



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 22 November 2023 starting at 14.00hrs in the Fairways Hotel, Dundalk.

Members attending

Dr Louise Kavanagh McBride, President of NMBI
Ms Louise Collins
Ms Muireann Ní Shúilleabháin
Ms Anne Marie Duffy
Mr Thomas Glynn
Mr Terry McGonigal
Ms Marian Vaughan
Ms Mary Leahy
Mr John Horan
Mr Joseph Shalbin
Mr Ray Dolan

In attendance

Ms Sheila McClelland, CEO
Ms Kathyann Barrett, Head of Operations
Dr Ray Healy, Director of Registration
Ms Carolyn Donohoe, Director of Education, Policy and Standards
Ms Orla Crowe, Director of Fitness to Practise
Dr Karn Cliffe, Midwife Project Lead
Ms Majella O'Doherty, Communications Manager
Ms Niamh McDonald, PA to the CEO
Ms Orla Coady, Governance and Secretariat Manager

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Ms Áine Lynch, Mr Mark Johnston, Dr Conan McKenna, Ms Niamh Murphy, Dr Lydia Buckley, Ms Mittu Alungal, Ms Mary Rose Loughnane, Ms Kate O'Halloran, Dr Don Faller, Prof Gautam Gulati, Dr Margaret Murphy and Mr Richard Bruton.
- 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.



The President invited feedback from the Board on the NMBI Series event which members had attended earlier that day. This had been the final of four events NMBI had jointly hosted with HSE Centres for Nursing and Midwifery Education (CNMEs) in Waterford, Tralee, Galway and Dundalk. The events had focused on education and continuing professional development opportunities for nurses and midwives; health and wellbeing; State of the Nursing and Midwifery Register and NMBI's fitness to practise process.

On behalf of the Board, the President extended her thanks and congratulations on the success of the Series to the Series Project Manager, Dee Mooney and to the Communications Team, Majella O'Doherty and Sinéad Nolan.

Item 2 – President's update

The Board noted the report from the President which set out events attended and invitations received.

Item 3 – CEO's update

3.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members.

Items 4-7 took place after item 8.

Item 8 – Education, Policy and Standards

8.1 Public consultation on NMBI's Proposed Professional Competence Schemes (PCS)

The Board considered the briefing paper which had previously been circulated to members. The paper set out the focused and public consultation plan, and the design and rollout of the scheme.

Two meetings of the PCS Steering Group had been held at which the components of both the individual and employer schemes had been considered.

Decision The Board accepted the recommendation of the PCS Steering Group and agreed that NMBI proceed with public consultation on 13 December 2023 on the individual and employer schemes.

8.2 Practice Placement Workshop Report



The Board considered the report which had previously been circulated to members. The report provided an overview of the Practice Placement Workshop and outlined the NMBI recommendations for placements based on the feedback provided.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the report and recommendations.

8.3 Audit Practice Placement Learning Environment (APPLE) tool

The Board considered the briefing paper and draft APPLE tool which had previously been circulated to members.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the newly developed APPLE tool for use for in all Associate Health Care Providers (AHCPs) where undergraduate nursing and midwifery students were placed during practice placement. Education bodies and AHCPs would be advised of this update.

8.4 Position statement on telehealth

The Board considered the position statement on telehealth which had previously been circulated to members.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the statement for publication on the NMBI website to guide registered nurses and midwives on best practice in trans-jurisdictional telehealth services.

8.5 Medicinal Advisory Forum

The Board noted the briefing paper which had previously been circulated to members and which provided an update on the establishment by NMBI of a Medicinal Advisory Forum in conjunction with the Health Products Regulatory Authority (HPRA) and the Pharmaceutical Society of Ireland (PSI).

8.6 Category 2

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

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and agreed that NMBI should consult with the wider stakeholders in relation to Option B and Option C as set out in the briefing document.



8.7 Site inspection conditions meta-analysis

The Board considered the briefing document which had previously been circulated to members. The document set out details of a meta-analysis conducted of the requirements in site inspection reports which frequently lead to conditions.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the report including the recommended next steps.

