



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in 18/0 Carysfort Avenue, Blackrock, Co Dublin, on Monday, 17 September 2018 starting at 9.00hrs.

### **Members Present:**

Ms E Cassidy, President	Dr Louise Kavanagh McBride, Vice President (item 13 by phone)
Ms E Kelly	Mr M Blake-Knox (item 13 by phone)
Mr L Hamill	Dr D Lawler (item 13 by phone)
Ms A Horgan	Ms L Clarke-Bishop (item 13 by phone)
Mr K McGrane	Ms K Lombard
Ms B Liston	Mr D Murphy
Ms Elaine Cassidy (from item	Mrs T King
Ms M Gorman	Mr M Higgins (items 4-12)

### **In attendance:**

Ms D Johnston, Acting CEO and Director of Midwifery  
Mr M Balfe, Director of Corporate Services and Finance (item 5)  
Ms L Crimin, Director of Registration (items 6-7)  
Ms J Foley, Director of Professional Standards – Nursing (items 8-9)  
Ms U Byrne, Director of Regulation (item 11)  
Ms T Raftery, Professional Advisor (item 8)  
Dr A de Búrca, Communications Manager (items 5-11)  
Ms V O'Rourke, Fitness to Practice Department  
Ms O Coady, Governance and Secretariat Manager

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

- 1.1 Apologies were received from Ms C Cocoman, Mr D Manning, Mr P Dolan, Ms K Canning, Prof C O'Herlihy and Ms L Clarke-Bishop.

The President welcomed Ms A Horgan to the Board. Ms Horgan had been appointed by the Minister following nomination by the Health and Social Care Professionals Council (CORU) under Section 22(1)(g) of the Nurses and Midwives Act 2011.

The President welcomed Ms Johnston to the meeting. The President expressed the Board's condolences to Ms Johnston on the recent death of her father. Following the resignation of Ms U Byrne from the position of Interim CEO, Ms Johnston had been designated by the Board to perform the functions of CEO in

accordance with Section 28(7) of the Nurses and Midwives Act 2011. The Board would further consider the matter during the in camera session later in the meeting.

- 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 interests were declared.

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

### Minutes of meeting of 24-25 July 2018

**Decision** The Board approved the minutes of 24-25 July 2018.

### Minutes of meeting of 27 August 2018

**Decision** The Board approved the minutes of 27 August 2018.

### Actions and matters arising

**Decision** The Board approved the updated action list, which is attached as an appendix to these minutes subject to the inclusion of an action calling for the review of the amended English language requirements policy for overseas trained applicants at the November Board meeting which had been agreed at the meeting of 27 August 2018.

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

Mr Higgins joined the meeting.

## **Item 3 – President’s update**

The President advised the Board that she planned to attend the following conferences in the coming weeks:

- CLEAR Annual Educational Conference in Philadelphia on 26-29 September 2018. Ms Crimin and Ms Foley would also attend.
- Irish Association of Directors of Nursing and Midwifery (IADNAM) Annual Conference in Cork on 4-5 October 2018.
- Mater Nursing Conference in Dublin on 11 October 2018. The organisers had requested that NMBI nominate a speaker to discuss professional competence. The President advised that she would discuss this with Ms Johnston.

The President informed the Board that she had attended the quarterly governance meeting at the Department of Health with Mr Higgins and Ms U Byrne, Interim CEO, on 29 August 2018. Minutes of the meeting would be made available to the Board when received. The President advised that the next governance meeting would take place in October 2018.

#### **Item 4 – CEO office**

##### **4.1 CEO office update**

The Board noted the CEO office update report which had previously been circulated to members. The report contained the following:

- Update on the national midwifery conference
- A letter from the Genealogical Office regarding exhibition of An Bord Altranais' arms
- Update from on human resources
- Parliamentary questions and ministerial representations received.

The Board noted that an employee on secondment was due to return in January 2019.

The Board also noted that recruitment for the position of Finance Manager had been ongoing for several months.

**Action** A status update on this recruitment campaign to be brought to the October Board meeting.

The President advised the Board that the business case to upgrade the position of Director of Corporate Services and Finance to General Manger had been submitted to the Department of Health for approval.

##### **4.2 Data breach notifications**

The Board noted the two breach notifications which had previously been circulated to members.

#### **Item 5 – Governance and Finance**

Mr Balfe, Ms Elaine Cassidy and Ms Lombard joined the meeting.

##### **5.1 iPads for Board and committee members**

Mr Balfe presented the briefing documents which had previously been circulated

to members.

The Board noted that the cost per iPad, including warranty and protective case was €792.56 plus VAT. The cost per core product was €690.98. The total cost for 60 items would be €58,490.83.

**Decision** The Board agreed to award the tender for delivery of the iPads to Compu B Ltd.

## 5.2 Meeting schedule for 2019

The Board noted the meeting schedule for 2019 which had previously been circulated to members.

The Board agreed to continue with the scheduling of Board meetings as agreed in 2018 – fitness to practise matters would be considered from 10.00hrs to 17.00hrs on the first day and general Board business from 9.00hrs to 14.00hrs on the second day.

Mr Balfe left the meeting.

## Item 6 – Registration

Dr Ryan joined the meeting.

### 6.1 Registration Directorate report

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

Dr Ryan drew the Board’s attention to the following items which were detailed in the report:

#### *Rigney Dolphin outbound call campaign*

A decision had been made for Rigney Dolphin to contact registrants by phone to confirm their details on NMBI’s system and to draw registrants’ attention to the online account facility. The campaign was discontinued after four days as it did not realise the intended outcome.

**Action** Dr Ryan to advise the Board at the October Board meeting of the number of registrants who were registered for an online account.

Dr de Búrca advised the Board that 50% of registrants had paid the annual retention fee for 2018 using their online account.

### *Education assessors*

Dr Ryan advised the Board that the backlog of overseas applications was now at 200 files. However, a panel of seven education assessors had been created. The assessors had been trained and had begun assessing files and eliminating the backlog of overseas (non-EU) applications.

**Action** Dr Ryan to provide an update on number of non-EU applications to the Board at its meeting in October 2018.

### *Inactive file*

Dr Ryan advised the Board that planning was underway to implement the Board decision to disband the Inactive File. Dr de Búrca was working with Dr Ryan to develop the communications plan; a letter would be sent to each registrant on the Inactive File advising of the Board's decision; meetings with relevant staff members were taking place every two weeks to keep them informed.

The Board agreed that, in order to reach as many registrants as possible, advertisements should be taken out in national newspapers. It was further suggested that advertisements should be placed in the online versions of the national newspapers in order to reach registrants who may be overseas. Dr de Búrca advised that this might be costly but agreed to look into the cost of placing advertisements in the print and online versions of national newspapers.

Dr Ryan left the meeting.

Ms Crimin joined the meeting.

## 6.2 Data breach reports

The Board noted the data breach reports which had previously been circulated to members. The Board noted that the data breach report for 28 May 2018 had incorrect information recorded under the *Measures Taken* section.

Ms Crimin assured the Board that all appropriate steps had been taken.

**Action** Ms Crimin undertook to correct the report as soon as possible and to arrange for the corrected version to be circulated.

## **Item 7 – Project Nightingale**

Ms Crimin presented the Project Nightingale update report which had previously been circulated to members.

Ms Crimin cautioned that the suggested timelines were tight and were based on

a best-case scenario but advised that the team would continue to work towards them. However, because of the significance and size of the project, and the potential risks to the organisation, these timelines could be extended if required. Ms Crimin would keep the Board fully updated if these were the case.

Ms Crimin left the meeting.

### **Item 8 – Monitoring the Maintenance of Professional Competence (MMPC)**

Ms Foley and Ms Raftery joined the meeting.

Ms Raftery updated the Board on the progress of the project so far:

- The baseline survey had been prepared and would be launched through the ezine and the website at the beginning of October. The survey would be open for four weeks so feedback would be provided to the Board at the November meeting. Feedback would then be given to the Department of Health.
- There had been re-engagement with stakeholders who had already been consulted.

Ms Raftery left the meeting.

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

#### Education Directorate report

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

Ms Foley drew the Board's attention to the following items which were detailed in the report:

#### *Standards for nurses and midwives on medication administration*

Ms Foley advised the Board that consultation had closed. A report would be brought to the Education, Training and Standards Committee on 3 October 2018 and then to the Board at its meeting on 23 October 2018.

#### *Consultation project for removal of Collaborative Practice Agreement (CPA)*

The documents were being reviewed before being sent out for public consultation. The project remained on track for completion by February 2019.

#### *Standards and requirements for post-registration education programmes*

A draft document in relation to a post-registration programme for intellectual disability nursing would be brought to the Education, Training and Standards

Committee on 3 October 2018.

A business case would be submitted to the Department of Health in relation to recruiting an extra resource to undertake a project in relation to developing a post-registration programme for general nursing.

Ms Foley left the meeting.

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

### Midwifery Directorate report

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

Ms Johnston drew the Board's attention to the following items which were detailed in the report:

#### *Education site visit to Midland Regional Hospital Mullingar*

This would take place on 26 October 2018. The hospital had been made aware of the issues relating to the last site visit.

#### *100 years of midwifery national conference*

Ms Johnston welcomed the Board's decision to appoint an event organiser to assist with the planning of the conference. Ms Johnston would provide the names of the speakers to the Board at a later date. The call for abstracts had proved very successful.

#### *Road shows*

Two road shows had taken place this year. These showed the poor understanding of the role of the regulator that existed amongst the profession.

## **Item 11 – Regulation**

Ms Byrne joined the meeting.

The Board noted that the Fitness to Practise Directorate report would be presented to the Board at its meeting on Tuesday, 25 September 2018.

### Themes and trends in FTP matters

Dr de Búrca presented the briefing paper which had previously been circulated to members.

**Decision** The Board approved the outline of the online series ‘Focus on Fitness to Practise’ as presented in the briefing paper.

The President reminded the Board of the call for expressions of interest for non-Board members for the Preliminary Proceedings Committee which had been placed on NMBI’s website.

**Action** An agenda item regarding the appointment of Board members to committees would be placed on the agenda for the October meeting.

Ms Byrne left the meeting.

### **Item 12 – GDPR training**

Dr de Búrca gave a presentation to the Board on the General Data Protection Regulation (GDPR).

The meeting adjourned for lunch at 12.35hrs.

The meeting resumed at 13.30hrs.

As the Board wished to continue its discussion in private, Ms O’Rourke left the meeting.

The meeting concluded at 15.40hrs.

**Signed:** \_\_\_\_\_

**Essene Cassidy**  
**President**

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