



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 23 November 2022 starting at 9.30hrs in NMBI and by video.

Members attending in person

Ms E Cassidy, President of NMBI
Mr M Blake-Knox
Mr L Hamill
Ms C Cocoman

Members attending by video

Dr L Kavanagh McBride, Vice President of NMBI
Ms A Lynch
Dr C McKenna
Ms M Vaughan
Mr J Horan
Mr R Bruton
Ms A Horgan
Prof M Rigby
Ms E Kelly
Ms M Gorman
Mr T Glynn
Ms L Collins
Mr J Shalbin

In attendance

Ms S McClelland, CEO
Mr C O'Leary, Director of Fitness to Practise
Ms K Barrett, Head of Operations
Mr K O'Riordan, Finance Manager
Ms Z Forde, Communications Manager
Ms C Donohoe, Director of Education, Policy and Standards
Ms D Johnston, Director of Midwifery
Ms O Coady, Governance and Secretariat Manager
Ms A Migliore, Administrative Director for Discipline/Compliance Monitoring, Alabama Board of Nursing

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Prof C O'Herlihy, Ms AM Duffy, Mr D Murphy, Dr D Faller and Dr D Lawler.



The President welcomed the following registrants who had been elected to the Board and who were joining the meeting as observers:

- Mr Mark Johnston
- Mr Mittu Alungal
- Ms Mary Rose Loughnane
- Ms Kate O'Halloran
- Ms Mary Leahy

The elected registrants' membership of the Board was subject to their appointment by the Minister for Health which was expected to be confirmed in time for the January Board meeting. Each observer confirmed that they had received the Board's confidentiality agreement and agreed to abide by its terms.

- 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 20 September 2022

The Board considered the minutes of the meeting of 20 September 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 20 September 2022.

2.1.2 Minutes of the meeting of 21 September 2022

The Board considered the minutes of the meeting of 21 September 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 21 September 2022.

2.1.3 Minutes of the meeting of 18 October 2022

The Board considered the minutes of the meeting of 18 October 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 18 October 2022.



2.1.4 Minutes of the meeting of 10 November 2022

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

Decision The Board approved the minutes of the meeting of the 10 November 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: Extension of contract

The Board noted the report on the decision of the Board of 24 October 2022 taken using the written procedure.

Item 3 – President’s update

3.1 Events attended

Midwifery Going Forward: An event hosted by NMBI at Munster Technological University (MTU) at the Kerry North campus in Tralee on 3 November 2022.

National Student Midwife Debate: Held on 4 November 2022 in Cork and organised jointly by NMBI and University College Cork (UCC) with the UCC School of Nursing and Midwifery.

Invitations

National Immunisation Advisory Committee (NIAC): The President sits on NIAC as NMBI’s nominee. As a member of that committee, she had been invited to join its meningococcal B (MenB) working group which met for the first time on 17 November 2022.

Council on Licensure, Enforcement and Regulation (CLEAR): The President had been invited to coordinate and present a session at the upcoming CLEAR 2023 Winter Symposium in Savannah, Georgia. This session would be a continuation of the conference session ‘Mental health and wellness in healthcare workers’ which the President had moderated at the CLEAR Education Conference in September 2022. Ms Abby Migliore, who had given this presentation at CLEAR, had been invited to present to the Board later in the day.



Board Members

The President had sat on the interview panel for new board members who had applied for appointment to the board through the Public Appointments Service (PAS). The President continued to liaise with the Department of Health in relation to these appointments.

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 detailed in the report:

Annual retention fee (ARF): The annual renewals process had commenced on 9 November 2022 and was going well. It would remain open until 14 February 2023.

State of the Register: The State of the Register publication was launched in October 2022 based on real-time data from 1 June 2022. The information had been well received and was being considered by policy makers and other stakeholders.

Applications for registration: So far in 2022, NMBI had issued 6900 decision letters (DL) to applicants for registration and this was expected to rise to 7000 by the end of 2022 (compared to 2300 issued in 2022). The receipt of these letters by applicants would allow them to progress towards full registration.

4.2 Comms review 2022 including the update on the implementation of the comms strategy

Ms Forde joined the meeting. Ms Forde had been appointed Communications Manager in October 2022. On behalf of the Board, the President welcomed Ms Forde to NMBI.

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

Ms Forde advised the Board that she would present an updated strategy to the Board at its meeting in March 2023.

Ms Forde left the meeting.

Item 5 – MyNMBI

5.1 The CEO noted the update.



Item 6 – Registration

6.1 Registration Committee update

Mr Hamill, as Chair of the Registration Committee, advised the Board that the last meeting of the Registration Committee for 2022 had taken place earlier in November. As this had been his final meeting before his term of office ended on 5 December, Mr Hamill thanked his fellow Board members, who were also members of the committee, for their hard work and support. Mr Hamill also thanked the members of the NMBI executive who supported the committee.

