.8 Banking online policy update

The Board considered the revised policy and briefing document, which detailed the proposed revisions, and 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 approved the proposed updates to Appendix 2.

9.9 Annual report 2020

Ms Barrett joined the meeting.

The Board considered the draft annual report for 2020 which had previously been circulated to members.

Section 21 of the Nurses and Midwives Act 2011 states that *'the Board shall, not later than 3 months after the end of each financial year or such further period, not exceeding 3 months, as the Minister permits, submit to the Minister a report (in this section referred to as the "annual report") of the activities of the Board in the immediately preceding financial year.'*

Decision The Board agreed to accept the recommendation of the Business, Strategy and Finance Committee and approve the annual report for 2020 subject to copy editing and design and some minor amendments as agreed.



Action Ms Barrett advised that, with the agreement of the Department of Health, the annual report would be submitted to Minister for Health by 31 May 2021.

9.10 Progress against the business plan for 2021

9.11 Progress against the Statement of Strategy 2021-2023

The Board noted the briefing document which had previously been circulated to members and noted that items 9.10 and 9.11 should be considered together.

Action Ms L Manselli, Strategy and Programme Manager, to provide detailed progress updates to the Board at its meeting on 21 July 2021.

Dr de Búrca, Mr Balfe and Mr O’Riordan left the meeting.

Item 12 – Fitness to practise

12.1 Training plan on regulatory matters for Board and committee members

The Board considered the report and revised training plan for 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 revised training plan for 2021.

12.2 Reports

12.2.1 *Monitoring of conditions and undertakings report*

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

12.2.2 *Section 44 orders/undertakings*

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

12.2.3 *Section 58 orders/undertakings*

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

Dr Kavanagh McBride left the meeting.

Item 11 – Any other business



As the Board wished to continue its discussion in private, the executive left the meeting. The CEO remained in the meeting at the invitation of the President.

There being no further matters for consideration the meeting ended at 13.35hrs.

Signed:

Essene Cassidy
President

Date:
