



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in 18/20 Carysfort Avenue, Blackrock, Co Dublin, on Tuesday and Wednesday, 21-22 March 2017.

**Day 1: Tuesday, 21 March 2017 starting at 9.00hrs.**

**Members Present:**

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Prof E Breatnach (from item 10)
Ms M Barrett (from item 6.5)	Mr M Blake-Knox
Dr R McElvaney	Mr P Dolan
Ms B Liston	Ms S Cleary
Mr D Manning (from item 4)	Ms K Canning
Ms M Monahan (from item 9)	Ms L Clarke-Bishop
Mr M Higgins (from item 10)	

**In attendance:**

Ms M Griffin, Chief Executive Officer  
Ms U Byrne, Director of Regulation  
Ms J Foley, Acting Chief Education Officer (item 6)  
Ms G Byrne, Acting Director of Registration (item 8)  
Ms D Johnston, Director of Midwifery (to item 8)  
Mr M Quaid, Director of Corporate Services and Finance (item 10)  
Dr M Doolan, Professional advisor (item 6.4)  
Ms V O'Rourke, Fitness to Practice Department  
Ms O Coady, Minute taker

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

- 1.1 Apologies were received from Mr D Murphy, Dr D Lawler, Mr N Giblin, Dr K O'Carroll, Mr K McGrane and Dr L Kavanagh McBride.
- 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.

**Item 2 – Board private session**

As the Board wished to continue its discussion in private Ms Foley, Ms U Byrne, Ms G Byrne and Ms O'Rourke left the meeting. The President requested that the CEO remain in attendance.

On conclusion of the private session Ms U Byrne, Ms G Byrne and Ms O'Rourke returned to the meeting.

### **Item 3 – Minutes and matters arising**

#### 3.1 Minutes of meeting of 21 February 2017

**Decision** The Board approved the minutes of 21 February 2017. There were no matters arising

#### 3.2 Minutes of meeting of 8 March 2017

The Board approved the minutes of 8 March 2017.

### **Item 4 – President's update**

#### 4.1 Meetings and events

The President updated the Board on her attendance at the following meetings and events representing NMBI:

- RCSI 36th Annual International Nursing & Midwifery Research & Education Conference
- The EU General Data Protection Regulation Seminar
- IPA Governance Conference
- National Immunisation Committee (NIAC)
- Governance meeting Department of Health
- Governance committee meetings
- NMBI stakeholder meeting re registration
- NMBI committee chairs forum
- Audit and Risk Committee meeting
- NMBI meeting with ONMSD re: e-portfolios

#### 4.2 Committee evaluation reports

The Board noted the President's overview report, which had previously been circulated to members, and the self-assessment questionnaire recently completed by committee members.

Mr Manning joined the meeting.

**Action** Following a question from Ms U Byrne on whether the results of the evaluation

could be shared with relevant NMBI staff members, the President suggested that the committee chairs should liaise with members of the executive to decide what information from the evaluation could be shared with staff.

**Action** Discussion of the evaluation to be placed as an agenda item at the next meeting of each committee.

#### 4.3 Chairs of committees' forum

The President updated the Board on the meeting of the chairs of committees' forum which had taken place on 8 March 2017. A note of this meeting had previously been circulated to members.

### Item 5 – CEO report

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

The CEO drew the Board's attention to the following items which were detailed in the report:

#### Launch of the Statement of Strategy

The CEO had received confirmation from the Department of Health that the Minister for Health, Simon Harris, would attend the launch on 3 April 2017 and invitations had been sent out.

#### Workforce plan

The CEO would meet with Mr L O'Reilly, Principal Officer, Department of Health on 23 March 2017 to discuss the workforce plan. The business plan would also be discussed at this meeting. The CEO advised the Board that should Mr O'Reilly recommend any changes to the business plan she would need to seek Board approval before accepting these changes.

**Action** The CEO to liaise with the President following the meeting with Mr O'Reilly. The business plan would then be circulated to Board members if required.

#### Oversight agreement and performance delivery agreement

This would also be discussed with Mr O'Reilly at the meeting on 23 March 2017.

#### KPIs for nursing and midwifery project

The CEO informed the Department of Health that although NMBI would be willing to share data for the purposes of the project, NMBI could not commit to collecting data that NMBI as a regulator had no purpose in collecting.

### Dates for noting

31 March 2017 – HSE open careers day for nurses and midwifery in Dr Steeven’s Hospital

16 May 2017 – Values conference in Dublin Castle

### Staff

The CEO advised the Board that Ms B Conolly, Midwifery Professional Advisor, had finished her contract on 15 February 2017 and Mr D Commene, Procurement Advisor, had finished his contract on 22 February 2017. The CEO extended her thanks to them both for their hard work.

Ms K Walsh had advised the CEO of her intention to resign from her position as Professional Officer with the Education Department with effect from 3 April 2017.

### International Council of Nurses (ICN) conference

**Decision** The Board agreed that the President and the Acting Chief Education Officer, Ms Foley, should attend the ICN conference with the CEO one 27-31 May 2017.

### International Confederation of Midwives (ICM) conference

**Decision** The Board agreed that Ms Cleary, as chair of the Midwives Committee, should represent the President at the ICM conference with the Director of Midwifery, Ms Johnston and the Director of Regulation, Ms Byrne from 18-22 June 2017.

### 5.2 Managed services business case

The CEO presented the business case to the Board for noting.

The CEO would discuss this proposal with the Department of Health at the meeting on 23 March 2017. If funding for the project was agreed by the Department of Health the business case would be presented to the Board at its meeting on 25 April 2017.

**Decision** The Board agreed that the proposal as set out in the business case should be presented to the Department of Health.

### 5.3 KPIs and briefing proposal

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

**Decision** The Board approved the proposal for the procurement of an expert to develop a

suite of key performance indicators (KPIs) and to run the follow-up training programme for Board and committee members.

#### 5.4 Communications plan

The Board considered the draft communications plan for 2017 which had previously been circulated to members.

**Decision** The Board approved the draft communications plan for 2017.

Ms Foley joined the meeting.

Ms G Byrne left the meeting.

#### 5.5 Media monitoring

The Board noted the Oireachtas monitoring report and recent media articles.

The Board congratulated the Vice President on becoming an Honorary Fellow of the Royal College of Surgeons (RCSI) Faculty of Nursing and Midwifery on 1 March 2017. The Vice President thanked Ms Foley for sponsoring him for the award.

#### 5.6 Correspondence

The Board noted the CEO's correspondence which had previously been circulated to the Board.

Dr Doolan joined the meeting.

### **Item 6 - Education**

#### 6.1 Education and Training Committee update

Ms Clarke-Bishop, chair of the Education and Training Committee, updated the Board on the work of the committee to date.

#### 6.2 Standards and Validation Committee update

A meeting of the committee was scheduled to take place on 23 March 2017. A chair would be appointed at that meeting.

#### 6.3 Ethics Committee update

A meeting of the Ethics Committee was scheduled to take place on 18 April 2017. A chair would be appointed at that meeting.

#### 6.4 Standards – advanced practice

Dr Doolan presented the revised standards and requirements for advanced practice (nursing) which had previously been circulated to the Board.

**Decision** The Board approved the standards and requirements for advanced practice (nursing).

Dr Doolan left the meeting.

Ms Barrett joined the meeting.

#### 6.5 Education Directorate report

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

The CEO, Ms Foley and Ms Johnston met with HIQA representatives on 9 March to discuss NMBI's draft guidance document on medication management. HIQA would review the draft document and any comments would be brought to the next meeting of the Ethics Committee.

**Action** Ms Johnston advised that a draft guidance document on medication management for self-employed midwives would be brought to the Board for its consideration at the May meeting.

### **Item 7 – Midwifery**

#### 7.1 Midwifery Committee update

Ms Cleary, chair of the Midwives Committee, updated the Board on the work of the committee to date.

Following the recent call for expressions of interest in membership of the Midwives Committee a number of candidates had been shortlisted and interviewed. As a result of these interviews Ms Cleary was requesting the Board to appoint Ms Gemma Gannon to the Midwives Committee.

**Decision** The Board agreed to appoint Ms Gannon to the Midwives Committee.

#### 7.2 Midwifery Directorate report

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

Ms Johnston advised that she was liaising with key stakeholders regarding the post-registration 18 month educational programme in order to resolve the concerns around the programme.

**Action** Ms Johnston to bring recommendations regarding the programme to the Midwives Committee on 18 April, then to the Education and Training Committee on 20 April and finally to the Board on 25 April.

Ms Johnston asked for the Board's understanding as, because of the tight timeframe, she would be unable to circulate the documents to Board members seven days in advance of the Board meeting in line with standing orders.

## **Item 8 - Registration**

### **8.1**      Registration Committee update

Ms G Byrne updated the Board on the work of the committee to date. The next meeting was scheduled to take place on 9 May.

### **8.2**      Failure to pay annual retention fee (ARF) – removal of registration

Ms G Byrne circulated a list of registrants who were due to be removed from the Register of Nurses and Midwives for non-payment of the annual retention fee pursuant to Section 77 of the Nurses and Midwives Act 2011.

Ms Byrne advised the Board that NMBI had fulfilled its legal obligations pursuant to the Act in respect of the matter. Ms Byrne further advised that a reminder was sent to registrants who had failed to pay the ARF and that stakeholders had also been advised. The registrants, the Minister and any known employer would be informed of the removal of names from the Register of Nurses and Midwives.

**Decision** The Board agreed to remove from the Register of Nurses and Midwives those registrants who had not paid the ARF.

### **8.3**      Registration Rules to public consultation

The Board considered the draft Rules for registration and a briefing note which had previously been circulated to members.

### **8.4**      Inactive file disbandment

The Board considered a proposal for the disbandment of the inactive file which had previously been circulated to members.

**Decision** The Board agreed that public consultation on the Rules and the inactive file disbandment proposal would be run in tandem to start following the Board meeting.

#### 8.5 Registration Directorate report

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

Ms Monahan joined the meeting.

### **Item 9 – Regulation**

#### 9.1 Fitness to Practise Committee (1985) update

The Board considered the committee report which had previously been circulated to members. Ms U Byrne updated the Board on the work of the committee to date.

#### 9.2 Fitness to Practise Committee (2011) update

The Board considered the committee report which had previously been circulated to members. Ms U Byrne updated the Board on the work of the committee to date.

#### 9.3 Preliminary Proceedings Committee update

The Board considered the committee report which had previously been circulated to members. Ms Cleary, chair of the Preliminary Proceedings Committee, updated the Board on the work of the committee to date.

Ms Cleary advised that interviews had been held for the position of Head of the Preliminary Proceedings Division. The successful candidate had accepted the post subject to contract. Interviews were underway at the time for the two case officer positions.

**Action** The Director of Regulation to bring a summary note of the status of the implementation of the Professional Standards Authority (PSA) report recommendations to the Board at its April meeting with a complete report to be made to the Board at its May meeting.



#### 9.4 Health Committee update

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

**Action** Ms U Byrne to bring a revised Health Committee policy to the Board before public consultation.

#### 9.5 Fitness to Practise Directorate report

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

The meeting broke for lunch at 13.00hrs. The meeting resumed at 14.00hrs.

Ms G Byrne left the meeting.

Prof Breatnach and Mr Quaid joined the meeting.

### **Item 10 – Corporate Services and Finances**

#### 10.2 Finance

##### 10.2.1 Governance and Finance Committee update

The Board noted that the committee had not met since the previous Board meeting.

Item 10.2.2 was considered under the Audit and Risk Committee.

##### 10.2.3 Management accounts end of February

The Board noted the management accounts for 1 January - 28 February 2017 which had previously been circulated to members.

Mr Higgins joined the meeting.

##### 10.2.4 Procurement report

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

**Action** Mr Quaid to revise the format of the report for future meetings to include KPIs.

MQ advised that phased payment of the ARF would begin in June 2017. Testing

of the process would begin in April 2017. Registrant Board members in attendance volunteered to test the process.

## 10.1 Audit and Risk Committee

### 10.1.1 Audit and Risk Committee update

Mr Higgins updated the Board on the meeting of the Audit and Risk Committee held on 9 March 2017. A briefing note was circulated to the Board.

### 10.1.2 Risk register

The Board noted the risk register which had previously been circulated to members. The Board noted that the register had not been considered by the Audit and Risk Committee at its meeting of 9 March and had been deferred to the next meeting.

### 10.1.3 Internal controls audit report

The Board noted the documents relating to the internal controls audit which had previously been circulated to members.

## **Item 11 – Any other business**

### 11.1 Catering for Fitness to Practise Committee meetings

Mr Dolan had been requested by members of the committee to advise the Board that the committee was not satisfied with the quality of the food provided for members during inquires and meetings. Some members wondered if it would be possible to go out for lunch and claim the cost back on expenses.

**Action** Ms U Byrne to discuss this matter with the chair of the committee

### 11.2 Membership of the Mental Health Commission

The Board considered the letter received from the Department of Health requesting that the Board nominate two registered psychiatric nurses for consideration for membership of the Mental Health Commission.

The President suggested that the three registered psychiatric nurses on the Board – Ms Liston, Mr Giblin and Mr Murray – discuss this amongst themselves and advise the Board the following day of the names of the two nominees.

11.3 The President extended the condolences of the Board to former Board member,



Mr John Cregan, on the recent death of his wife.

There being no further matters for consideration the meeting ended at 15.25hrs.

**Day 2: Wednesday, 22 March 2017 starting at 9.00hrs.**

**Members Present:**

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Mr M Higgins (from item 1.8)
Ms M Barrett	Ms S Cleary (from item 5.1)
Mr D Manning (from item 1.6)	Ms K Canning
Mr M Blake-Knox	Ms L Clarke-Bishop
Ms B Liston (from item 5.2)	Ms M Monahan
Dr K O’Carroll (from item 1.6)	Prof E Breatnach (from item 5.1)
Mr N Giblin	Mr P Dolan

**In attendance:**

Ms M Griffin, Chief Executive Officer  
Ms U Byrne, Director of Regulation  
Ms V O’Rourke, Fitness to Practise Department  
Ms O Coady, Minute taker  
Mr E Evans, Beauchamps Solicitors (items 4-5)  
Ms R Donnellan, Beauchamps Solicitors (item 4)

Apologies were received from Mr D Murphy, Mr K McGrane, Dr R McElvaney, Dr D Lawler and Dr L Kavanagh McBride.

**Fitness to Practise Matters**

The Board considered the following:

- One application pursuant to Section 58 of the Nurses and Midwives Act 2011.
- Three applications pursuant to Section 55(1) of the Nurses Act 2011.
- Four reports of the Fitness to Practise Committee under the Nurses and Midwives Act 2011.
- One undertaking pursuant to Section 65(1)(a) of the Nurses and Midwives Act 2011.
- Fourteen no prima facie decisions of the Preliminary Proceedings Committee.
- Reports relating to the following:
  - Monitoring of conditions.
  - Section 44 orders/undertakings.
  - Section 58 orders/undertakings.
  - High Court and Supreme Court Cases.



There being no further matters for consideration the meeting concluded at 16.10hrs.

**Signed:** \_\_\_\_\_  
**Essene Cassidy**  
**President**

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