8.8 Programme – MSc/PG Dip/PG Cert in Nursing (Medical Nursing)

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 November 2023 and was recommended for approval by the committee:

- Post Graduate Certificate (PG Cert) in Nursing (Medical Nursing)
- Postgraduate Diploma (PG Diploma) in Nursing (Medical Nursing)
- Master of Science (MSc) in Nursing (Medical Nursing)

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 the School of Nursing and Midwifery, Royal College of Surgeons in Ireland (RCSI) be approved to provide the above programmes for a period of five years or until the next site visit as an allied healthcare provider site of RCSI, whichever was soonest.

8.9 Programme – MSc/PG Dip/PG Cert in PCCC

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 November 2023 and was recommended for approval by the committee:

- Post Graduate Certificate (PG Cert) in Nursing Primary Community and Continuing Care (PCCC)
- Postgraduate Diploma (PG Diploma) in Primary Community and Continuing Care (PCCC)
- Master of Science (MSc) in Primary Community and Continuing Care (PCCC)

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 the School of Nursing and Midwifery,



Royal College of Surgeons in Ireland (RCSI) be approved to provide the above programmes for a period of five years or until the next site visit as an allied healthcare provider site of RCSI, whichever was soonest.

Ms Donohoe left the meeting.

Item 4 – MyNMBI status update

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

The Board noted that the MyNMBI Steering Group had met on 15 November 2023 and had been fully briefed by the Project Executive Committee which included the Head of Digitisation and the Project Manager.

Item 5 – Registration

- 5.1 The Board noted that it had been briefed by the CEO in relation to this item under item 3.

Item 6 – Business, Strategy and Finance

6.1 Procurement

6.1.1 *Procurement procedures and policy*

The Board considered the draft procurement procedures and policy document, which had previously been circulated to members. The Board also considered a briefing document which set out the proposed revisions to procedures and policies and which were in line with audit recommendations. New eTenders thresholds had also been included.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approve the revisions to the procedures and policy.

6.1.2 *Report on Government Frameworks on the Office of Government Procurement (OGP)*

The Board noted the report which had previously been circulated to members. The report set out details of the review conducted to establish available and emerging OGP frameworks, and to identify those frameworks that could be utilised to support NMBI across all aspects of its business operations.

6.1.3 *Update on internal audit procurement*



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

The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that evaluation of the tenders received had taken place the day before and that a recommendation would be made to the Audit and Risk Committee at its meeting on 5 December 2023. The Business, Strategy and Finance Committee would then be asked to consider the contract at its meeting on 15 January 2023 before the Board was asked to approve the recommendation at its meeting on 24 January 2023.

6.2 Finance

6.2.1 Management accounts – August 2023 and September 2023 including the end-of-year forecast

The Board considered the management accounts for August and September 2023, including the end-of-year forecast, which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for August and September 2023 including the end-of-year forecast.

6.2.2 *Bank limit*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the proposal.

6.2.3 *Financial policies handbook*

The Board considered the draft finance policies and procedures handbook which had previously been circulated to members. The Board also considered the briefing document which set out the proposed revisions to the handbook. The revisions were proposed following a gap analysis undertaken by Crowleys DFK and the NMBI Finance Team. They would address audit recommendations and bring the handbook in line with best practice.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised policies and procedures handbook.

6.2.4 *Business plan and budget 2024*



The Board noted the draft business plan and budget for 2024 which had previously been circulated to members. The Board noted that these had been considered by the Business, Strategy and Finance Committee at its meeting on 13 November 2023 and would be discussed in detail at the meeting of the Board on 14 December 2023 when the Board would be asked to approve them.

6.3 Objectives and key indicators report

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

6.4 ICT workplan 2024

The Board considered the workplan for 2024 which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the ICT workplan for 2024.

6.5 Communications strategy 2024

The Board considered the Comms strategy for 2024 which had previously been circulated to members.

The annual national midwives' debate had taken place in UCD on 10 November 2023. A national student debate involving both nurses and midwives would be considered for 2024.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved Comms strategy for 2024.

6.6 Board vacancies and election plan 2024

The Board noted the briefing document which had previously been circulated to members and which set out details of the eight Board members whose terms of office would end on 14 January 2025. The Board also noted the plan for the election which would take place in 2024 to fill the vacancies arising from the end of the term of three of those members.

In addition, the Board noted that a casual vacancy would arise at the end of the year with the resignation of Prof Gautam Gulati, the Medical Council nominee on the Board. The Department of Health had been informed and the President had written to the CEO of the Medical Council requesting that he nominate a person to fill this vacancy.



The President noted that, with so many potential vacancies arising on the Board, it was important for all members to get involved in NMBI activities outside the boardroom so that these experiences could be shared with as many members as possible and knowledge gaps avoided.

Dr Healy, Ms O’Doherty and Ms McDonald left the meeting.

Item 7 – Audit and Risk

7.1 Corporate risk register

The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that he had discussed the risk register with the Chief Risk Officer, Ms Barrett, and that there had been no significant changes to the risk register since it had last been presented to the Board at its meeting on 20 September 2023. The risk register would be fully reviewed by the Audit and Risk Committee at its meeting on 5 December 2023 and brought to the Board for consideration at its meeting on 24 January 2023.

The CEO advised the Board that a fundamental review of the risk register was ongoing.

In addition, each Committee would review the risks for its area on a periodic basis and this would be recorded in the minutes of the Committee.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the corporate risk register.

Item 9 was considered after item 10.

Item 10 – Fitness to practise

10.1 Update on section 65 case

Item 10.2 was considered after item 9.

Item 9 – Professional Standards (Midwifery)

9.1 The Board congratulated Dr Cliffe on her appointment as Director of Professional Standards – Midwifery.

Dr Cliffe updated the Board on the recent National Midwives Debate which had taken place in University College Dublin (UCD) on 10 November 2023. Details of the debate were also in the CEO report.



Dr Cliffe thanked the senior management team and the Comms Team for their support with the debate.

Item 10 – Fitness to Practise (continued)

10.2 Reports

10.2.1 ***Section 58 orders/undertakings***

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

10.2.2 ***Conditions report***

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

10.2.3 ***Undertakings report***

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

Ms Crowe thanked the Board members who had attended the FTP Conference with President Barniville in September. The President and CEO noted the success of the Conference. Ms Crowe indicated that the Medical Council had already been in touch to organise a further Conference in 2024.

Ms Crowe left the meeting.

Item 11 – Minutes and actions of previous meetings

11.1 Minutes of previous meetings

11.1.1 *Minutes of the meeting of 19 September 2023*

The Board considered the minutes of the meeting of 19 September 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 19 September 2023.

11.1.2 *Minutes of the meeting of 20 September 2023 – morning (FTP)*

The Board considered the minutes of the meeting of 20 September 2023 – morning (FTP) which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 20 September 2023 – morning (FTP).



11.1.3 *Minutes of the meeting of 20 September 2023 – afternoon (general business)*

The Board considered the minutes of the meeting of 20 September 2023 – afternoon (general business) which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 20 September 2023 – afternoon (general business).

11.1.4 *Minutes of the meeting of 18 October 2023*

The Board considered the minutes of the meeting of 18 October 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 18 October 2023.

11.1.5 *Minutes of the meeting of 6 November 2023 – morning (FTP)*

The Board considered the minutes of the meeting of 6 November 2023 – morning (FTP) which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 6 November 2023 – morning (FTP).

11.1.3 *Minutes of the meeting of 6 November 2023 – afternoon (FTP)*

The Board considered the minutes of the meeting of 6 November 2023 – afternoon (FTP) which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 6 November 2023 – afternoon (FTP).

11.2 Actions and matters arising from previous meetings

The Board approved the updated action list.

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

Item 12 – Any other business

12.1 Board meetings

The President noted that she had not been able to access Board documents for a period of time before the meeting through the Board software and that the



Customer Service team had not been responsive. The President wished for alternative options to be considered for the circulation of Board papers.

The Board discussed the volume of FTP matters which were on the FTP meeting day agenda. The President said that the meeting days provisionally set aside on the 2024 schedule and marked 'if required' should be considered fixed meeting dates and FTP items scheduled on those days.

The Board also gave following feedback in relation to the agenda and papers.

Item 12 – Board private session

As the Board wished to continue its discussion in private, members of the executive left the meeting.

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