Ms Collins left the meeting.

Item 7 – Business, Strategy and Finance

7.1 Procurement

7.1.1 *Legal services – FTP*

Dr McKenna declared a conflict of interest as he sat on the evaluation panel, and did not take part in the Board’s consideration of this item.

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract to the firms listed in the briefing document.

7.1.2 *Procurement of staff agency services*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract to agencies listed in the briefing document.

7.1.3 *Agency staff contract extension*

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

To allow the tender process for agency services to be completed (item 7.1.2), NMBI extended the current contracts in order to facilitate continuity of service.



7.1.4 *Education assessors*

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

Mr O’Riordan joined the meeting.

7.2 Finance, business plan

7.2.1 *Credit card policy update*

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 agreed to update the policy.

7.2.2 *Management accounts – September 2022*

The Board considered the management accounts for September 2022 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 September 2022.

7.2.3 *Budget and business plan 2023*

The Board considered budget and business plan for 2023 which had previously been circulated to members. The Board noted that the draft budget presented was a high-level draft and a more detailed budget would be presented at a later stage.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the budget and business plan for 2023.

7.2.4 *Update on the business plan 2022*

The Board noted the briefing note and spreadsheet which had previously been circulated to members and which set out progress against the 2022 business plan including the key developments in Q3.

7.2.5 *End-of-year forecast 2022*



The Board noted the end-of-year forecast which had previously been circulated to members and which had been adjusted since the Board meeting of 21 September 2022.

7.3 Key performance indicators (KPIs)/performance delivery agreement

7.3.1 *KPIs*

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

7.3.2 *Update on performance delivery agreement*

The Board noted the two documents for 2022 which had previously been circulated to members.

To provide a framework for monitoring and reporting, an oversight agreement and a performance delivery agreement are agreed annually with the Department of Health. The oversight agreement sets out the broad governance and accountability framework within which NMBI operates and the performance delivery agreements defines the objectives agreed with the Department of Health to inform improved performance.

7.4 ICT

7.4.1 *Implementation of the ICT strategy*

The Board noted the report which had previously been circulated to members and which provided an update on progress against the ICT strategy.

7.5 Board and committees

7.5.1 *Appointment of Board member to the Fitness to Practise Committee*

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

Decision The Board agreed to appoint Thomas Glynn to the Fitness to Practise Committee.

7.5.2 *Appointment of non-Board member to the Education, Training and Standards Committee*

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



Decision The Board agreed to appoint Judy McEntee to the Education, to the Education, Training and Standards Committee for an initial period of three years from 13 February 2023 to 13 February 2026. This appointment could be renewed for up to three years and to no more than a maximum of two terms of office.

7.5.3 *Board induction and guidance document*

The Board considered the induction plan and guidance document which had previously been circulated to members.

The induction plan and guidance document took into account recommendations on board induction which arose from the survey undertaken taken by Board member, Mr Denis Murphy, as part of his doctoral thesis into board membership.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the induction plan and guidance document for Board Buddies.

7.5.4 *Committee/Chair vacancies, election President and guidance document*

The Board noted the briefing document and guidance document which had previously been circulated to members. The briefing document set out the vacancies on the Board, Board vacancies on committees, and Committee Chairs' vacancies which would arise as a result of the terms of office of twelve Board members ending on 5 December 2022 and which had arisen as a result of the casual vacancy from January 2022. The guidance document set out guidance for Committee Chairs and had been approved by the Business, Strategy and Finance Committee.

Ms Collins returned to the meeting.

Mr Hamill left the meeting.

Item 8 – Audit and Risk

8.1 Corporate risk register

The senior management team had met to discuss the risk register and would bring proposals regarding the risk register to the Audit and Risk Committee (ARC) which was not due to meet until 28 November 2022. As these updates had not yet been considered by the ARC, the risk register was not being



brought before the Board at this time but would be presented to the Board at its meeting on 25 January 2023.

8.2 Joint meeting of the ARC and Business, Strategy and Finance (BSF) Committee

Mr McKenna, Chair of the BSF Committee updated the Board on the BSF Committee meeting of 14 November 2022 when members of the ARC joined the meeting.

Mr Horan, as Chair of the ARC and Mr McKenna agreed that joint meetings of the committees provided a good opportunity for both committees to consider together certain matters in terms of risk or critical concern to the organisation while remaining aware of the separate functions of each committee and keeping governance areas at arms' length.

Item 9 – Strategy

9.1 Statement of Strategy 2023-2025

The Board considered the draft Statement of Strategy 2023-2025 which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Statement of Strategy for 2023-2025 subject to the inclusion to final design. The Statement of Strategy 2023-2025 would now be submitted to the Department of Health for ministerial approval. Pursuant to section 19(1) of the Nurses and Midwives Act 2011, the Minister would ensure that a copy of a statement of strategy or an amended statement of strategy would be laid before each House of the Oireachtas within 21 days after the statement had been received by the Minister.

Ms Lynch joined the meeting.

Item 10 – Education, Policy and Standards (Nursing)

10.1 DXA standards and requirements

The Board considered the briefing document, consultation report and draft standards and requirements which had previously been circulated to members.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the final version of the *Nurse Authority to Undertake the Practical Aspects of Dual Energy X-Ray Absorptiometry (DXA) Scanning for Adults Standards and Requirements for Education Programmes* pursuant to section 85(2)(c) of the Nurses and Midwives Act 2011 as amended.



10.2 Monitoring the maintenance of professional competence (MMPC)

The Board considered the briefing paper and proof of concept report which had previously been circulated to members.

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

10.3 Certificate in Nurse/Midwife Prescribing – University of Limerick

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

The Board noted that this programme had last been approved by the Board in 2017 and was being submitted for re-approval. The programme had been considered by the Education, Training and Standards Committee at its meeting of 10 November 2022 and was recommended for re-approval.

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

10.4 Updates

10.4.1 *Actions arising from the Summer Series*

The Board noted the report on the key insights and actions arising from the Summer Series.

Action An update on the actions to be brought to the Board in Q1 2023.

10.4.2 *Development of graduate entry general nursing programme standards and requirements*

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

10.4.3 *Development of post-registration general nursing programme standards and requirements*

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



10.4.4 *Review of undergraduate nursing and midwifery education standards and Department of Health Expert Review Body recommendations*

The report of the Expert Review Body on Nursing and Midwifery had been published in March 2022. The ERB had made 47 recommendations broken down into four categories:

- Nursing and midwifery workforce.
- Education.
- Digital health.
- Governance and leadership structures.

Twelve of the recommendations related to NMBI and were in the categories of workforce and education and included a review the routes of entry to undergraduate nursing and midwifery as part of increasing diversity of the nursing and midwifery workforce.

Ms Kelly left the meeting.

Item 11 – Professional standards – midwifery

11.1 Midwife Registration Education Post - RGN Programme Standards and Requirements (fifth edition)

The Board considered the briefing document and draft *Midwife Registration Education Post - RGN Programme Standards and Requirements (fifth edition)* which had previously been circulated to members.

The Board noted that this draft had been considered by the Education, Training and Standards Committee at its meeting in May 2022 which was recommending it for approval. The document had also been presented to the Midwives Committee for its consideration at its meeting on 18 October 2022.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the revised *Midwife Registration Education Post - RGN Programme Standards and Requirements (fifth edition)*.

Item 12 – Fitness to practise

12.1 Board members to remain on FTPC beyond end of term

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



Section 24(13) of the Nurses and Midwives Act 2011 as amended requires that the Board makes a decision with regard to the continuation of an inquiry when the period of office of a Fitness to Practise Committee member comes to an end when the inquiry is still in progress.

The Board was asked to agree that Board members who were members of the Fitness to Practise Committee and whose terms on the Board would end on 5 December 2022 should be permitted to remain on the Committee beyond the expiration of their Board membership as required to conclude inquiries that had already commenced.

Decision The Board agreed that, pursuant to section 24(14) of the Nurses and Midwives Act 2011 as amended, the following Board members should continue to remain on the subcommittee of inquiry for so long as was required for the subcommittee to finish consideration of the matter concerned:

- Eileen Kelly
- Liam Hamill
- Catherine Cocoman
- Colm O’Herlihy
- Mark Blake Knox

12.2 Reports

12.2.1 ***Section 44 orders/undertakings***

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

12.2.2 ***Section 58 orders/undertakings***

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

12.2.3 ***Conditions report***

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

12.2.4 ***Undertakings report***

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

12.3 Draft guide to writing conditions including sample conditions

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



Mr O’Leary advised the Board that the document was still a work in progress and requested Board members to email him directly with any comments.

The final document would be presented to the Fitness to Practise Committee before being brought to the Board.

12.4 Themes and trends in FTP

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

Ms Vaughan left the meeting.

Item 13 – Presentation

13.1 Ms Abby Migliore joined the meeting. Ms Migliore had been a speaker at the CLEAR conference on mental health and wellness amongst healthcare workers and had been invited by the President to give a presentation to the Board. The presentation was followed by a question and answer session with the Board.

The Board thanked Ms Migliore for an interesting and insightful presentation.

Ms Migliore, Ms Lynch and Ms Horgan left the meeting.

Item 14 – Any other business

There being no further matters for consideration the meeting ended at 14.15hrs.

Item 15 – Board *in camera* session

15.1 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:

Dr Louise Kavanagh McBride
President

Date:



Bord Altranaís agus
Cnóimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland