



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

NURSING and
MIDWIFERY
Board of IRELAND

Annual Report
2019



We are
the regulatory
body for
the professions
of NURSING
and MIDWIFERY
in Ireland

Our Vision
is to provide leadership
to registered nurses
and midwives in delivering
safe care through innovative
and proactive professional
regulation.

Our Mission
is to protect the public
and the integrity of the
professions of nursing and
midwifery through the
promotion of high standards
of education, training,
and professional
conduct.

Contents

President's Address	02
---------------------	----

Chief Executive Officer's Foreword	04
------------------------------------	----

01

About the Nursing and Midwifery Board of Ireland (NMBI)	07
---	----

02

Key Activities and Achievements 2019	13
--------------------------------------	----

03

Strategy	17
Our strategic objectives	18
Strategic milestones	19

04

Activities by Directorate	25
4.1 Chief Executive's Office	26
4.2 Corporate Services	29
4.3 Registration	31
4.4 Professional Standards and Education	37
4.5 Regulation	46

05

100 Years of Nursing Regulation	53
---------------------------------	----

06

Financial Statements	59
----------------------	----

07

Appendices	87
Appendix 1: Members of the NMBI Board 2019	88
Appendix 2: NMBI Board Meetings 2019	91
Appendix 3: Committee Members and Meetings 2019	92
Appendix 4: Statement of Compliance 2019	97



President's Address

Essene Cassidy

President NMBI

2019 was a year of considerable change within the Nursing and Midwifery Board of Ireland.

In June, we were delighted to welcome our new Interim Chief Executive. Sheila McClelland has an extensive track record in public service, strategic governance reform and senior management with the expertise and experience to deliver our challenging reform agenda and ensure we see the final year of our strategy through to completion.

Sheila replaces NMBI's Director of Midwifery, Dawn Johnston, who carried out the functions of the Chief Executive during the first half of the year. On behalf of the Board, I would like to sincerely thank Dawn for ensuring NMBI continued to operate seamlessly during this time.

We were also joined by Colm O'Leary as Director of Registration. He joins us at a pivotal stage ahead of the launch of our new registration system, which will drive improvements in how we perform our functions for registrants and all who engage with us.

This year we commemorated 100 years of nursing regulation in Ireland and marked this important milestone with our national conference in October, bringing the nursing and regularity community together. The event provided an opportunity to reflect on the past, present and future of the profession of nursing in Ireland.

Many developments have been achieved in areas of innovation, regulation and nursing education, and as we look to the future we will continue to make improvements to ensure our regulatory model remains relevant, modern and effective.

We were delighted to welcome members of the International Nurse Regulator Collaborative (INRC) to Dublin for a symposium on international regulation ahead of our national conference. This allowed us an opportunity to collaborate with our colleagues in other nursing regulatory organisations throughout the world and discuss how we can work together to influence nursing policy.

On behalf of the Board, I would like to thank the event speakers, delegates and our INRC colleagues for being part of these celebrations and for their positive feedback following the events.

In 2019, NMBI focused on the delivery of our strategic priorities set out in the Statement of Strategy 2017-2019. Solid progress has been made in strengthening our reputation through open and transparent communications to ensure we are equipped to meet the needs of our registrants, the public and our key stakeholders. We are proud and delighted to share with you the work we accomplished in this annual report.

This year we worked hard with stakeholders to develop our Statement of Strategy 2020-2022 which sets out the new strategic direction for our organisation. We continue to focus on increased engagement with our registrants, the public and our key stakeholders to enhance NMBI's function as a regulator for nurses and midwives in Ireland. The new statement of strategy for the next three years will be published in 2020. I wish to thank the Minister and the Department of Health for their assistance and support, in particular, the Office of the Chief Nurse.

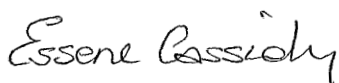
Work continued on our new online registration system, MyNMBI which will improve processes for registrants, students, higher education institutions and applicants. The new system will go live in 2020 and reinforces our commitment to reduce our carbon footprint by eliminating our paper-based processes. The benefits of the new system are outlined in this report and I encourage you to read on to see what we have achieved.

Throughout the year, the Board progressed in its duties and continued to strengthen connections and valued relationships with our stakeholders and the public. On behalf of the Board, I would like to acknowledge and thank the Government, the Minister, the Department of Health, HSE, ONMSD, higher education institutions, staff organisations and other regulator colleagues for their continued assistance and support over the course of this year.

I would like to extend my sincere gratitude and appreciation to my colleagues on the Board, all of whom play a pivotal role in overseeing NMBI's functions. Their contribution and commitment ensures that we continue to maintain the highest standards in the nursing and midwifery professions. I would like to thank Tanya King and Elaine Cassidy, who left the Board in 2019, for their commitment during the course of their term of office. I also warmly welcome incoming Board members John Horan and Karen Greene and I look forward to working with them in the future. To all our committee members, I would also like to express my thanks for the time and effort they have contributed throughout the year.

Finally, on behalf of the Board, I would like to acknowledge the dedicated work of our registrants on the frontline. We know that nurses and midwives work in a very challenging environment and we also know that this work is carried out with care, compassion and kindness.

Supporting nurses and midwives in their efforts to achieve high standards of professional practice and patient care is at the heart of everything we do and we look forward to continuing this work in 2020.



President
Nursing and Midwifery Board of Ireland



Chief Executive Foreword

Sheila McClelland

Chief Executive NMBI

It was my pleasure to join NMBI in June as Interim Chief Executive, an interesting and exciting post which has given me the opportunity to work with passionate, professional colleagues at NMBI and our partners and peers in the healthcare and education sector.

I would like to extend my thanks to Dawn Johnston, Interim CEO in the first half of 2019, for her committed work to ensuring NMBI continued to fulfil its duties.

Reform and organisational renewal are key priorities for my tenure and my aim is to ensure NMBI services are easily accessed by registrants and stakeholders and we continuously add to the improving standards of professionalism in the healthcare system.

As a regulator, our mission is to protect the public by supporting registered midwives and nurses to provide patient care to the highest standards. To do this we must be fit-for-purpose and supportive of nurses and midwives across Ireland as they perform their vital work.

Following on from last year's celebration of 100 years of regulation in the midwifery profession, 2019 marked 100 years of nursing regulation in Ireland and NMBI was delighted to host a two day annual conference in October to commemorate the centenary.

Since 1919, so much has changed in all areas of nursing and healthcare but the dedication and vital role of nurses remains constant. NMBI worked hard to ensure the centenary was interesting and provided an opportunity for reflection and to focus on future innovations. The event received very positive feedback and I would like to sincerely thank all of you for being part of the celebration.

We continued to engage with and represent the professions of nursing and midwifery abroad, and we were delighted to host the AGM of the International Nurse Regulator Collaborative (INRC) in October. NMBI was also invited to present on the development of a National Student Midwife Clinical Competency Assessment Tool at the Royal College of Midwives annual conference in Manchester.

As the regulator for nurses and midwives in Ireland we are focused on our mission to protect the public and the integrity of the professions of nursing and midwifery in Ireland by setting high standards of education, registration and professional conduct.

In 2019, we completed the delivery of our strategic goals against the Statement of Strategy 2017-2019. A summary of our progress is outlined in this report. Building on the progress we have already made, work began in the process of developing our Statement of Strategy 2020-2022. We launched an extensive public consultation survey inviting input from registrants, staff organisations, employers, managers, patient advocate groups and other key stakeholders. Our commitment continues to support our registered nurses and midwives in providing the highest standard of patient care through innovative and proactive professional regulation. This strategy will provide us with a clear direction on improving our core functions for the next three years.

NMBI remains focused on strengthening our reputation as a modern, professional regulator. We endeavour to ensure we are held in high regard in our dealings with our registrants, the public and stakeholders. In this context, independent research was undertaken to acquire stakeholder insights into how we are viewed as an organisation. This has given us an evidence base for future decision making on customer services, strategy, communications and planning.


During 2019, we progressed in the development of our new online registration system as part of our digitisation agenda known as Project Nightingale. Advances in technology offer many opportunities and I believe it's important to embrace and drive positive change that will make us more accessible and create an efficient and effective pathway to our services for registrants and stakeholders. We are committed to improving our registration process to make it more streamlined and less paper driven. The new system will go live in 2020.

Ahead of the UK's departure from the European Union we have prepared for the Withdrawal Agreement and the possibility of a no-deal Brexit to ensure that UK qualified nurses and midwives can continue to register with NMBI with minimum disruption.

NMBI expedited the registration of Advanced Nurse Practitioners (ANP) and Advanced Midwife Practitioners (AMP) in line with the *Policy on the Development of Graduate to Advanced Nursing and Midwifery Practice* published by the Department of Health. This saw the introduction of two pathways to registration in advanced practice from either successfully completing the approved programme of education or by providing evidence of completion of the required educational elements and competencies. We are delighted that this development will aid the vision to create a critical mass of advanced practitioners that positively impact the areas of service need.

I wish to acknowledge our continuing close working relationship with the Government, Minister for Health, Department of Health, representative bodies, other relevant statutory bodies, higher education institutions and many more for their cooperation and assistance throughout the year. My thanks to the Board for their support during the first few months of my tenure and I would like to recognise and acknowledge all NMBI employees for their continued commitment in delivering our goals.

Finally and importantly, with over 77,000 nurses and midwives on our Register, I would like to acknowledge the vital and valuable contribution each of you make to the provision of healthcare in Ireland. I look forward to the positive impact that we can make together during 2020.



Chief Executive
Nursing and Midwifery Board of Ireland





01

**About the Nursing
and Midwifery
Board of Ireland
(NMBI)**

Who we are

NMBI is the regulator for the professions of nursing and midwifery in Ireland. We have a statutory obligation to protect the public and the integrity of the practice of the professions of nursing and midwifery. We perform our functions in the public interest under the Nurses Act, 1985 and the Nurses and Midwives Act 2011.



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Our vision

Our vision is to provide leadership to registered nurses and midwives to deliver safe care through innovative and proactive professional regulation.

Our mission

Our mission is to protect the public and the integrity of the professions of nursing and midwifery through the promotion of high standards of education, training and professional conduct.

What we do

In our role as the regulator for the professions of nursing and midwifery and in fulfilling our mission we:

- maintain the Register of Nurses and Midwives and a Candidate Register for student nurses and midwives
- set the standards for the education and training of nurses and midwives
- approve programmes of education necessary for registration and monitor these programmes on an ongoing basis
- support our registrants by providing appropriate guidance on professional conduct and ethics for both registered nurses and midwives
- inquire into complaints about our registrants. We make decisions relating to the imposition of sanctions on registered nurses and midwives who have findings made against them, and
- advise the minister and the public on all matters of relevance relating to our functions.

Our role in setting standards and providing guidance for approximately 77,000 registered nurses and midwives in Ireland focuses on public safety. We work collaboratively with the Department of Health, employers, managers, unions, educators, other regulatory bodies and our registrants.



Our proactive nursing and midwifery regulation model

Integrity of nursing and midwifery practice

Pre-Registration



- Information on careers in nursing and midwifery
- Information on pre-registration programmes
- Setting standards and requirements for education programmes
- Monitoring adherence to standards and requirements for education programmes
- Conducting site inspections to programmes and practice placements
- Providing professional advice and support to nurses, midwives and other stakeholders

Registration



- Maintaining the Register of Nurses and Midwives and the Candidate Register
- Assessing eligibility of applicants for entry on the Register of Nurses and Midwives
- Providing guidance to nurses and midwives on matters relating to professional conduct and ethics
- Standards**
 - Defining the scope of practice for nurses and midwives
 - Setting out in the Code the standards of practice and behaviours expected of nurses and midwives

Review



- Complaints**
 - Investigating complaints against registered nurses and midwives
 - Responding to concerns and taking action to protect the public where necessary
- Fitness to Practise**
 - Ensuring a robust complaints process through Preliminary Proceedings Committee and Fitness to Practise Committee
 - Imposing sanctions proportionately and where appropriate
 - Monitoring conditions

Restoration



- The Board evaluates applications for restoration to the Register of former registrants under the grounds set out in legislation

Our executive organisation structure

Our organisational structure reflects our core functions and activities of education and training, registration and fitness to practise, together with the corporate services that enable us to achieve our corporate objectives. Corporate services include finance.

In addition, we have the Chief Executive's Office which includes the Secretariat and the human resources, data protection and communications functions.

Activities completed in 2019 by each of these functions are provided in Section 4.

Our Board and committees

The Board of NMBI comprises 23 members with a lay majority of 12. There are eight elected members, and in addition, three nurses or midwives are appointed by the Minister for Health. Five members are recruited through Stateboards.ie and the remaining members are nominated by stakeholders – such as voluntary bodies and public interest groups – and are appointed by the Minister. All Board members act in a non-executive capacity.

For details on our Board members, the Board meeting schedule and attendance during 2019, please refer to the Appendices.

We have eight committees. Four are statutory committees and four are advisory committees with specific responsibilities to support the activities of the Board in governing NMBI.

Statutory committees

- ***Fitness to Practise Committee (2011)***

The role of the Fitness to Practise Committee is to inquire into complaints referred by the Preliminary Proceedings Committee under Section 61 of the Nurses and Midwives Act 2011. On completion of an inquiry, the Fitness to Practise Committee submits its report to the Board.

- ***Fitness to Practise Committee (1985)***

Work by this committee is nearing completion and is based on the Nurses Act, 1985.

- ***Midwives Committee***

The role of the Midwives Committee is to advise the Board in relation to all areas pertaining to midwifery practice.

- ***Preliminary Proceedings Committee***

The role of the Preliminary Proceedings Committee is to give initial consideration to complaints. It can refer complaints to the Fitness to Practise Committee or make recommendations to the Board that no further action be taken; or that the matter should be referred to another body or authority; or to mediation.

Advisory committees

- **Audit and Risk Committee**

The Audit and Risk Committee provides an independent appraisal structure within NMBI to measure and evaluate the effectiveness and efficiency of its risks, governance and internal control procedures and its financial reporting framework.

- **Governance and Finance Committee**

The Governance and Finance Committee advises and makes recommendations to the Board in relation to all issues pertaining to the governance and finance functions of the Board in accordance with the provisions of the Nurses and Midwives Act 2011. It oversees the financial arrangements and internal operations of the Board, and ensures that appropriate and adequate control arrangements exist in all areas of financial responsibility.

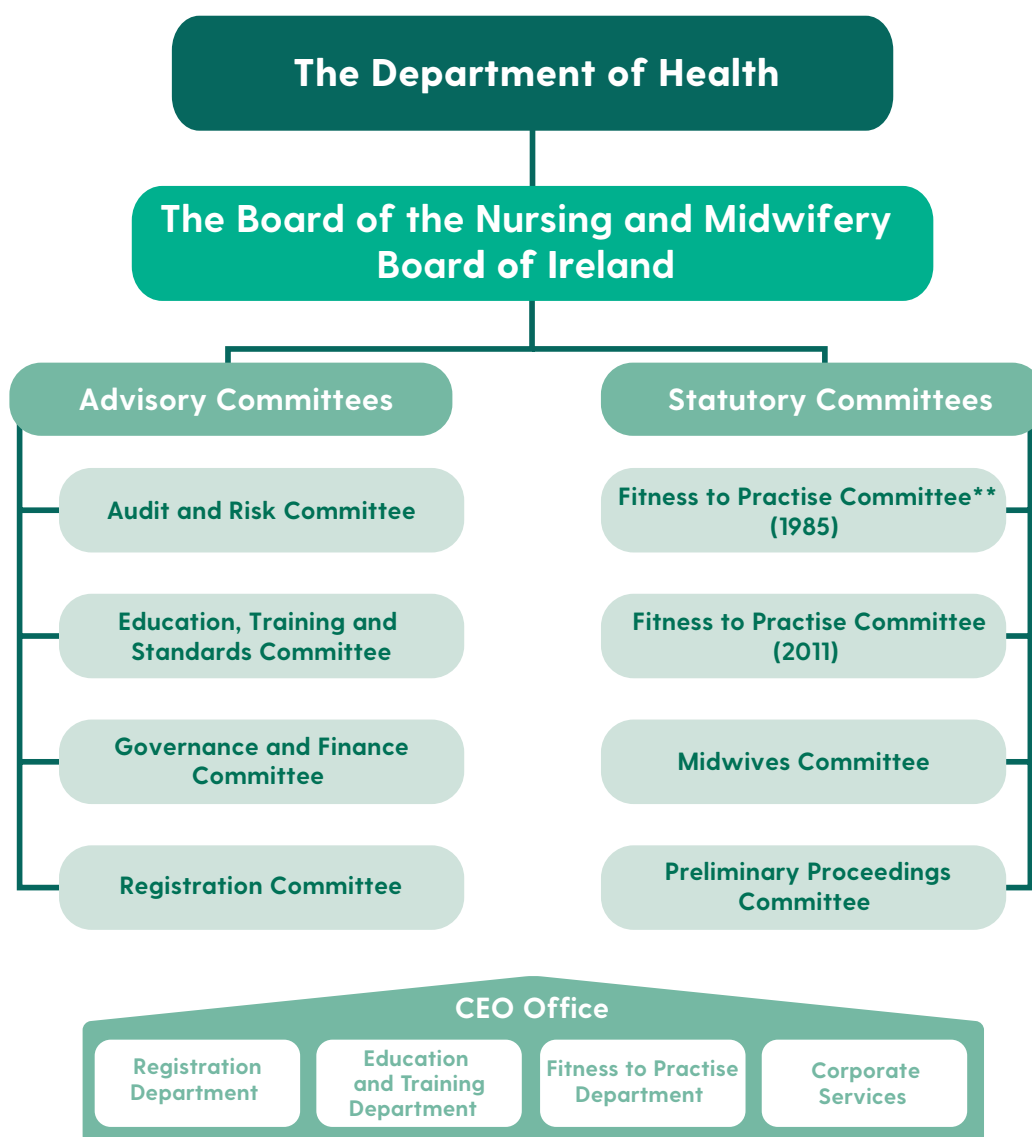
- **Education, Training and Standards Committee**

The Education, Training and Standards Committee monitors adherence to standards and evaluates compliance to standards and criteria for the education and training of nurses and midwives. It carries a range of functions connected with setting standards and requirements for education programmes and validating those programmes. It provides a forum and guidance to the profession and to those who require it in relation to behaviour, ethical conduct, practice and research.

- **Registration Committee**

The Registration Committee makes decisions and advises and makes recommendations to the Board in relation to all issues pertaining to registration.





** The Fitness to Practise Committee (1985) was established under the Nurses Act, 1985 and its members were appointed under the Act. It will remain in being until all fitness to practise matters that originated under the 1985 Act have concluded.



02

Key Activities and Achievements 2019

Registration



Breakdown by training location of first time registered nurses and midwives

Training location	2016	2017	2018	2019
Ireland	1,321	1,391	1,342	1,397
EU excl. Ireland	1,034	1,748	1,018	483
Non-EU	1,040	1,545	1,443	1,819
Total Overall	3,395	4,684	3,803	3,699

Breakdown by training location of first time registered nurses and midwives

2016	2017	2018	2019
3,395	4,684	3,803	3,699

- **EU: 483**
- **Ireland: 1,397**
- **Non-EU: 1,819**



Education

NMBI is responsible for setting standards for Education Programmes and regularly approving and re-approving programmes.

Pre-registration courses

Post-registration courses



13



67



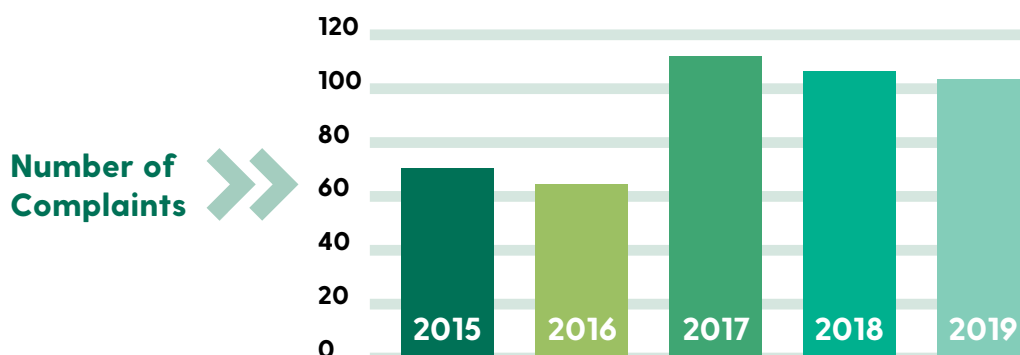
14



224

Dealing with complaints

There are currently over 77,000 nurses and midwives on the NMBI Register. A very small number on the Register are the subject of a complaint each year, about 0.1 per cent of all registrants. In 2019, 109 complaints were received.



Should you wish to find out more, a guide on fitness to practise is accessible on the NMBI website.





03

Strategy

Our strategic objectives

In April 2017, we published our *Statement of Strategy 2017-2019*. Our three main strategic priorities were:

- strengthening our reputation with registrants, the public and key stakeholders
- building stakeholder understanding of how NMBI works and making it more consistent, efficient and effective to deal with, and
- ensuring we are equipped to meet the needs of registrants, the public and other stakeholders and able to deliver on our new strategy



Strategic milestones

In addition to our core work, the detail of which is captured in the 'Key Activities and Achievements 2019' section above, our three-year strategy also set out a significant reform agenda. We committed to milestones to be achieved each year in the period 2017-2019. A summary of our progress against our milestones in 2019 and over the three year period is detailed below.

1. We will have strengthened our reputation with our registrants, the public and our key stakeholders				
Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
We will build trust through open and transparent communication	Publish Annual Report (2018)	✓	✓	Annual activity
	Publish Business Plan	✓	✓	Annual activity
	Publish Board minutes	✓	✓	Ongoing activity
	Conduct listening events with stakeholders	✓	✓	Ongoing activity
	Implement Professional Competence Scheme (Monitoring the Maintenance of Professional Competence)	A stakeholder consultation took place to confirm current activities that registrants undertake to maintain their competence	A draft scheme has been developed	We are currently co-ordinating with the Department of Health to understand optimal timing for an extensive public consultation on the proposed scheme, implementation approach and timelines
We will work in partnership with other health and social care agencies	Continue to participate and contribute to existing cross regulator networks and events	✓	✓	Ongoing activity
	Facilitate cross regulator workshops on fitness to practise to share good working practices	✓	✓	Ongoing activity

(continued)

2. Our stakeholders will understand how we work and find us more consistent, efficient and effective to deal with				
Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
We will publish clear, easy to understand information about our role and what we do	Ongoing website content development	Ongoing website content development	✓	Ongoing activity
We will explain clearly how people can contact us and how our processes and services work	Ongoing website content development	Registrant, applicant and HEI portals built (to go live in 2020)	✓	Ongoing activity
We will publish clear, easy to understand, evidence-based guidance documents for our registrants	Continue reporting against service levels set in a customer service charter	This was deferred in 2019 due to capacity constraints (maternity leave)		Customer charter service levels are to be introduced in 2020
We will develop clear standards and requirements to inform nursing and midwifery education programmes that lead to registration	Continue to publish standards in clear, easy to understand language	✓	✓	Ongoing activity
	Analyse internal data and external research and publish material for registrants addressing risk factors for poor practice	Focus on fitness to practise (FTP) series: Articles 2-5 were published in 2019	✓	Ongoing activity

(continued)

3. We will have an organisation that is equipped to meet the needs of our registrants, the public and other stakeholders and is able to deliver on our strategy				
Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
We will invest in relevant technology to ensure that applications are in place to support the core functions of the Nursing and Midwifery Board of Ireland	Technology to support Professional Competence Scheme (education processes) in place			A new registrant system and provider have been selected through a public procurement process. There will be a phased implementation with the register and registration functionality going live first (in 2020) followed by the education module. The education module will ultimately support the Managing the Maintenance of Professional Competence Scheme when this is approved.
	Fitness to practise case management further enabled by technology	Requirements for a fitness to practise case management tool have been defined and a number of vendor demonstrations have been completed.	Commenced	Selection of an optimal solution for NMBI will be concluded in 2020
	Evolve data collection strategy and system	With our new registrant solution we will be capturing information in a digitised format and this will also allow us to share and report on information in new ways with our stakeholders.		The first module of our new Registrant solution will be live in 2020 including the registrant, applicant and HEI portals. Defined reports and data analysis functionality will also be available

(continued)

Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
		Standard reports have been defined and automated as part of the registrant solution build. Bespoke data requests will be easier to process. Our new portals will also allow registrants, candidates and HEIs to manage and access data in a new way.	✓	
We will support staff so they have the knowledge, skills and competencies to do their jobs effectively and with confidence	Implement against three year workforce plan	✓	✓	Ongoing activity
We will fundamentally redesign our processes and procedures to meet increased demand and user expectations and reduce cost to serve	Continue to keep process maps and standard operating procedures up to date	Streamlining of registration, education and fitness to practise processes and procedures has been underway in preparation for the digitisation of our processes and will be delivered through the new registrant system (2020) and fitness to practise case management tool (timing tbc)	Ongoing activity	Ongoing activity

(continued)

Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
We will proactively review the structure of our organisation to allow for the effective and efficient delivery of our legislative remit	Implement against three year workforce plan	✓	✓	Ongoing activity
We will enhance the ability of our service users to self-serve through digital channels		Portals have been built and will be delivered as part of the new registration system (2020). This includes a: <ul style="list-style-type: none"> • Registrants' portal • Applicants' portal • Higher Education Institutions' (HEIs) portal • Online annual renewal and retention fee (ARF) • Online application processes 	Commenced	Portals have been built and will be delivered as part of the new registration system (2020). This includes a: <ul style="list-style-type: none"> • Registrants' portal • Applicants' portal • Higher Education Institutions' (HEIs) portal • Online annual renewal and retention fee (ARF) • Online application processes
We will fully comply with the <i>Code of Practice for the Governance of State Bodies</i> , 2016	Audit of governance structures and practices (every two years)	<ul style="list-style-type: none"> • Self-evaluation of committees completed • Proactively reviewed scope and focus of committee terms of reference 		
	Confirm compliance as part of annual report	✓	✓	Ongoing activity

(continued)

Target		Progress in 2019	Progress 2017-2019	
How we will improve it	Key milestones 2019		Complete	Comments
	Monitor and manage risk register	✓	✓	Ongoing activity
We will have defined a sustainable funding model and be operating within it	Implement against financial plan	Ongoing activity. Twice yearly checkpoint against plan	✓	Ongoing activity. Twice yearly checkpoint against plan

During 2019 we engaged in a wide consultation process to develop our Statement of Strategy 2020-2022. Building on the progress we have already made, our strategic priorities for the next three years are:

- evolving our model of regulation
- digitising and improving the efficiency of our services
- leveraging data and research
- communicating more frequently and effectively with our stakeholders, and
- further developing our organisation

Our new statement of strategy will be available on our website.



04

**Activities by
Directorate**

4.1 Chief Executive's Office

Governance

The Board of NMBI carries out its duties having regard to the requirements of the *Code of Practice for the Governance of State Bodies* 2016 and the Nurses and Midwives Act 2011. Members of the Board are collectively responsible for providing leadership and ensuring that NMBI fulfils its objective of protecting the public and to ensure the integrity of the professions of nursing and midwifery through the promotion of high standards of education, training and professional conduct. The *Governance Framework* sets out the policies and procedures in place in NMBI and documents the key roles and responsibilities within the organisation.

An independent external evaluation of Board effectiveness was undertaken at the end of 2018. A follow-up workshop formed part of the Board away-day in April 2019 where the outputs of this evaluation were discussed and an action plan for the coming year was developed.

Each committee's terms of reference state that a periodic review of the committee's performance should be undertaken. This was carried out in 2019 by way of an evaluation questionnaire sent to each committee member. A report based on the results was agreed with the committee chairs and relevant members of the executive and presented to the Board.

Human Resources

The Nursing and Midwifery Board of Ireland has a sanctioned staff level of 58. In addition, a managed services function supports the registration department, providing day to day telephone service support for applicants and registrants.

The HR department continues to support the organisation across the full remit of the Human Resources value chain i.e. policies and procedures, PMDS, resourcing, remuneration, employee relations, probation management and payroll.

NMBI managed the recruitment of a number of senior management positions during 2019 including the appointment of a new Chief Executive and new Director of Registration.

Organisational development was a key focus for the HR department in 2019. Workforce planning and staff development initiatives were identified as key enablers to support the NMBI in delivering on its strategic objectives.



A comprehensive in-house staff development initiative was rolled out over a six-month period. The focus of the initiative was to develop and enhance management and team leader skills and capability. Following significant interest from staff across a range of grades, the programme was opened up to staff from senior clerical positions to director level. All staff who undertook the programme were further supported in their development with one to one coaching sessions over the six month period.

Staff were also supported to undertake formal education courses in facilities management, professional governance, regulation, FOI and data protection.

The organisation has embarked on a significant period of reform and investment in technology with an ambitious digitisation programme. In 2019, HR supported this strategic objective by enhancing the organisation's digital skills, this included running in-house business process improvement skills workshops and supporting staff with formal external digital and data management training.

An initiative was undertaken to update the workforce plan to reflect the organisational changes that have taken place and to outline the resources required to deliver on our objectives for 2019 and into the new strategic period of 2020-2022. This initiative resulted in the restructuring of the registration department and enhancing resourcing in other areas of the organisation such as fitness to practise. This resulted in creating a number of new and promotional opportunities for NMBI staff. The workforce planning initiative will continue into 2020.

Health and safety

Health and Safety and staff well-being will always be a key focus of the NMBI. Health and Safety training such as manual handling and fire safety were provided during the year. The confidential Employee Assistance Programme provided assistance to staff and their families. Flu-vaccines were made available to staff. The coaching programme associated with the staff development programme also provided life coaching for a number of staff. Fire officer and fire drill training also took place in early 2019.

Communications

NMBI's focus in 2019 was on the delivery of the second phase of the 2018-2019 communications plan. The development of branding and communications with registrants was our focus. To this end during 2019 NMBI:

- met all brand objectives, delivering a new application of our brand and the guidelines to support it, along with templates, design covers and event support supported the design and delivery of a key programme and event to support nurses - '100 years of Nursing Regulation', and
- developed, executed and delivered a perception audit to support the next phase of communications with registrants and other key stakeholders.

Supporting this we also:

- maintained media relations and public affairs output, managed the NMBI website (5.8 million page views, up 11.5% on 2018) and key publications, including the monthly eZine (circulation of 65,000 with 35% open rate) of which there were nine in 2019
- until mid-year, when a new staff member was brought on board, the communications department supported the freedom of information function in NMBI, and
- amended our plan for the delivery of the new online registration system in 2020.

The communications department is responsible for dealing with Parliamentary Questions (PQs) and Ministerial Representations referred by the Department of Health. During 2019, NMBI received 81 PQs and 19 Ministerial Representations.

Data protection

The General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018 came into effect in May 2018. As a regulator we need to gather and use certain information about individuals as set out in the Nurses and Midwives Act 2011. After a successful implementation of the GDPR project, NMBI continued working on the GDPR action plan for 2019. In addition, to ensure ongoing compliance among staff, we assisted with data privacy on our new projects and ran staff training and awareness sessions on data protection.

We continued reviewing and updating our data protection policies and procedures and notices. We continued with the agreed data governance work plan and with implementing privacy by design techniques into our new projects. We network on a regular basis with our data protection colleagues in other health regulators, attended workshops and seminars to keep up to date with latest privacy developments.

Freedom of information

NMBI is a prescribed organisation under the Freedom of Information Act 2014. In 2019, NMBI ensured compliance with the legislation by responding in timely fashion to assist requesters and reporting on our engagement with the legislation. We processed 17 freedom of information requests, of which three were appealed to the Information Commissioner.

Facilities

Our facilities department continued to support the day-to-day running of our offices throughout 2019.

In 2019 we have gradually upgraded our lighting system throughout the building and with a continued maintenance programme in place, we identified units requiring replacement with more energy efficient solutions. We reviewed our energy costs with a view to further reducing our carbon footprint, in line with the National Adaptation Framework for climate change.

A fire suppression system in our communications hub was installed in 2019.

4.2 Corporate Services

Financial control and procurement

The finance team implemented a number of measures in 2019 designed to strengthen our internal control environment, including key financial controls covering banking, fixed assets, budgetary control and credit card usage. During 2019, we continued to support the Governance and Finance Committee and the Audit and Risk Committee, and to report to the Board and the Department of Health.

We implemented NMBI's annual budget and reported on performance through monthly management accounts to the senior management team and the Board.

We delivered a number of procurements in 2019, including services for:

- call centre services
- registration audit
- customer charter
- fitness to practise training services
- Board member training service
- fire suppression system
- risk management services
- office supplies
- electricity framework
- Office 365 licences
- web support and hosting
- desktop replacement
- mediator panel
- cyber security testing
- expense tracking system

ICT

The IT department has continued to provide IT support to the organisation including hardware devices and software applications, enhancing security and implementing policy and improvements.

The IT strategy 2020–2022 was developed during 2019 and will be approved in early 2020 providing a roadmap for the implementation of NMBI's IT strategy for the coming years with an emphasis on delivering our IT requirement through cloud-based applications.

The department completed a number of projects in 2019 designed to strengthen our technology and communications platform. These projects enable us to implement our cloud-based and digital-first strategy for delivery of services to internal and external stakeholders. The projects implemented included:

- refreshment of our iPad and mobile phone devices to improve our service to the Board and Committees
- update of IT security policy
- strengthening of user access controls
- support to the development of the new registration system
- the appointment of security partners for testing security processes from external attack, and
- procurement of a number of IT related services including desktops and Office 365 licences

Risk management

The Nursing and Midwifery Board of Ireland recognises the importance of adopting a proactive approach to the management of risk, to support both the achievement of objectives and compliance with statutory and governance requirements.

The Board is committed to ensuring that risk management is embedded both as part of normal day to day business, and also in the strategic and operational performance of the organisation.

There is a risk management policy and framework in place which sets out the risk appetite of the NMBI. The management process in place and the roles and responsibilities in relation to risk are set out in the risk management policy document.

Risks are identified and managed through the organisation's corporate risk register where key risks are stated and existing controls to mitigate the risk are noted. The risks are assessed and prioritised by considering the likelihood of the event occurring and the impact such an event would have on the organisation. Actions are identified to mitigate the risk and assigned an owner to implement the actions.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. I confirm that a control environment containing the following elements is in place:

- procedures for all key business processes have been documented or are under review
- financial responsibilities have been assigned at management level with corresponding accountability
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management
- there are systems aimed at ensuring the security of the information and communication technology systems
- there are systems in place to safeguard the assets.

The Risk Register is reviewed regularly by the Audit and Risk Committee and reported to the Board of the NMBI.

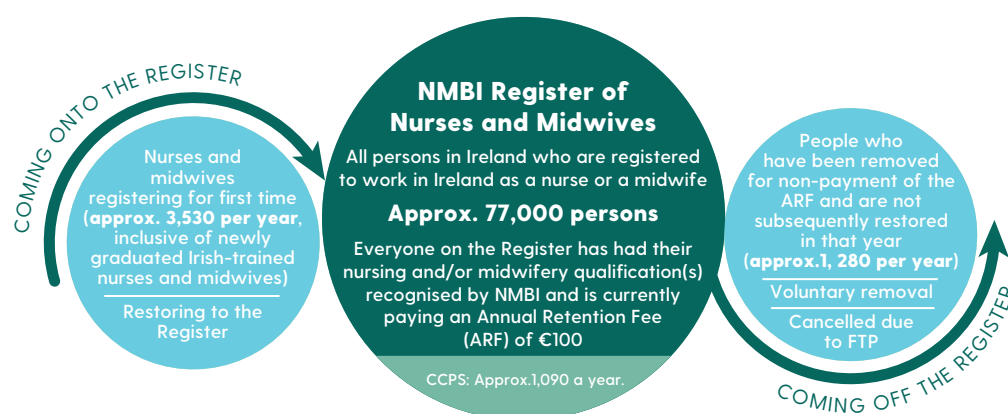
In 2019 the NMBI conducted a review of their Risk Management Policy and Risk Management Framework, to assist NMBI in strengthening existing structures to identify and manage risks and to embed risk management all across the organisation. This review was conducted by an external organisation and involved a review of current Risk Management Policy Framework. The review assisted the NMBI in updating risk management documentation and processes including, the Risk Management Policy, the Risk Appetite, framework to manage risk, formal risk identification procedures, departmental risk management processes, Board and Committee risk reporting and suitable training/guidance to management and staff.

A revised Risk Management Policy and Framework was approved by the Board in November 2019 and the recommendations of the review are in the process of being implemented.

4.3 Registration

The primary objectives of the registration department are to:

- maintain the Register of Nurses and Midwives in accordance with the commenced sections of the Nurses and Midwives Act 2011
- register Irish, EU and non-EU trained applicants.



Registration statistics

There are currently 77,144 nurses and midwives on the register as of 31 December 2019. These correspond to 99,245 registrant divisions (qualifications).

Qualifications registered

Discipline	2019
General	64,081
Midwives	10,669
Psychiatric	9,191
Children's	4,825
Public Health	2,655
Intellectual Disability	5,180
Nurse Prescribers	1,377
Nurse Tutor	763
Advanced Nurse Practitioners	409
Advanced Midwife Practitioners	12
Others*	83
Total	99,245

*Historic Divisions: Clinical Teachers, Fever, Infectious Diseases, Orthopaedic and Tuberculosis

First-time registrations* 2019

Newly registered qualifications in 2019

The table below provides details of the number of registrations that were completed with respect to each of the divisions of the register in 2019 and the training location of the applicant. With 3,699 persons achieving registration in 2019, there is a significant number of persons who achieved registration in more than one division.

Discipline	Ireland	EU	Non-EU	Total
General	864	422	1,809	3,095
Midwives	207	26	7	240
Psychiatric	302	45	21	368
Children's	162	14	4	180
Public Health	101	6	0	107
Intellectual Disability	145	9	0	154
Nurse Prescribers	228	1	0	229
Nurse Tutor	46	1	0	47
Advanced Nurse Practitioners	114	1	4	119
Advanced Midwife Practitioners	1	0	0	1
Total	2,170	525	1,845	4,540

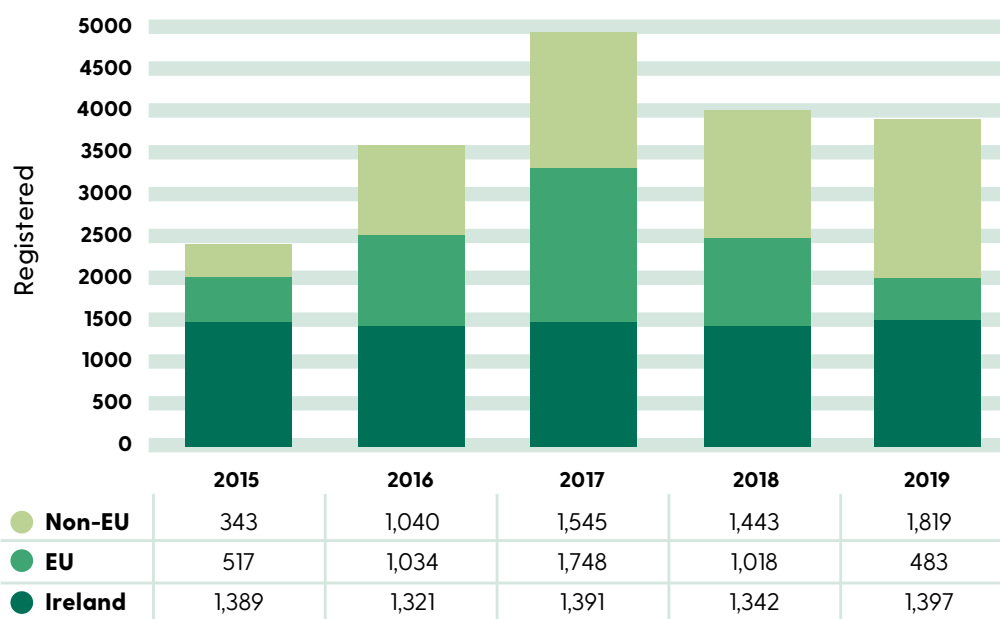
* Registered for the first-time definition: a nurse or midwife who registers as a nurse or midwife with NMBI for the first-time (registered date) between 1 January and 31 December in a given year.

Registration rates (2015-2019)

Year	First-time registrations
2015	2,249
2016	3,395
2017	4,684
2018	3,803
2019	3,699

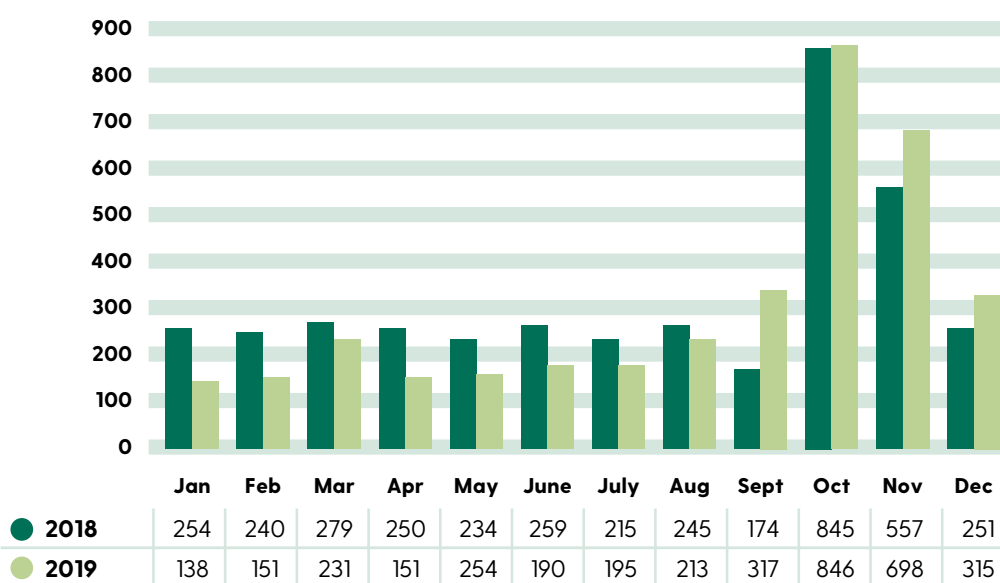
Registrations by training location (2015-2019)

The table below provides details on the changing nature of registrant training location since 2015.



Registration rates (by month)

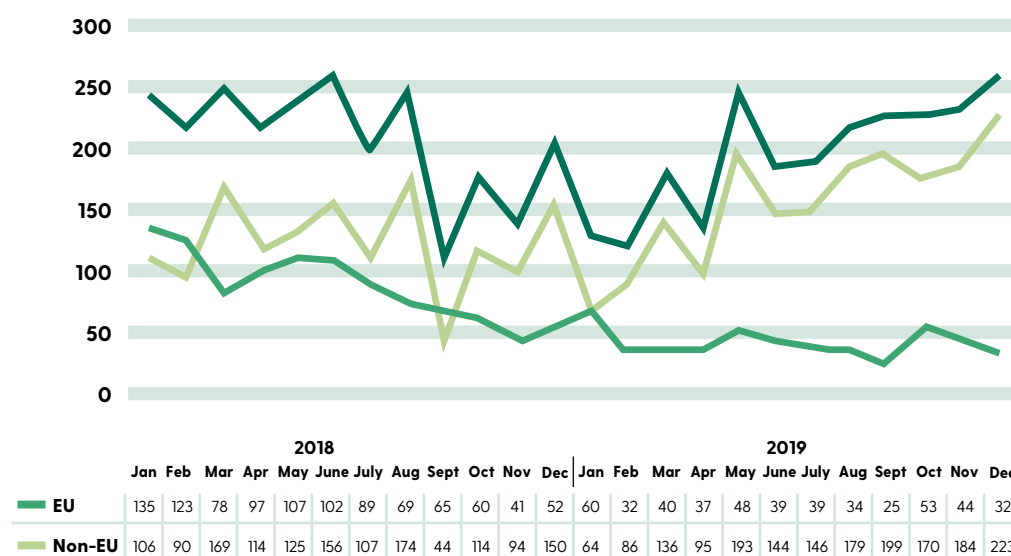
The table below depicts the numbers of first-time registrants by month in 2018 and 2019. (This table includes Irish graduates)



Application and registration trends

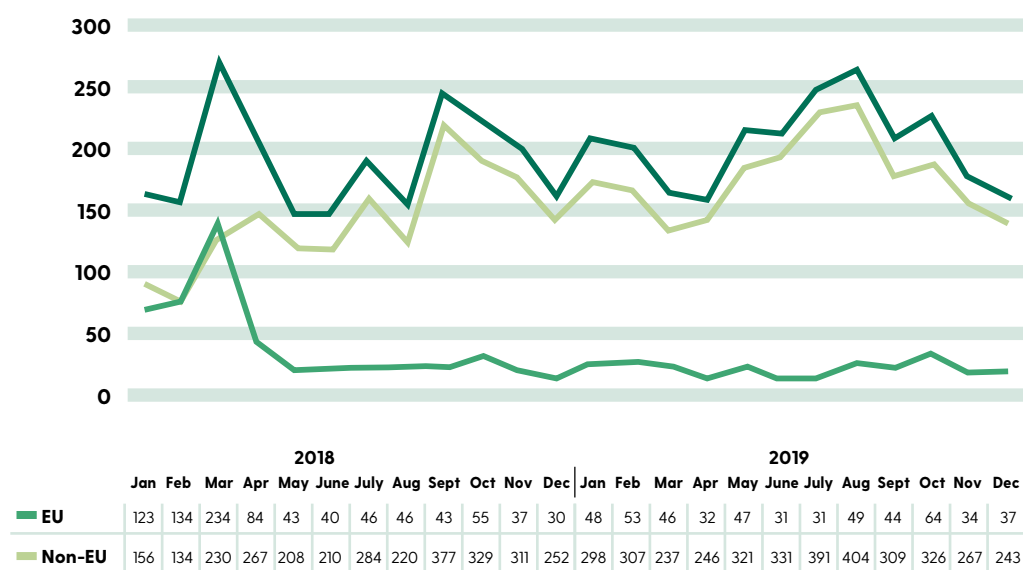
Please note that both of these graphs exclude those who apply via the candidate process (Irish Graduates).

Longitudinal overview of registrations over 2 years



*Please note that both of these graphs exclude Irish candidates.

Longitudinal overview of applications over 2 years



Certificate of current professional status requests – verification requests

We issue Certificates of Current Professional Status (CCPSs) for nurses and midwives who may wish to register abroad. CCPSs are sent directly from NMBI to the equivalent regulatory authority in the country or state where the nurse or midwife is seeking registration. A nurse or midwife may request more than one CCPS in any one year. We issue a separate CCPS for each division of the register.

During 2019 NMBI received:

- 1,451 requests from nurses and midwives for verification of registration
- 1,780 verification requests

The tables below show the top five destinations for CCPSs in 2018 and 2019.

	Country CCPS breakdown	Number of requests 2018	Country CCPS breakdown	Number of requests 2019
1	Australia	673	Australia	739
2	United Kingdom	418	United Kingdom	399
3	United States of America	203	United States of America	207
4	New Zealand	82	New Zealand	195
5	United Arab Emirates	55	Saudi Arabia	80

Other key achievements

During 2019, the registration department successfully addressed a backlog in overseas registration applications by amending work processes and increasing team capacity cross directorates.

MyNMBI

Progression continued on MyNMBI, a digital transformation project designed to streamline and improve processes in the registration and education departments. The new system will comprise of a self-service internet based portal, a customer relationship management system (CRM) and reporting systems. The new approach will eliminate paper from our registration and education processes and is the first significant system upgrade in 15 years.

The platform will deliver an integrated system which ensures:

- future proof technology
- an accurate and secure Register
- accessible data on every step of the registrant life cycle
- improved records and reporting
- streamlined processes, and
- that applicants and registrants can avail of a wider range of self-service options.

The main beneficiaries of the new platform will be applicants, registrants, HEIs and NMBI staff.

Registered nurses and midwives

The new registration system has a real-time, self-serve objective allowing registrants to update their details, renew registration and view registration status online.

Applicants

The new system is designed to support applicants through the recognition process, pointing them to the documents they need to submit and providing them with live information on the status of their application. Nurses and midwives who trained outside Ireland and wish to practice here will be able to apply through the new online system to have their qualifications recognised. On recognition they can then register with NMBI online.

Higher Education Institutes (HEIs) and students

After the launch of the new system, students will register directly with NMBI. Once students have registered, HEIs can log into the system to verify that they are enrolled on an NMBI accredited programme. Once a HEI provides verification, NMBI's registration team will review the application and the candidate or graduate will be added to the appropriate Register. Registers will update in real-time and will be searchable on www.nmbi.ie.

During 2019, NMBI commenced work on the technical specifications of the registration processes including a detailed mapping and improvement process to ensure that the data from the existing system will be migrated to the new system. Our communications strategy which includes our approach to stakeholder engagement was redeveloped and expanded to line up with MyNMBI's go-live schedule.

Brexit contingency planning

NMBI has prepared for the Withdrawal Agreement and has put contingency plans in place for the possibility of a no-deal Brexit. These policies and procedures will ensure that UK qualified nurses and midwives can continue to register with NMBI with minimum disruption.

4.4 Professional Standards and Education

The NMBI continues to promote high standards of professional education, training, clinical practice and professional conduct among nurses and midwives. Throughout 2019, we continued our commitment to the effectiveness and efficiency of our education approval process. This process involves:

- setting and monitoring of education standards and requirements for pre and Post-registration education and continuing education
- inspecting and approving the higher education institutions (HEIs), hospitals and healthcare institutions providing training to ensure that valuable clinical and theoretical experience is provided.

Standards and requirements for nurse and midwife registration education programmes

The standards and requirements for nurse and midwife registration programmes that launched in February 2016, came into effect on 1 September 2018. All 13 HEIs who submitted new curricula to meet the standards now have approval to deliver the updated programmes.

Other standards and requirements documents developed and approved include:

- *Practice Standards and Guidelines for Nurses and Midwives with Prescriptive Authority, 4th Edition 2019* (being prepared for publication).
- *Competence Assessment Tool for Nurses, 2nd Edition, 2019* (these complement the Standards and Requirements 2016 and can be found on the NMBI website).
- *Intellectual Disability Post-registration Nurse Programme Standards and Requirements, 1st Edition 2019* (being prepared for publication).
- *Return to Nursing Practice Courses, Standards and Requirements, 2nd Edition*, (approved for consultation).

Other standards and requirements documents being progressed towards final approval include:

- *Guidance for Registered Nurses and Midwives on Medication Administration, 2nd Edition*
- *Post-registration Specialist Nursing and Midwifery Education Programmes, Standards and Requirements*
- *Nurse Authority to Refer for Radiological Procedures, Standards and Requirements, 2nd Edition*
- *Standards and Requirements for Education Programmes for Nurses and Midwives with Prescriptive Authority, 2nd Edition*
- *National Clinical Learning Environment Audit Tool, 1st Edition*, (being presented to Education, Training and Standards Committee in February 2020).
- *Return to Midwifery Practice Standards and Requirements*

Competence Assessment Documents for Student Nurses year 1 to year 4.5

In partnership with the HEIs we have developed a National Competency Assessment Document (NCAD) for undergraduate nursing students. We completed the NCADs for years 1 to 4.5 which are now being implemented by the HEIs.

Competency Assessment Tool for student midwives

2019 saw the implementation of year two of the National Competency Assessment Tool for undergraduate midwifery students. The tool was developed in partnership with the HEIs and completed for years 1 to 4. The document will be reviewed on an annual basis.

A student midwife competency assessment tool was also developed for post-registration midwifery students.

Site visits to healthcare institutions and linked third level institutions

The Board is required to monitor compliance to nursing and midwifery education and training standards at least once every five years, NMBI carry out site inspections to HEIs and healthcare institutions to ensure ongoing compliance with and monitoring of adherence to the standards of nursing and midwifery education and practice. The focus of inspections through a partnership approach is to assess that all statutory and regulatory requirements of NMBI and the European directives are met.

In 2019, we conducted site visits to:

- University of Limerick and associated healthcare agencies for programmes in:
General nursing
Psychiatric nursing
Intellectual disability
Midwifery

Further, the board may arrange a visit to a body which applies for approval to deliver an education and training programme. A site visit to ensure compliance with the standards and requirements for a new programme of education and training was conducted to:

- Hibernia and associated healthcare agencies for programmes in:
General nursing

Site visit panel members

The Director of Professional Standards, Nursing and the Director of Midwifery reviewed the current site visit process and sought expressions of interest from registrants to participate in the work of site visit inspections. NMBI posted information on the website and invited interested applicants to submit a CV and application form. Site visit inspections are now carried out by a team of registrants chosen by relevant discipline and accompanied by officers of the NMBI.

Post-registration courses

We approve Post-registration education courses for nurses and midwives based on criteria divided into three categories:

- Post-registration Category 1 courses
- Post-registration Category 2 courses
- Post-registration courses leading to an additional registration.

Post-registration Category 1 courses

In 2019, we approved 991 Category 1 courses. These included:

- in-service education
- seminars
- study days
- conferences, and
- Continuing Professional Development (CPD) programmes (that are not accredited by an academic awarding body, university or college).

Post-registration Category 2 courses

These courses are specialist education courses for nurses and midwives that support practice development and service need. Courses leading to registration are not included. These courses are considered by the Education, Training and Standards Committee. These courses must satisfy the criteria set out in the *Post Registration Nursing and Midwifery Programmes: Standards and Requirements* – incorporating the National Framework of Qualifications (An Bord Altranais, 2010). Twenty-nine programmes from eight different HEIs were approved to deliver certificates to master's degree awards in areas that in the main support specialist areas of practice.



HEI	Course Title
DKIT	<p>Certificate in Recognition and Management of the Deteriorating Adult</p> <p>Certificate in Recognition and Care of the Acutely Ill Woman in Maternity Services</p> <p>Certificate in Leadership, Management and Quality Initiatives in Intellectual Disability Services</p> <p>Certificate in Fundamentals of Understanding and Responding to Domestic Abuse</p> <p>Certificate in Psychosocial Interventions</p> <p>Certificate in Perinatal Mental Health</p> <p>Certificate in Adult Respiratory Nursing Practice</p> <p>Certificate in Nursing Health Assessment and Interventions for Persons</p> <p>Postgraduate Certificate in Advanced Professional Management of Aggression and Violence</p> <p>Certificate in Psychosocial Interventions for Contemporary Professional Practice</p>
GMIT	<p>BSc (Hons) in Nursing Programme (add on)</p> <p>Master of Science/Postgraduate Diploma/Certificate in Palliative and End of Life Care</p>
NUIG	Higher Diploma in Midwifery (leads to registration)
TCD	<p>Higher Diploma in Midwifery (leads to registration)</p> <p>Clinical Health Sciences Education Programme (leading to registration as a Registered Nurse Tutor)</p>
UCC	<p>Postgraduate Diploma Nursing, Pathway 2 Intensive Care</p> <p>Postgraduate Diploma in Midwifery (leading to registration)</p> <p>Postgraduate Diploma in Public Health Nursing</p> <p>Bachelor of Science in Nursing Studies</p> <p>Master's Degree in Nursing</p> <p>Master of Science/Postgraduate/Certificate/Diploma – in Dementia</p>
UCD	<p>Higher Diploma in Midwifery (leads to registration)</p> <p>Pain Developmental Pathway Programme</p> <p>Postgraduate Diploma in Critical Care (Cardiovascular)</p> <p>Postgraduate Diploma in Critical Care (Intensive Care)</p> <p>Graduate Diploma in Diabetes Care</p>
UL	Higher Diploma in Midwifery (leads to registration)
WIT	<p>Certificate in Pre-Admission Nursing (Minor Award)</p> <p>Master of Science in Nursing/ Postgraduate Diploma in Nursing)</p>

Post-registration courses leading to an additional registration.

These are courses that, when successfully completed, entitle the nurse or midwife to registration in an additional division of the Register:

- Public Health Nursing Division
- Nurse or Midwife Tutor Division
- Advanced Nurse Practitioner Division
- Registered Nurse Prescriber Division
- Children's Division
- Psychiatric Division
- Midwives Division

In 2019, we approved two courses as follows:

- Public Health Nursing Division (UCC)
- Nurse Tutor Division (TCD)



Category 2 equivalence

We review equivalence – that is, recognition of credentials acquired by nurses and midwives outside the Republic of Ireland. In 2019, we reviewed 120 courses for Category 2 equivalence.

Advanced practice

The Education and Training Rules enacted on 25 June 2018 gave effect to the Department of Health *A Policy on the Development of Graduate to Advanced Nursing and Midwife Practice*. This removed the requirement to link 'a person with a post' or accredit advanced practice posts. NMBI continues to set the requirements and standards for advanced nursing and midwifery practice and registration but it no longer accredits advanced practice posts. A revised process to register as Advanced Nurse or Midwife Practitioner was introduced in September 2019.

Careers function

The careers function of NMBI is outlined in the NMA 2011:

"The Board shall, in consultation with the Health Service Executive and such other appropriate bodies as the board thinks fit, make available career information on nursing and midwifery, including information on education and training." (*Nurses and Midwives Act 2011 s85 (8)*).

Main functions of careers section, NMBI

The provision of information on careers in nursing and midwifery by:

1. Annual publication of the NMBI booklet *Nursing and Midwifery A Career for You* which provides full details on applying for nursing or midwifery, at both undergraduate and postgraduate levels.
2. Maintenance of the Careers Section on the NMBI website, <http://www.nmbi.ie/Careers-in-Nursing-Midwifery>

3. Advice and support to all careers queries received to dedicated email address – careersinformation@nmbi.ie
4. Annual attendance at the Irish Times, Higher Options Career Fair, RDS, Dublin, to host a stand and provide information on becoming a nurse or midwife to a national audience of fifth and sixth year students.
5. Management of the selection process for mature applicants to nursing and midwifery programmes through the CAO. To apply for a place on an undergraduate nursing or midwifery programme, mature applicants must apply to the CAO and sit three assessment tests, one of which was developed by NMBI with the public appointments service. These tests are administered annually and this service was provided by the PAS on behalf of NMBI to date. NMBI are currently in the process of procuring a new test provider for this service for the 2021 competition.
6. Analysis of statistics provided by the CAO on annual applications to nursing and midwifery programmes and identification of trends. Reports on trends are provided to the Board and stakeholders as required.
7. Regular communication with stakeholders.

Management of mature applications to pre-registration nursing and midwifery programmes with the CAO

The Careers section is also responsible for the on-going management of mature applications to undergraduate nursing and midwifery programmes with the CAO. To apply for a place on a nursing or midwifery degree programme, mature applicants must apply to the CAO and sit an assessment test which is run by the Public Appointments Service (PAS) on behalf of NMBI (the interview was discontinued in 2011 following an evaluation). The test has three components, literacy, numeracy and a job simulation test. The latter test replaced the face to face interview and is based upon competencies required for student nurses and midwives, and was developed by the organisational psychologists at PAS.

In July 2019, the Board was informed that the Public Appointments Service will not be able to assist with the development and administration of the selection tests following the 2020 competition. A proposal was prepared to address this development and signed off by the Board. It is proposed to examine alternatives to the PAS selection test for mature applicants to nursing and midwifery degree programmes. This work has commenced and meetings with stakeholders (HEIs and PAS) is underway.

Numbers of places available in nursing and midwifery pre-registration programmes 2019

The total number of places in psychiatric nursing was increased for the 2016 intake by 60 places to a total of 350 places. The number of places in all nursing programmes was increased again in 2017 by 200, giving an overall total of 1,830 places in nursing and midwifery programmes. The number of places in 2019 was unchanged.

Applications to nursing and midwifery programmes 2014-2019

The end of season applications statistics are supplied by the CAO at the end of each year. Analysis of this data was completed and the following trends noted (see table 1 below):

1. Total applications in 2019 were down on 2018 by 400 but within the average number of total applications over the previous five years (9,221).
2. There are five applicants for every place available.
3. The decrease in applications occurred across all disciplines.
4. Standard applications were down (-199) across all disciplines.
5. Mature applications were down across all disciplines and the total number was the lowest in a decade. This trend was not unique to nursing and midwifery and was evident across many programmes since 2012 by the Higher Education Authority (HEA). However, a decrease in mature applications is of concern for psychiatric and intellectual disability programmes where a quota of 35% of places is reserved for mature applicants.
6. The number of applications to intellectual disability was the lowest since the introduction of the degree programme.
7. The number of first preferences was down in three programmes and up in two.
 - 7.1 General nursing had its lowest number in a decade.
 - 7.2 Both children's nursing and midwifery saw an increase.
8. First preferences as a percentage of total applications ranged between 13-45%. The highest was for general nursing (45%) and the lowest for intellectual disability (13%).

Applications to nursing and midwifery programmes 2009-2019

Programme	No. of places 2009-2016	Applications 2014	Ratio 2014	Applications 2015	Ratio 2015	Applications 2016	Ratio 2016	No. of places 2017-2019	Applications 2017	Ratio 2017	Applications 2018	Ratio 2018	Applications 2019	Ratio 2019
General	860	6,604	1:8	6,724	1:8	7,218	1:8	925	6,733	1:7	7,011	1:8	6,643 ↓	1:7
Psychiatric*	290	3,246	1:11	3,249	1:11	3,512	1:10	432	3,794	1:9	4,093	1:10	3,741 ↓	1:9
Intellectual Disability	180	2,081	1:12	1,995	1:11	2,035	1:11	210	2,051	1:10	2,127	1:10	1,843 ↓	1:9
Midwifery	140	2,727	1:19	2,644	1:19	2,732	1:19	144	2,868	1:20	2,866	1:20	2,784 ↓	1:19
Children's and General	100	2,066	1:21	2,024	1:20	2,189	1:22	130	2,100	1:16	2,315	1:18	2,142 ↓	1:16
Total	1,570	8,859	1:6	8,871	1:6	9,470	1:6	1,832	9,277	1:5	9,626	1:5	9,226 ↓	1:5

The number of places available in psychiatric nursing was increased by 60 places in 2016.

Publication of *Nursing/Midwifery A Career for You*

Annual publication of the careers booklet *Nursing/Midwifery A Career for You* was launched in September 2019 following consultation with our stakeholders.

Attendance at the national careers fair

NMBI hosted a stand at the annual Irish Times Higher Options Careers Fair in September. The new careers booklet was launched at the fair and was greeted with positive feedback by stakeholders. Many guidance counsellors stated that it was their one stop shop for all information pertaining to a career in nursing or midwifery. The stand was extremely busy and half of all queries related to midwifery programmes.

Provision of information on careers

Careers queries are addressed through a dedicated email address: professionalguidance@nmbi.ie.

Professional standards and education department

Professional advice is provided by the Professional Advisor (Careers Section) to stakeholders on receipt of emails to a dedicated email address professionalguidance@nmbi.ie. This email address is advertised through our professional framework *The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives* (NMBI, 2014) and the *Scope of Nursing and Midwifery Practice Framework* (NMBI, 2015), through our website (see Contact us and Medication Management) and eZine. This information is maintained in a database for both quality purposes and for creating reports on specific practice matters that may inform future guidance provision within the Professional Standards directorate.

A total of 503 emails were received in 2019.

The Royal College of Midwives (RCM) Conference Manchester September 2019

NMBI were invited to speak at the Royal College of Midwives annual conference in Manchester on 24 and 25 September.

The presentation related to the development of a National Student Midwife Clinical Competency Assessment Tool and was undertaken by the Director of Midwifery and the Chair of the Midwives Committee.

The RCM was attended by over 2,500 midwives from all fields of midwifery practice (clinical, education, research, policy development and regulation).

Annual student midwife debate

The NMBI National Student Midwife Debate took place on 29 November at the National University of Ireland, Galway. The debate was live streamed and attended in person by over 90 persons. Jennifer Bulbulia, Barrister and PhD candidate in Psychology, delivered the keynote speech at the event.

The motion for debate was: 'This house believes that midwifery skills are being lost as technology is promoted in all stages of pregnancy, labour and birth'.

The winning team of Simone Lepage, NUI Galway, Erica Fenner, UCD and Clara Devine, UCD debated against the motion. They were challenged by Ellen Mc Carragher, Dundalk Institute of Technology, Lily O'Shea Hitchen, University of Limerick and Bridie Abu, TCD who debated in favour of the motion.



Left to right: Simone Lepage (NUI Galway), Erica Fenner (UCD), Clara Devine (UCD), Essene Cassidy President NMBI, Ellen Mc Carragher (Dundalk Institute of Technology), Lily O'Shea (University of Limerick) and Bridie Abu (TCD).

Other key activities and achievements

Progression of application from a potential new HEI to provide general nurse training

NMBI continued work on an application for a pre first-time registration general nurse training programme from a new provider. We worked with the provider to ensure the standards and requirements to meet both the EU and NMBI were fulfilled. A number of site inspections to the proposed clinical sites were conducted and reports related to the inspections were considered by the Education Training and Standards Committee.

Rules relating to S40 (1) of the Nurses and Midwives Act 2011

In April 2019, NMBI held a public consultation regarding Section 40 of the Nurses and Midwives Act 2011 concerning professional indemnity for midwives. On review of comments received, further focused consultation was undertaken. The draft rules provide that midwifery registrants self-declare they have adequate clinical indemnity insurance on registration and then yearly upon payment of their annual retention fee. The draft rules were approved by the Board in December 2019 and will be sent to the Department of Health for consideration by the Minister.

4.5 Regulation

Nurses Act, 1985

All applications for inquiry received before 2 October 2012 are considered by the Fitness to Practise Committee (FPC) established under the Nurses Act, 1985. This committee will continue in office until all such cases are concluded.

Inquiries held under the Nurses Act, 1985

There were no inquiry days during 2019

Inquiries to be held

Three inquiries remain to be heard but could not be scheduled in 2019 due to factors outside the control of NMBI. The factors in relation to two linked cases have now been addressed; inquiry preparation is progressing and these cases will be held concurrently in 2020.

Nurses and Midwives Act 2011 ('the Act')

Preliminary Proceedings Committee

The Preliminary Proceedings Committee (PPC) gives initial consideration to complaints. The PPC met on ten occasions during 2019.

On 1 January 2019, there were 88 outstanding cases for PPC consideration and a further 109 complaints were received during 2019, giving a total of 197 cases for

consideration. By the end of 2019, the PPC had made decisions or recommendations to the Board on 124 of the 197 cases that were before the committee and 73 cases were still under consideration.

- The number of complaints received was marginally lower than in 2018.
- 2019 was the busiest year to date in terms of complaints actioned by the PPC.

PPC Cases in 2019	No. of cases
Cases referred to inquiry	43 (35% of cases)
Cases where PPC recommended no further action warranted and recommendation accepted by the Board	77
Cases where the Board declined to accept the recommendation of the PPC that no further action was warranted and decided that further action was necessary and referred the case forward for an inquiry	0
Withdrawn cases – case closed	2
Withdrawn cases – PPC proceeded as if not withdrawn	0
Complaints referred to the Board under Section 55(5) – criminal conviction. Registration cancelled.	1
Complaints referred to the Board under Section 55(5) – criminal conviction. Referred back to PPC.	1

Nature of complaints

- There was not one particular type of complaint that dominated. Complaints generally fell into the categories of:
 - (a) Competency/clinical practice issues. Medication management was a recurrent issue.
 - (b) Behaviour. These ranged from communication issues to assault. Financial abuse had been a particular issue in the past but was not so during 2019.
 - (c) Health issues. Commonest was drug abuse linked with behavioural issues, e.g. theft of drugs.
 - (d) There were nine complaints related to matters that do not usually fall within the remit of the PPC, e.g. HR related issues and family disputes. These complaints were not referred to inquiry.
 - (e) There were no complaints related to a failure to comply with conditions attached to an individual's registration.
- Many complaints related to more than one category of complaint.
- One employer made complaints about 10 registrants. Two employers made complaints about two registrants in relation to the same incident.
- Three registrants were the subject of more than one complaint, e.g. employer and member of the public both made complaints in relation to the same incident.
- Seven members of the public made complaints about more than one registrant (two – four registrants).

Fitness to Practise Committee

Call overs

The FPC meets at 'call-overs' to consider preliminary applications: for example, applications with regard to the hearing of an inquiry other than in public or preliminary applications in relation to the production of documents.

Nine call-over meetings were held in 2019.

Public inquiries

Inquiries under the Act are held in public however, an application may be made by the registrant or a witness about whom personal matters may be disclosed at the inquiry for all or part of the inquiry to be held in private. The decision to hold an inquiry following such an application is made by the FPC. The FPC must be satisfied that it would be appropriate in the circumstances to hold all or part of the inquiry in private. In 2019, 9 (30%) inquiries were in public; 19 (63%) inquiries were in private; and 2 (7%) inquiries were in public with certain parties anonymised. The commonest reason for an inquiry being held in private is that elements of the inquiry relate to the health of the registrant who is the subject of the inquiry.

Inquiries

Inquiries in 2019	
Inquiries commenced in 2018 and concluded in 2019	2
Inquiries commenced in 2019	28
Inquiries commenced and concluded in 2019	22
Inquires commenced in 2019 to be concluded in 2020	6
Total number of inquiry days in 2019	52 (up from 37 in 2018)
Length of inquiries	1 – 7 days

Findings

Of the 24 inquiries that concluded in 2019, findings were made against 16 registrants:

Grounds Proven in 2019	
Professional misconduct only	5
Poor professional performance only	0
Relevant medical disability only	1
Professional misconduct and a failure to comply with a code of professional conduct	4
Professional misconduct and a relevant medical disability	2
Professional misconduct, a failure to comply with a code of professional conduct and a relevant medical disability	3
Poor professional performance and a failure to comply with a code of professional misconduct	1

In seven cases, no findings were made against the registrant.

In one case, the registrant gave an undertaking pursuant to Section 65(1) of the Act.

Expert witnesses (nurse/midwife and/or medical) were used in 18 of the 30 cases commenced in 2018 and concluded in 2019 or commenced in 2019.

Sanctions

The FPC panel that hears the inquiry makes a recommendation regarding sanction if there are findings against the registrant. The decision regarding sanction is, however, made by the Board. Sanctions other than an advice, an admonishment or a censure must be confirmed by the High Court.

In the nine cases where findings were made and a sanction had been applied by the end of 2019, the following sanctions were applied:

- Cancellation – five cases
- Suspension and conditions – one case
- Censure and conditions – two cases
- An admonishment – one case.

In seven cases a final determination on sanction had not been made by the Board or had not yet been confirmed by the High Court by the end of 2019.

Section 58 (Application to the High Court for suspension from the Register in the public interest)

The Board considered fourteen cases pursuant to Section 58 of the Act:

- In seven cases the Board made an application to the High Court. In four cases, a Section 58 Order was granted. In two cases, the individual gave an undertaking to the High Court to practice with certain restrictions. In one case no Section 58 Order was granted and no undertaking was given.
- In four cases, an undertaking not to practice was given to the Board.
- In three cases, the Board decided not to make an application to the High Court.

Section 53(1): Registration procured by fraud or misrepresentation

The Board considered four cases pursuant to Section 53 (1) of the Act:

- In two cases, the Board removed the names of two individuals from the Register.
- In one case, the Board accepted an undertaking from the registrant to complete a particular course within six months.
- In one case, the Board decided not to exercise its authority pursuant to Section 53(1) of the Act and referred the matter to the PPC for investigation.

Nurses and midwives with conditions attached to the retention of their names in the Register

The monitoring of the conditions attached to the retention of a nurse or midwife's name in the Register is a function of the Board. As of 31 December 2019 there were nineteen registrants with conditions attached to their names on the Register.

Section 79: Restoration to the Register following cancellation for fitness to practise reasons

The Board did not restore any individuals to the Register.

Publication

Details of individual cases are published on the website of NMBI at www.nmbi.ie.

IMI Alert System

The legal basis for the IMI Alert system is Article 56a of Directive 2005/36/EC, as amended by Directive 2013/55/EC. This was transposed into Irish law by means of PART 19 of S.I. No. 8 of 2017 European Union (Recognition of Professional Qualifications) Regulations 2017.

In accordance with Directive requirements, the IMI Alerts system commenced on 18 January 2016.

IMI Alerts are an electronic means of communicating information between regulatory authorities about individuals whose right to practice their profession has been permanently or temporarily removed and restricted.

NMBI is required by law to issue an IMI Alert within three days of a nurse or midwife's registration being cancelled or suspended or conditions being attached to a nurse or midwife's registration as a result of a fitness to practise process. In 2019, 21 Alerts were issued.

NMBI receives incoming IMI Alerts on a daily basis. In 2019, 13,639 Alerts were received. Sometimes more than one Alert is received in respect of the same individual. The majority of the Alerts come from UK regulatory authorities, with a significant number relating to nurses and midwives. These are checked against the NMBI registration database to identify any individuals who are or were registered with NMBI or who have applied to register with NMBI.

In 2019, 23 individuals were identified on the NMBI registration database:

- Regarding one individual who was on the NMBI Register, further information was sought from the Nursing and Midwifery Council (NMC) in the U.K. This case will be considered further in 2020.

- Seven individuals had previously been registered with NMBI but had been removed from the Register for non-payment of their annual retention fee. If they apply for restoration to the Register, action will be taken in relation to the IMI Alert.
- Nine individuals had previously applied for registration with NMBI but whose applications had not been completed. If these individuals re-apply for registration, action will be taken in relation to the IMI Alert.
- One individual who was a current applicant for registration was deemed ineligible for registration and the application was closed.
- Five individuals were already known to the fitness to practise department. In two cases, previous Alerts had been received and actions were on-going. In three cases, the Alert was issued by the NMC on the basis of information received from NMBI and a consequent NMC fitness to practise case.





05

**100 Years of
Nursing Regulation**

NMBI marked 100 years of nursing regulation in Ireland with a national conference on 23 and 24 October. A symposium on 'International regulation – reflecting risk in practice: What is the role of the regulator?' was held on the first day with members of the International Nurse Regulator Collaborative (INRC) and colleagues from the United Kingdom presenting on topics including:

- the risk for regulation in a globalised world
- nurses who harm from an international perspective
- what is right touch regulation?, and
- fraud and the role of the regulator.



100
YEARS
1919-2019

NURSING
Regulation
IN IRELAND

This was followed by a full day conference '100 Years of Nursing Regulation in Ireland: Past, Present and Future'. A number of themes were covered with presentations on the following:

- **Regulation and changing healthcare**
Sheila McClelland, CEO of NMBI, Rachel Kenna, Deputy Chief Nursing Officer, Department of Health and Essene Cassidy, NMBI President
- **International Nurse Regulator Collaborative (INRC) – Introduction and Overview**
Dr Christine Penney, Chief Officer, Regulatory Policy at British Columbia College of Nursing Professionals
- **Professional regulation and the changing nursing landscape**
Essene Cassidy, NMBI President
- **The importance of regulation**
Kevin O'Sullivan, Director of Solopep Ltd
- **Reassembled, Slightly Askew: a brain injury survivor's story**
Shannon Yee
- **Nursing regulation for the past 100 years**
Dr Anne-Marie Ryan, Director of Professional Standards and Education (Nursing) NMBI, Professor Gerard Fealy, Dean of Nursing and Head of School, UCD and Professor Yvonne McEwen, Professor of History, War and Conflict Studies, University of Wolverhampton
- **Code of Professional Conduct and Ethics for Registered Nurses and Midwives**
Lorraine Clarke-Bishop, NMBI Board member and Dr Judith Foley, Director of Professional Standards (Nursing) NMBI
- **The graduate voice**
Dr Louise Kavanagh McBride, Vice President of NMBI, Emma Gorman, graduate nurse
- **Fitness to practise**
Ursula Byrne, Director of Regulation at NMBI
- **The future of regulation**
Chaired by Paul Cullen, Health Correspondent, Irish Times. Panellists included David O'Flynn, Registrar of Dental Council of Ireland, Ginny Hanrahan, CEO of CORU, Sheila McClelland, CEO of NMBI and Phelim Quinn, CEO of HIQA



Left to right: Dr Louise Kavanagh McBride, Vice President of NMBI, Dr Christine Penney, Chief Officer, Regulatory Policy at British Columbia College of Nursing Professionals, Emma Gorman.



Left to right: Conference delegates, panel discussion 'The future of regulation' chaired by Mr Paul Cullen, Health Correspondent, *Irish Times*. Panellists: David O'Flynn, Registrar of Dental Council of Ireland, Ginny Hanrahan, CEO of CORU, Sheila McClelland, CEO of NMBI and Phelim Quinn, CEO of HIQA.



Left to right: 100 Years of Nursing Regulation conference programme, conference delegates, Dr Anne-Marie Ryan, Director of Professional Standards and Education (Nursing) NMBI.



Left to right: Dr Judith Foley, Director of Professional Standards (Nursing) NMBI and Lorraine Clarke-Bishop, NMBI Board member, Phelim Quinn, CEO of HIQA and Sheila McClelland, CEO of NMBI, Prof Gerard Fealy, Dean of Nursing and Head of School, UCD.

There were three breakout sessions: *Reassembled, Slightly Askew*: a brain injury survivor's story; *Fitness to Practise* and *Developing a Scheme for Monitoring the Maintenance of Professional Competence*. Each session attracted significant interest from the delegates.

Breakout sessions



Participants of *Reassembled, Slightly Askew*: a brain injury survivor's story.



Developing a Scheme for Monitoring the Maintenance of Professional Competence, Fitness to Practise.

The updating of the *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives* was also announced and discussed by Lorraine Bishop Clarke and Dr Judith Foley.

NMBI would like to thank everyone who contributed to and attended the conference.

100 years of nursing regulation in Ireland programme

100
YEARS
1919-2019

NURSING
Regulation
IN IRELAND

NURSING AND MIDWIFERY BOARD OF IRELAND
Thursday 24th October, 2019
Pegasus Suite, Clayton Hotel, Liffey Valley, Dublin

100
YEARS
1919-2019

NURSING
Regulation
IN IRELAND

NURSING AND MIDWIFERY BOARD OF IRELAND
Thursday 24th October, 2019
Pegasus Suite, Clayton Hotel, Liffey Valley, Dublin

100 YEARS OF NURSING REGULATION: PAST, PRESENT AND FUTURE

PROGRAMME

08.30 – 09.10	Registration and networking with light refreshments
09.10 – 09.15	<p>Welcome and opening of conference</p> <p>Ms Flor MacCarthy, Journalist and Broadcaster, MC</p> <p>Video Message by Simon Harris, TD, Minister for Health</p>
09.15 – 09.20	<p>“Regulation and changing healthcare”</p> <p>Ms Sheila McClelland, Chief Executive Officer, NMBI</p>
09.20 – 09.40	Dr Siobhan O’Halloran , Chief Nursing Officer, Department of Health
09.40 – 10.00	Ms Essene Cassidy , President of NMBI
10.00 – 10.10	<p>Ms Shannon Yee, Playwright</p> <p>Introducing: “Reassembled, Slightly Askew: a brain injury survivor’s story”</p> <p>Shannon will host three sessions at 10.30/13.30/15.00. Delegates can sign up to experience this immersive audio-based artwork.</p>
10.10 – 10.40	<p>Break for refreshments</p> <p>Breakout Sessions taking place during break time</p> <p>Room Mira – “Reassembled, Slightly Askew: a brain injury survivor’s story”</p> <p>Ms Shannon Yee</p>
10.45 – 11.35	<p>“Nursing Regulation for the last 100 years”</p> <p>Prof. Gerard Fealy, Dean of Nursing and Head of School, UCD</p> <p>Dr Anne-Marie Ryan, Director of Operations, Registration, NMBI</p> <p>Prof. Yvonne McEwen, Professor of History, War and Conflict Studies, University of Wolverhampton</p>
11.35 – 12.00	<p>“Code of professional conduct and ethics for registered nurses and midwives”</p> <p>Ms Lorraine Clarke-Bishop, NMBI Board member and Dr Judith Foley, Director of Professional Standards (Nursing), NMBI</p>
12.00 – 12.40	<p>“International Nurse Regulator Collaborative (INRC) – Introduction and Overview”</p> <p>Dr Christine Penney, Chief Officer, Regulatory Policy, British Columbia College of Nursing Professionals</p>

Don't forget to sign
your attendance as evidence
of your attendance at
this important event

100 YEARS OF NURSING REGULATION: PAST, PRESENT AND FUTURE

12.40 – 14.10	Lunch
13.30 – 14.00	<p>Breakout Sessions taking place during lunch time</p> <p>Room Tucana – “Fitness to practise”, Ms Ursula Byrne, Director of Regulation, NMBI</p> <p>Room Columba – “Developing a scheme for monitoring the maintenance of professional competence”, Prof. Mary Gobbi, Emeritus Professor, Health Sciences at the University of Southampton</p> <p>Room Mira – “Reassembled, Slightly Askew: a brain injury survivor’s story”</p> <p>Ms Shannon Yee</p>
14.10 – 14.15	Welcome back to main conference room
14.15 – 14.45	<p>“The graduate voice”, Ms Emma McGorman in discussion with Dr Louise Kavanagh McBride, Vice-President of NMBI</p>
14.45 – 15.15	<p>“The importance of regulation”, Mr Kevin O’Sullivan, Director of Solopep Ltd. in conversation with Ms Flor MacCarthy.</p> <p>Kevin is a Research Fellow at the University of Limerick and passionate about medical device design and patient safety. He is the founding director of Solopep which assists those with respiratory disease. He talks to Flor about the importance of regulation and his constant desire for innovation.</p>
15.00 – 15.30	<p>Breakout Session taking place simultaneously</p> <p>Room Mira – “Reassembled, Slightly Askew: a brain injury survivor’s story”</p> <p>Ms Shannon Yee</p>
15.15 – 16.00	<p>“The future of regulation”, Panel discussion chaired by Mr Paul Cullen, Health Correspondent, Irish Times.</p> <p>Panelists:</p> <p>Dental Council of Ireland – Mr David O’Flynn, Registrar</p> <p>CORU – Ms Ginny Hanrahan, CEO</p> <p>NMBI – Ms Sheila McClelland, CEO</p> <p>HIQA – Mr Phelim Quinn, CEO</p>
16.00 – 16.15	Closing remarks

Don't forget to sign
your attendance as evidence
of your attendance at
this important event





06

Financial Statements

For the year ended
31 December 2019

Contents

General Information	62
Governance Statement and Board members' report	63
Statement on Internal Control	69
Report of the Comptroller and Auditor General	72
Statement of Income and Expenditure and Retained Revenue Reserves	74
Statement of Financial Position	75
Statement of Cash Flows	
Notes to the Financial Statements	77

General Information

Board Members	Appointment	End of term of office
Essene Cassidy (President)	Reappointed December 2017	December 2022
Louise Kavanagh McBride (Vice President)	December 2015	December 2020
Killian McGrane	Reappointed December 2015	December 2020
Dermot Manning	Reappointed July 2016	December 2020
Mattin Higgins	Reappointed July 2016	December 2020
Pat Dolan	Reappointed July 2016	December 2020
Breda Liston	December 2015	December 2020
Karen Canning	December 2015	December 2020
Liam Minihan	December 2015	December 2020
Lorraine Clarke-Bishop	December 2015	December 2020
Tanya King	June 2017	Resigned January 2019
Denise Lawler	Reappointed December 2017	December 2022
Mark Blake-Knox	Reappointed December 2017	December 2022
Denis Murphy	Reappointed February 2018	December 2022
Catherine Cocoman	December 2017	December 2022
Eileen Kelly	December 2017	December 2022
Liam Hamill	December 2017	December 2022
Mary Gorman	December 2017	December 2022
Kathleen Lombard	February 2018	December 2022
Elaine Cassidy	March 2018	Resigned April 2019
Colm O'Herlihy	June 2018	December 2022
Anne Horgan	August 2018	December 2022
Laura Sahm	September 2018	December 2022
Karen Greene	March 2019	December 2020
John Horan	April 2019	December 2022

Chief Executive Officer

Sheila McClelland
(Appointed 24th of June 2019)

Interim Chief Executive Officer

Dawn Johnston (Appointed 12th of
September 2018 to 23rd of June 2019)

Address

18/20 Carysfort Avenue, Blackrock,
Co Dublin

Telephone Number

01 639 8500

Fax Number

01 639 8595

Auditors

Comptroller and Auditor General,
3A Mayor Street Upper, Dublin 1

Solicitors

Beauchamps, Riverside Two,
Sir John Rogerson's Quay, Dublin 2

Bankers

Bank of Ireland, Baggot Street, Dublin 2

Governance Statement and Board Members' Report

Governance

The Board of Nursing and Midwifery Board of Ireland was established under the Nurses and Midwives Act 2011. The functions of the Board are set out in section 9 of this Act. The Board is accountable to the Minister for Health and is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day-to-day management, control and direction of Nursing and Midwifery Board of Ireland are the responsibility of the Chief Executive Officer (CEO) and the senior management team. The CEO and the senior management team must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The CEO acts as a direct liaison between the Board and management of Nursing and Midwifery Board of Ireland.

Board Responsibilities

The work and responsibilities of the Board are set out in Standing Orders, which also contain the matters specifically reserved for Board decision. Standing items considered by the Board include:

- declaration of interests,
- reports from committees,
- financial reports/management accounts,
- performance reports, and
- reserved matters.

Section 34 of the Nurses and Midwives Act 2011 requires the Nursing and Midwifery Board of Ireland to keep, in such form as may be approved by the Minister for Health with consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Board of the Nursing and Midwifery Board of Ireland is required to:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that it will continue in operation, and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Chief Executive Officer, under the direction of the Board is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enables it to ensure that the financial statements comply with Section 34 of the Nurses and Midwives Act 2011. The maintenance and integrity of the corporate and financial information on the Nursing and Midwifery Board of Ireland's website is the responsibility of the Board.

The Board is responsible for approving the annual plan and budget. Evaluation of the performance of Nursing and Midwifery Board of Ireland by reference to the annual plan and budget is a standing agenda item at Board meetings.

The Board is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the financial statements of Nursing and Midwifery Board of Ireland give a true and fair view of the financial performance and the financial position of Nursing and Midwifery Board of Ireland at 31 December 2019, except for non-compliance with the requirements of FRS102 in relation to retirement benefit entitlements as directed by the Minister for Health.

Board Structure

The Board consists of a President, Vice President and twenty-one ordinary members. All members are appointed by the Minister for Health. The members of the Board were appointed for a period of five years and meet, on average, on a monthly basis. The table below details the appointment period for current members:

Board Members	Role	Date Appointed
Essene Cassidy	President	Reappointed 06/12/2017
Louise Kavanagh McBride	Vice President	Appointed 06/12/2015
Killian McGrane	Board Member	Reappointed 06/12/2015
Dermot Manning	Board Member	Reappointed 12/07/2016
Mattin Higgins	Board Member	Reappointed 12/07/2016
Pat Dolan	Board Member	Reappointed 12/07/2016
Breda Liston	Board Member	Appointed 06/12/2015
Karen Canning	Board Member	Appointed 06/12/2015
Liam Minihan	Board Member	Appointed 06/12/2015
Lorraine Clarke-Bishop	Board Member	Appointed 06/12/2015
Denise Lawler	Board Member	Reappointed 06/12/2017
Mark Blake-Knox	Board Member	Reappointed 06/12/2017
Denis Murphy	Board Member	Reappointed 15/02/2018
Catherine Cocoman	Board Member	Appointed 06/12/2017
Eileen Kelly	Board Member	Appointed 06/12/2017
Liam Hamill	Board Member	Appointed 06/12/2017
Mary Gorman	Board Member	Appointed 06/12/2017
Kathleen Lombard	Board Member	Appointed 15/02/2018
Colm O'Herlihy	Board Member	Appointed 19/06/2018
Anne Horgan	Board Member	Appointed 20/08/2018
Laura Sahm	Board Member	Appointed 30/09/2018
Karen Greene	Board Member	Appointed 25/03/2019
John Horan	Board Member	Appointed 17/04/2019

An external evaluation of the Board was carried out on 17th December 2019.

The Board has established eight committees, as follows:

- **Audit and Risk Committee:** comprises of three Board members and two independent members. The role of the Audit and Risk Committee (ARC) is to support the Board in relation to its responsibilities for issues of risk, control and governance and associated assurance. The ARC is independent from the financial management of the organisation. In particular the Committee ensures that the internal control systems including audit activities are monitored actively and independently. The ARC reports to the Board after each meeting, and formally in writing annually. There were five meetings of the ARC in 2019.
- **Education, Training and Standards Committee:** comprises of six Board members and five independent members. The Education, Training and Standards Committee (ETSC) monitors adherence to standards and evaluate compliance to standards and criteria for the education and training of nurses and midwives on behalf of the NMBI. There were five meetings of the ETSC in 2019.
- **Fitness to Practise Committee (FPC) (1985)*:** comprises of twenty independent members and no Board members. All the members of this Committee were members of the Board pre-2011 and their role is to enquire into complaints referred before the Nurses and Midwives Act 2011. There were two inquiry days involving the committee of the FPC 1985 in 2019.
- **Fitness to Practise Committee (2011)*:** The Fitness to Practise Committee (FtPC) (Nurses and Midwives Act, 2011) comprised of 33 members in 2019, of whom 11 were Board members. The role of the FtPC is to enquire into complaints referred to it by the Preliminary Proceedings Committee under section 61 of the Nurses and Midwives Act, 2011. On completion of an inquiry, the FtPC submits its report to the Board pursuant to section 67 of the Act. There were 52 inquiry days, 9 preliminary applications hearing days (“call-overs”) and 2 meetings days in 2019, giving a total of 63 days.
- **Governance and Finance Committee:** comprises of no more than seven Board members. The Governance and Finance Committee reviews and makes recommendations to the Board of NMBI in relation to all issues pertaining to the governance of NMBI. There were six meetings of the GFC in 2019.
- **Midwives Committee:** comprises of three Board members and five independent members. The role of the Midwives Committee (MC) is to advise the Board in relation to all areas pertaining to midwifery practice. There were four meetings of the MC in 2019.
- **Preliminary Proceedings Committee:** comprises of five Board members and six independent members. The role of the Preliminary Proceedings Committee (PPC) is to give initial consideration to complaints. There were seven meetings of the PPC in 2019.
- **Registration Committee:** comprises of five Board members and four independent members. The Registration Committee (RC) considers appeals from applicants for registration who have not been granted direct registration and determines the outcome of such appeals. It makes decisions, advises and makes recommendations to the Board in relation to all issues pertaining to registration. It considers all registration related matters referred to it by the Board or the executive. There were five meetings of the RC in 2019.

* Under section 6(1)(b) of the Nurses and Midwives Act 2011, the FPC established under the Nurses Act 1985 continues in being until all cases under the 1985 Act are completed. It is hoped this will occur by the end of 2020; however this is influenced by factors outside the control of NMBI. The FPC established pursuant to section 24(2)(b) of the Nurses and Midwives Act 2011 hears cases under the 2011 Act.

Schedule of Attendance, Fees and Expenses

A schedule of attendance at the Board and Committee meetings for 2019 is set out below including the fees and expenses received by each member:

	Board	ARC	ETC	FTC* 2011	GFC	MC	PPC	RC	Fees 2019	Expenses 2019
Number of Meetings	17	5	5	63	6	4	7	5	€	€
Essene Cassidy	17	-	-	-	6	-	-	-	-	8,552
Louise Kavanagh McBride	9	-	2	3	3	-	-	-	-	5,986
Killian McGrane	7	-	-	-	4	-	-	1	-	-
Dermot Manning	15	-	4	-	-	-	-	4	5,985	412
Martin Higgins	8	5	-	-	-	-	-	4	5,985	2,720
Pat Dolan	10	-	-	15	5	-	-	-	5,985	7,687
Breda Liston	14	-	-	-	-	4	7	-	-	8,281
Karen Canning	15	-	-	18	4	-	-	-	-	-
Liam Minihan	10	4	-	28	-	-	-	-	5,985	13,195
Lorraine Clarke- Bishop	9	-	5	14	-	-	-	-	-	3,081
Denise Lawlor	6	-	-	7	-	4	-	-	-	171
Mark Blake-Knox	11	4	-	13	-	-	-	-	5,985	338
Denis Murphy	12	-	-	-	4	-	6	-	5,985	256
Catherine Cocoman	6	-	2	-	-	-	-	-	-	-
Eileen Kelly	10	-	-	17	-	-	-	-	-	272
Liam Hamill	13	-	-	15	-	-	-	2	-	1,349
Mary Gorman	9	-	-	-	-	2	7	-	-	544
Kathleen Lombard	10	-	-	-	3	-	-	-	-	2,230
Elaine Cassidy	1	-	-	-	-	-	-	-	-	85
Colm O'Herlihy	9	-	-	8	-	-	-	-	2,992	21
Anne Horgan	11	-	-	-	-	-	5	-	-	-
Laura Sahm	8	-	4	-	-	-	-	-	-	2,637
Karen Greene	6	-	-	-	-	-	-	-	-	331
John Horan	10	-	-	-	-	-	-	2	4,223	390
									43,125	58,538

Sixteen members of the Board did not receive a Board fee under the One Person One Salary (OPOS) principle.

*Total number of days (including inquiry days, call-overs and FTPC meetings)

Key Personnel Changes

Two Board member's resigned during the year. In accordance with the Nurses and Midwives Act 2011, the Minister appointed two new members in 2019.

Dawn Johnston was designated Interim CEO by the Board from September 2018 to 23rd June 2019. Sheila McClelland was appointed CEO on 24th June 2019 on a two year fixed term contract.

Disclosures Required by Code of Practice for the Governance of State Bodies (2016)

The Board is responsible for ensuring that Nursing and Midwifery Board of Ireland has complied with the requirements of the *Code of Practice for the Governance of State Bodies* ("the Code"), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

Consultancy Costs

Consultancy costs include the cost of external advice to management and exclude outsourced 'business-as-usual' functions.

	2019 €	2018 €
Legal advice	35,123	67,797
Ad hoc procurement advice	15,000	17,757
Pension advice	8,806	24,162
Business process improvement	192,838	176,360
IT advisory	75,882	62,629
Workplace investigation	-	3,547
Education policy development	2,710	-
Development of a professional competence scheme	-	25,486
Mediation services	-	13,784
Total consultancy costs	330,359	391,522
Consultancy costs capitalised	81,494	36,236
Consultancy costs charged to the Income and Expenditure and Retained Revenue Reserves	248,865	355,286
Total	330,359	391,522

Legal Costs and Settlements

The table below provides a breakdown of amounts recognised as expenditure in the reporting period in relation to legal costs, settlements and conciliation and arbitration proceedings relating to contracts with third parties. This does not include expenditure incurred in relation to general legal advice received by Nursing and Midwifery Board of Ireland which is disclosed in consultancy costs above.

	2019 €	2018 €
Legal fees - Fitness to practice	2,442,225	2,600,236
Settlements	-	-
Total	2,442,225	2,600,236

Travel and Subsistence Expenditure

Travel and subsistence expenditure is categorised as follows:

	2019 €	2018 €
Domestic		
Board	53,568	54,877
Employees	10,272	16,955
International		
Board	4,970	6,550
Employees	9,780	21,279
Total	78,590	99,661

Travel and subsistence expenditure paid directly to Board members €53,568 (2018 €57,555) and paid on behalf of Board members by the NMBI €4,970 (2018 €3,672).

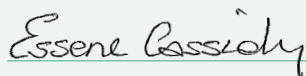
Hospitality Expenditure

The Statement of Income and Expenditure and Retained Revenue Reserves includes the following hospitality expenditure:

	2019 €	2018 €
Board and staff hospitality	312	564
Client hospitality	1,086	586
Total	1,398	1,150

Statement of Compliance

The Nursing and Midwifery Board of Ireland has complied with the requirements of the *Code of Practice for the Governance of State Bodies*, as published by the Department of Public Expenditure and Reform in August 2016.



Essene Cassidy
President

Date: 17/12/2020



Sheila McClelland
CEO

Date: 17/12/2020

Statement on Internal Control

Scope of responsibility

This statement is made in accordance with the requirement set out in the Department of Public Expenditure and Reform's *Code of Practice for the Governance of State Bodies* (2016).

On behalf of the Nursing and Midwifery Board of Ireland, we acknowledge that we are ultimately responsible for the system of Internal Control, for reviewing its effectiveness and ensuring it is maintained and operated.

Purpose of the System of Internal Control

The system is designed to provide reasonable and not absolute assurances that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

The system of internal control, which accords with guidance issued by the Department of Public Expenditure and Reform has been in place in NMBI for the year ended 31 December 2019 and up to the date of approval of the financial statements.

Capacity to Handle Risk

NMBI has an Audit and Risk Committee (ARC) comprising five members, three Board members, one of whom is the Chair and two independent members. The ARC met five times in 2019.

The following steps have been taken to ensure an appropriate control environment:

- The Finance Department coordinates and manages the preparation of an annual Budget that is approved by the Board.
- The Finance Department prepares monthly variance expenditure reports comparing actual with budgeted expenditure. These are reported to the Senior Management Team, the Board and the Governance and Finance Committee on a regular basis.
- The Audit and Risk Committee and the Governance and Finance Committee of the Board meet on a regular basis to advise the Board on the robustness and effectiveness of the arrangements and status of the corporate governance, financial and risk management and internal audit of the Board.
- The Board's internal audit function is provided by an outside service provider. The programme of work is agreed with the Audit and Risk Committee.
- There are systems aimed at ensuring the security of information and communication technology systems.
- There are systems in place to secure the assets.

Risk and Control Framework

There is a risk management policy and framework in place which sets out the risk appetite of the NMBI. The management process in place and the roles and responsibilities in relation to risk are set in the risk management policy document.

Risks are identified and managed through the organisations risk register where key risks are stated and existing controls to mitigate the risk are noted. The risks are assessed and prioritised by considering the likelihood of the event occurring and the impact such event would have on the organisation. An action plan is put in place to mitigate the risk and assigned an owner to implement the plan.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. I confirm that a control environment containing the following elements is in place:

- procedures for all key business processes have been documented,
- financial responsibilities have been assigned at management level with corresponding accountability,
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are systems aimed at ensuring the security of the information and communication technology systems,
- there are systems in place to safeguard the assets.

Ongoing Monitoring and Review

Formal procedures have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to management and the Board, where relevant, in a timely way. I confirm that the following ongoing monitoring systems are in place:

- key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies,
- reporting arrangements have been established at all levels where responsibility for financial management has been assigned, and
- there are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

Procurement

NMBI is committed to complying fully with procurement rules and guidelines. Procurement in the NMBI is overseen by the Governance and Finance Committee. All contracts above €25,000 are approved by the Board. The NMBI engages external procurement advisory services to support the organisation in compliance with procurement rules and guidelines.

Review of Effectiveness

I confirm that NMBI has procedures to monitor the effectiveness of its risk management and control procedures. NMBI's monitoring and review of the effectiveness of the system of internal financial control is informed by the work of the internal and external auditors, the Audit and Risk Committee which oversees their work, and the senior management within NMBI responsible for the development and maintenance of the internal financial control framework.

I confirm that the Board conducted an annual review of the effectiveness of the internal controls for 2019 on 25 March 2020.

Internal Control Issues

In 2019 there was twenty data breaches reported to the Data Protection Commissioner (DPC) of which nineteen were classified as low risk. One breach was classified as high risk which involved an agent of NMBI sending sensitive data to the incorrect recipient. All cases were closed by the DPC in 2019.

Approval by the Board

The Statement on System of Internal Controls has been reviewed by the Audit and Risk Committee and the Board to ensure it accurately reflects the control system in operation during the reporting period.

A review of internal controls in 2019 was carried out by an external firm and signed off by the Board in 2020.

On behalf of the Board of the Nursing and Midwifery Board of Ireland:



Essene Cassidy
President
Date: 17/12/2020



Sheila McClelland
CEO
Date: 17/12/2020



Ard Reachtaire Cuntas agus Ciste **Comptroller and Auditor General**

Report for presentation to the Houses of the Oireachtas **Nursing and Midwifery Board of Ireland**

Qualified opinion on the financial statements

I have audited the financial statements of the Nursing and Midwifery Board of Ireland for the year ended 31 December 2019 as required under the provisions of section 34 of the Nurses and Midwives Act 2011. The financial statements have been prepared in accordance with Financial Reporting Standard (FRS) 102 — *The Financial Reporting Standard applicable in the UK and the Republic of Ireland* and comprise

- the statement of income and expenditure and retained revenue reserves
- the statement of financial position
- the statement of cash flows and
- the related notes, including a summary of significant accounting policies.

In my opinion, except for the non-compliance with the requirements of FRS 102 in relation to retirement benefit entitlements referred to below, the financial statements give a true and fair view of the assets, liabilities and financial position of the Nursing and Midwifery Board of Ireland at 31 December 2019 and of its income and expenditure for 2019 in accordance with FRS 102.

Basis for qualified opinion on financial statements

In compliance with the directions of the Minister for Health, the Nursing and Midwifery Board of Ireland accounts for the costs of retirement benefit entitlements only as they become payable. This does not comply with FRS 102 which requires that the financial statements recognise the full cost of retirement benefit entitlements earned in the period and the accrued liability at the reporting date. The effect of the non-compliance on the Nursing and Midwifery Board of Ireland's financial statements for 2019 has not been quantified.

I conducted my audit of the financial statements in accordance with the International Standards on Auditing (ISAs) as promulgated by the International Organisation of Supreme Audit Institutions. My responsibilities under those standards are described in the appendix to this report. I am independent of the Nursing and Midwifery Board of Ireland and have fulfilled my other ethical responsibilities in accordance with the standards.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Report on information other than the financial statements, and on other matters

The Nursing and Midwifery Board of Ireland has presented certain other information together with the financial statements. This comprises the annual report, the governance statement and Board members' report and the statement on internal control. My responsibilities to report in relation to such information, and on certain other matters upon which I report by exception, are described in the appendix to this report.

I have nothing to report in that regard.

John Crean
For and on behalf of the
Comptroller and Auditor General

21 December 2020



Ard Reachtaire Cuntas agus Ciste Comptroller and Auditor General

Responsibilities of Board members

As detailed in the governance statement and Board members' report, the Board members are responsible for

- the preparation of financial statements in the form prescribed under section 34 of the Nurses and Midwives Act 2011
- ensuring that the financial statements give a true and fair view in accordance with FRS 102
- ensuring the regularity of transactions
- assessing whether the use of the going concern basis of accounting is appropriate, and
- such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of the Comptroller and Auditor General

I am required under section 34 of the Nurses and Midwives Act 2011 to audit the financial statements of the Nursing and Midwifery Board of Ireland and to report thereon to the Houses of the Oireachtas.

My objective in carrying out the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement due to fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the ISAs, I exercise professional judgment and maintain professional scepticism throughout the audit. In doing so,

- I identify and assess the risks of material misstatement of the financial statements whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- I obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls.
- I evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.

- I conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, on whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Nursing and Midwifery Board of Ireland's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my report. However, future events or conditions may cause the Nursing and Midwifery Board of Ireland to cease to continue as a going concern.
- I evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Information other than the financial statements

My opinion on the financial statements does not cover the other information presented with those statements, and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, I am required under the ISAs to read the other information presented and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with knowledge obtained during the audit, or if it otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

Reporting on other matters

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation. I report if I identify material matters relating to the manner in which public business has been conducted.

I seek to obtain evidence about the regularity of financial transactions in the course of audit. I report if I identify any material instance where public money has not been applied for the purposes intended or where transactions did not conform to the authorities governing them.

I also report by exception if, in my opinion,

- I have not received all the information and explanations I required for my audit, or
- the accounting records were not sufficient to permit the financial statements to be readily and properly audited, or
- the financial statements are not in agreement with the accounting records.

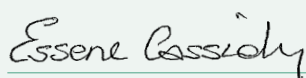
Statement of Income and Expenditure and Retained Revenue Reserves

	Note	2019 €	2018 €
INCOME			
Annual Retention Fee	2	7,163,170	6,753,835
Registration Fee	3	2,136,293	2,000,637
Verification Fee	3	123,360	104,800
HSE Contribution Nursing Careers Centre	4	200,000	200,000
Superannuation Contributions		71,312	83,504
Bank and Investment Interest		1,108	1,942
Other Income	5	178,191	201,518
Total Income		9,873,434	9,346,236
EXPENDITURE			
Accommodation Costs	6	472,337	457,217
Staff Costs	7/8	3,556,392	3,427,706
Administration Costs	9	2,322,055	2,024,648
Fitness to Practice	10	2,543,813	2,655,022
Library	11	9,739	8,643
Nursing Careers Centre	12	29,160	33,064
Depreciation	13	351,952	369,230
Total Expenditure		9,285,448	8,975,530
Surplus for the year		587,986	370,706
Balance Brought Forward at 1 January		9,428,811	9,058,105
Balance Carried Forward at 31 December		10,016,797	9,428,811

The statement of income and expenditure and retained revenue reserves includes all gains and losses recognised in the year.

The Statement of Cash Flows and notes 1 to 22 form part of these financial statements.

On behalf of the Board of the Nursing and Midwifery Board of Ireland:



Essene Cassidy
President

Date: 17/12/2020



Sheila McClelland
CEO

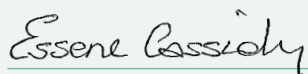
Date: 17/12/2020

Statement of Financial Position

	Note	As at 31 December 2019 €	As at 31 December 2018 €
FIXED ASSETS			
Property, Plant and Equipment	13	10,585,309	10,882,468
Asset Under Development	14	690,414	235,471
		<u>11,275,723</u>	<u>11,117,939</u>
CURRENT ASSETS			
Receivables	16	144,990	165,651
Cash and Cash Equivalents	15	6,213,112	5,578,405
		<u>6,358,102</u>	<u>5,744,056</u>
CURRENT LIABILITIES (AMOUNTS FALLING DUE WITHIN ONE YEAR)			
Payables	17	(5,901,476)	(5,475,701)
		<u>(5,901,476)</u>	<u>(5,475,701)</u>
NET CURRENT ASSETS		456,626	268,355
LONG TERM LIABILITIES (AMOUNTS FALLING DUE AFTER ONE YEAR)			
Payables	17	(1,715,552)	(1,957,483)
		<u>10,016,797</u>	<u>9,428,811</u>
REPRESENTING			
Accumulated Fund		10,016,797	9,428,811
		<u>10,016,797</u>	<u>9,428,811</u>

The statement of Cash Flows and notes 1 to 22 form part of these financial statements.

On behalf of the Board of the Nursing and Midwifery Board of Ireland:



Essene Cassidy

President

Date: 17/12/2020



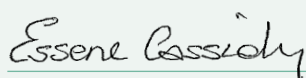
Sheila McClelland

CEO

Date: 17/12/2020

Statement of Cash Flows

	2019 €	2018 €
Net Cash Flows from Operating Activities		
Excess Income over expenditure	587,986	370,706
Depreciation of fixed assets	351,952	369,230
Decrease in receivables	20,661	190,869
Increase in payables	425,774	929,570
Bank interest received	(1,108)	(1,942)
Bank interest paid	6,411	5,904
Net Cash Inflow from Operating Activities	1,391,676	1,864,337
Cash Flows from Investing Activities		
Payment to acquire property, plant and equipment	(54,793)	(188,621)
Payment to development of asset	(454,943)	(190,991)
Net Cash Flows from Investing Activities	(509,736)	(379,612)
Cash Flows from Financing Activities		
Bank interest received	1,108	1,942
Bank interest paid	(6,411)	(5,904)
Repayment of loan	(241,931)	(248,814)
Net Cash Flows from Financing Activities	(247,234)	(252,776)
 Net Increase/(Decrease) in Cash and Cash Equivalents	 634,707	 1,231,949
 Cash and cash equivalents at 1 January	 5,578,405	 4,346,456
Cash and cash equivalents at 31 December	6,213,112	5,578,405



Essene Cassidy

President

Date: 17/12/2020



Sheila McClelland

CEO

Date: 17/12/2020

Notes to the Financial Statements

1. Accounting Policies

The basis of accounting and significant accounting policies adopted by the Nursing and Midwifery Board of Ireland are set out below. They have all been applied consistently throughout the year and for the preceding year.

a) General information

The Nursing and Midwifery Board of Ireland was set up under the Nurses and Midwives Act 2011, with a head office at 18/20 Carysfort Avenue, Blackrock, Co. Dublin, Ireland. The object of the Board is the protection of the public in its dealing with nurses and midwives and the integrity of the practice of nursing and midwifery through the promotion of high standards of professional education, training and practice and professional conduct among nurses and midwives.

The Nursing and Midwifery Board's primary objectives are set out in section 8 and 9 of the Nurses and Midwives Act 2011 and are as follows:

- maintaining the register of nurses and midwives
- evaluating applications from Irish and overseas applicants who want to practice as nurses and midwives in Ireland
- supporting nurses and midwives to provide care by developing standards and guidance that they can use in their day-to-day practice
- setting requirements for nursing and midwifery educational programmes in Higher Level Institutions
- investigating complaints made from patients, their families, health care professionals, employers and holding fitness to practice inquiries.

b) Statement of Compliance

The financial statements of the Nursing and Midwifery Board for the year ended 31 December 2019 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland as modified by the direction of the Minister for Health in relation to Superannuation. In compliance with the directions of the Minister of Health, the Board accounts for the costs of the Superannuation entitlements only as they become payable (see i). This basis of accounting does not comply with FRS 102 which requires costs to be recognised in the year in which entitlement is earned.

c) Basis of Preparation

The financial statements have been prepared under the historical cost convention, except for certain assets and liabilities measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Health with concurrence of the Minister for Public Expenditure and Reform under Section 34 of the Nursing and Midwifery Board Act 2011. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Nursing and Midwifery Board's financial statements.

In preparing the financial statements for the year ended 31st December 2019, management has assessed the Nursing and Midwifery Board of Ireland's ability to continue as a going concern. On the basis of projected financial results and cash flow for 2020 and 2021, it is clear that the Nursing and Midwifery Board of Ireland can demonstrate that there is no material uncertainty regarding its ability to meet its liabilities as they fall due.

The NMBI considers it appropriate to prepare financial statements on a going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if NMBI was unable to continue as a going concern.

d) Income

Annual Retention Fees

All annual retention fee receipts in the period January to October are brought to account as income in the current year. Income received in November and December in respect of fees for the following year is shown as deferred income on the statement of financial position and is recognised as income in the following year.

Other Fee Income

Other fee income is accounted for on a cash receipts basis.

State Contributions/Grants

Contributions from the Health Service Executive are accounted for on a cash receipts basis. Grants from the Department of Health are allocated to the accounting period in which the related expenditure occurs.

e) Fixed Assets

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment, other than freehold land, at rates estimated to write off the cost less the estimated residual value of each asset on a straight-line basis over their estimated useful lives, as follows:

Freehold Premises	Straight line over 50 years
Freehold Land	No Depreciation
Equipment and Fittings	33.33% Straight line
Computer Equipment	33.33% Straight line
Computer Software	33.33% Straight line
Telephone Equipment	33.33% Straight line

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

Costs associated with the development of a registration system are capitalised. Depreciation of this asset will start once the asset commences to be in use.

f) Financial Liability

On 23 September 2007, NMBI drew down a mortgage of €4.5 million. The mortgage is by way of a 20 year term loan facility. All amounts are due to be repaid by 23 September 2027. Repayments are made on a quarterly basis. Interest charged is Euribor +0.03%.

The carrying value of the mortgage is recognised at amortised cost using the effective interest rate method.

g) Loan interest

Interest expense is recognised on the basis of the effective interest method and is included in finance costs.

h) Short-term Benefits

Short-term benefits such as holiday pay are recognised as an expense in the year, and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

i) Superannuation Contributions

NMBI administers a Superannuation Scheme in accordance with the rules of the Local Government Superannuation Scheme. By direction of the Minister for Health, no provision has been made in respect of future benefits payable under the scheme. Employee contributions are credited to the Statement of income and expenditure and retained revenue reserves when received. Pension payments under the scheme are charged to the Statement of income and expenditure and retained revenue reserves when paid. Only those superannuation payments which fall due to be paid in the current year of account are charged to the current Statement of income and expenditure and retained revenue reserves.

NMBI also administers the Single Public Service Pension Scheme ("Single Scheme") which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Single scheme members' contributions and employer contributions are paid over to the Department of Public Expenditure and Reform.

j) Addition Superannuation Contributions

From 1 January 2019 onwards, members of public service defined benefit pension schemes pay an additional superannuation contribution (ASC) arising from the Public Service Stability Agreement (2018- 2020) and the Public Service Pay and Pensions Act 2017. ASC has replaced the pension-related deduction (PRD) which ceased at the end of 2018. While PRD was a temporary emergency measure, ASC is a permanent contribution in respect of pensionable remuneration.

k) Contingent Liabilities

NMBI makes full provision for its best estimate of legal and other costs expected to arise in relation to cases it is involved in. However, NMBI is involved in a number of legal proceedings where it is not possible to predict the outcome or possible financial effect of the relevant cases with any certainty. As a result, no provision has been made for these cases.

l) Provisions

Provisions are recognised when the Board has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount of the obligation can be estimated reliably.

m) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires Management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the statement of financial position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. There were no judgements required that had a significant effect on amounts recognised in the financial statements for 2019.

2. Annual Retention Fees (ARF)

The ARF is an annual payment made by each nurse and midwife in order to maintain their name on the active register maintained by the Nursing and Midwifery Board of Ireland. In 2019, the ARF was €100 (2018: €100).

3. Registration

	2019	2018
First time registered Nurses and Midwives		
Irish Registration	1,397	1,342
EU Registrations	483	1,018
Non-EU Registrations	1,819	1,443
Total	3,699	3,803

4. Health Service Executive Contributions/Department of Health Grants

Health Service Executive Contributions: An amount of €200,000 (2018 - €200,000) has been received from the Health Service Executive (HSE), acting on the directions of the Department of Health, as a contribution towards the running of the Nursing Careers Centre (see Note 12).

5. Other Income

	2019	2018
	€	€
Restoration fees	159,250	185,970
Duplicate Certifications	10,125	8,625
Registration Appeal Fees	8,700	4,955
Miscellaneous/other income	116	1,968
Total	178,191	201,518

6. Accommodation Costs

	2019 €	2018 €
Mortgage Interest	6,411	5,904
Insurance	56,208	52,615
Light and Heat	45,675	48,706
Repairs and Maintenance	364,043	349,992
Total	472,337	457,217

7. Staff Costs

	2019 €	2018 €
Staff short-term benefits	2,218,987	2,294,456
Employer's contribution to social welfare	177,183	182,687
Employers pension contributions*	94,721	64,615
Retirement benefit costs	417,626	355,687
Termination benefit	-	-
Total NMBI Staff Costs	2,908,517	2,897,445
Agency Costs	647,875	530,261
Total Staff Costs	3,556,392	3,427,706

*Employer Contributions of €94, 721 in respect of SPSPS was remitted to the Department of Public Expenditure and Reform, employee deductions of €31,573 were remitted to DPER.

a) Additional superannuation contribution

Additional superannuation contribution of €63,573 (2018: €87,346 Pension related deductions) were made from staff salaries and €63,573 (2018: €87,346) were remitted to the Department of Health.

b) Employee Benefits

The number of employees whose total employee benefits fell within each band of €10,000 from €60,000 upwards are as follows:

Range of total employee benefits		Number of Employees	
From	To	2019	2018
€60,000	€69,999	1	1
€70,000	€79,999	1	3
€80,000	€89,999	4	3
€90,000	€99,999	1	1
€100,000	€109,999	-	-
€110,000	€119,999	-	-
Greater than €120,000		-	-
Total		7	8

Note: For the purposes of this disclosure, short-term employee benefits in relation to services rendered during the reporting period include salary, overtime allowances and other payments made on behalf of the employee, but exclude employer's PRSI.

c) Chief Executive Officer Salary and Benefits

The CEO remuneration package for the financial period was as follows:

	2019 €	2018 €
Basic Pay:		
CEO (24/6/19 - 31/12/19)	49,596	-
Interim CEO (12/9/18- 23/6/19)	42,015	29,603
Interim CEO (2/7/18- 7/9/18)	-	17,807
Interim CEO (1/1/18- 6/6/18)	-	54,555
BIK	-	-
Travel expenses and subsistence	6,283	10,148
	<u>97,894</u>	<u>112,113</u>

The Chief Executive Officer is a member of NMBI's pension scheme, and her entitlements in that regard do not extend beyond the terms of model public service pension scheme. The value of retirement benefits earned in the period is not included above.

d) Staff Short-Term Benefits

	2019 €	2018 €
Basic Pay	2,218,987	2,294,456
Overtime	-	-
Death Gratuity	-	-
	<u>2,218,987</u>	<u>2,294,456</u>

e) Key Management Personnel

Key management personnel in NMBI consist of the Chief Executive officer and the members of senior management team. The total value of employee benefits for key management personnel is set out below.

	2019 €	2018 €
Salary	570,688	514,828
Allowances	-	-
Termination benefits	-	-
Health insurance	-	-
	<u>570,688</u>	<u>514,828</u>

8. Average Headcount

The average headcount for the Nursing and Midwifery Board of Ireland in 2019 was 42 (2018:52).

9. Administration

	2019 €	2018 €
Travel and Subsistence		
Domestic Travel Board members and staff	64,924	71,832
Foreign Travel Board members and staff	13,666	27,829
Non Board committee members and other	68,444	72,401
Board Member Fees	43,125	47,880
Non Board committee member fees	67,785	-
Board Training	16,375	16,515
Telephone	55,057	39,129
Postage	182,610	206,330
Print and Stationery	49,782	58,744
Staff Training and Recruitment	163,267	61,437
Audit Fees - External Audit	28,500	26,000
Audit Fees - Internal Audit	47,970	11,228
Legal Fees (Non FTP)	35,917	67,797
Procurement Advice	15,000	17,758
Pension Advice	8,806	24,162
Business Improvement	169,838	176,360
IT Advisory	11,976	26,582
Accountancy Services	152,645	95,632
External Service Delivery	608,951	585,444
Workplace Investigation	-	3,547
Education Policy Development	2,710	-
Development of Professional Competence Scheme	-	25,486
Bank Interest and charges	46,591	48,313
Computer/IT	375,084	256,943
Misc.	93,032	57,299
	2,322,055	2,024,648

10. Fitness to Practise

	2019 €	2018 €
FTP Administration	22,772	11,948
Legal Fees	2,442,225	2,600,235
Stenographer Fees	78,816	42,839
Total	2,543,813	2,655,022

11. Library

No value has been placed on books and periodicals in the Library. Expenditure is charged to the financial statements in the year in which it occurs.

12. Nursing Careers Centre

The Department of Health has assigned responsibility for the recruitment of and selection of candidates for entry to nurse and midwife training to the Nursing and Midwifery Board of Ireland, who established the Nursing Careers Centre to manage the process. Salary and accommodation costs are included under the relevant expenditure headings in the Statement of Income and Expenditure and Retained Revenue Reserves.

	2019 €	2018 €
General Admin Costs	1,199	1,168
Public Appointments Service	27,961	31,896
Total	29,160	33,064

In addition to the directly attributable costs above, an amount of €61,478 is included in the payroll costs in respect of staff assigned to duties related to the Nursing Careers Centre. The Board also estimates that apportioned accommodation costs for the centre are €57,724 (2018: €47,280).

13. Fixed Assets

	Freehold Land	Premises	Equipment & Fittings	Computer Software	Computer Hardware	Total
Cost or Valuation	€	€	€	€	€	€
At 01 January 2019	1,265,833	12,589,104	110,104	596,365	1,098,120	15,659,526
Additions	-	-	-	-	54,793	54,793
Write down	-	-	-	-	-	-
At 31 December 2019	1,265,833	12,589,104	110,104	596,365	1,152,913	15,714,319
Accumulated Depreciation						
At 01 January 2019	-	3,149,276	110,104	555,461	962,217	4,777,058
Charge for Year	-	251,736	-	21,363	78,853	351,952
Write down	-	-	-	-	-	-
At 31 December 2019	-	3,401,012	110,104	576,824	1,041,070	5,129,010
Net Book Value at 31 December 2019	1,265,833	9,188,092	-	19,541	111,843	10,585,309
Net Book Value at 31 December 2018	1,265,833	9,439,828	-	40,904	135,903	10,882,468

14. Assets Under Development

	Registration System
Cost	€
Cost as at 1 January 2019	235,471
Development costs capitalised	454,943
At 31 December 2019	690,414

Development costs of the system are capitalised as they are incurred.
Depreciation of the asset will not commence until the asset is in use.

15. Analysis of changes in Cash and Cash Equivalents

	1 January 2019 €	Cash Flow €	31 December 2019 €
Cash at bank and in hand	300,009	-	300,009
Short-Term Deposit	5,278,396	634,707	5,913,103
Total	5,578,405	634,707	6,213,112

16. Receivables

	2019 €	2018 €
Debtors	-	34,492
Prepayments	144,990	131,159
	144,990	165,651

17. Payables

a) Amounts falling due within one year

	2019 €	2018 €
Trade Creditors and Accruals	801,899	1,120,801
Deferred Income Annual Retention Fee (i)	4,378,562	3,983,125
Deferred Income from Department of Health	479,535	130,975
Mortgage due in less than one year	241,480	240,800
	5,901,476	5,475,701

(i) Deferred Income (refer to Accounting Policy I (d) for further details)

	2019 €	2018 €
Deferred Income at 1 January	3,983,125	3,022,809
Receipts in Year from Annual Retention Fee	7,558,607	7,714,151
Recognised as income in Year	(7,163,170)	(6,753,835)
Total deferred income	4,378,562	3,983,125

b) Amounts falling due after one year

	2019	2018
	€	€
Mortgage 2-5 years	965,920	929,984
Mortgage over 5 years	749,632	1,027,499
	1,715,552	1,957,483

18. Contingent liability

NMBI is also involved in a number of legal proceedings where it is not possible to predict the outcome or possible financial effect of the relevant cases with any certainty. As a result, no provision has been included in the financial statements in respect of these cases.

19. Related Party Disclosures

The Nursing and Midwifery Board adopts procedures in accordance with the guidelines issued by the Department of Public Expenditure and Reform covering the personnel interests of Board members. In the normal course of business, the Nursing and Midwifery Board may enter into contractual arrangements with entities in which Nursing and Midwifery Board members are employed or are otherwise interested.

In cases of potential conflict of interest, Board members do not participate in or attend discussions in the decision making regarding these transactions. A register is maintained and available on request in all such instances.

There were no transactions in the year in relation to the Board's activities in which any board members had any beneficial interest.

Please refer to Note 7 for CEO details and to the Governance Statement for Board Members fees and expenses.

20. Capital Commitments

There were no capital commitments at 31 December 2019.

21. Events after the reporting date

There were no events between the reporting date and the date of approval of these financial statements that require adjustment to the financial statements.

The Nursing and Midwifery Board recognises that the Covid-19 pandemic is a significant event which has occurred since the reporting date. The Nursing and Midwifery Board has closely monitored the impact of Covid-19 since early March 2020 and will continue to do so throughout the emergency period. The business continues to operate with measures in place to protect staff and the Nursing and Midwifery Board clients. To date, the operations are being maintained while adjusting to the different way in which the business is being delivered. The performance and operations of the Nursing and Midwifery Board are being monitored closely and regular financial reports are provided to the Department of Health.

22. Approval of Financial Statements

These financial statements were approved by the Board of the Nursing and Midwifery Board on 15th December 2020.



07

Appendices

Appendix 1: Members of the NMBI Board 2019



Essene Cassidy
President



Louise Kavanagh McBride
Vice President



Karen Greene



Liam Minihan



Lorraine Clarke-Bishop



Laura Sahm



Mary Gorman



Martin Higgins



Tanya King



Karen Canning



Colm O'Herlihy



Pat Dolan



Catherine Cocoman



Eileen Kelly



Kilian McGrane



Denis Murphy



Breda Liston



John Horan



Elaine Cassidy



Denise Lawler



Mark Blake-Knox



Anne Horgan



Liam Hamill



Dermot Manning



Kathleen Lombard

Appendix 2: NMBI Board meetings 2019

The Board is required to meet four times per year.

Board members who do not attend a minimum of four Board meetings a year or who absent themselves from four consecutive meetings without the Board granting leave may be required to cease office.

For the purpose of determining attendance, attendance by a Board member for one or both days of a two-day Board meeting is counted as one attendance. A two-day meeting is counted as one meeting.

Board member attendance 2019

Board member	Board meetings	Additional and optional meetings	Section 58 emergency meetings	Total
Mark Blake Knox	4	4	3	11
Karen Canning	5	3	7	15
Essene Cassidy	5	5	7	17
Lorraine Clarke Bishop	6	2	1	9
Catherine Cocoman ¹	2	1	3	6
Pat Dolan	5	4	1	10
Mary Gorman ²	5	4	-	9
Karen Greene ^{2,5}	3	3	-	6
Liam Hamill	5	3	5	13
Martin Higgins	4	3	1	8
John Horan ⁴	3	3	4	10
Anne Horgan ²	5	4	2	11
Louise Kavanagh McBride	6	2	1	9
Eileen Kelly	5	3	2	10
Denise Lawler	3	3	-	6
Breda Liston ²	6	5	3	14
Kathleen Lombard	4	3	3	10
Dermot Manning	6	4	5	15
Kilian McGrane	4	3	-	7
Liam Minihan	6	3	1	10
Denis Murphy ²	6	1	5	12
Colm O'Herlihy	5	4	-	9
Laura Sahm	4	3	1	8
Elaine Cassidy ³	1	-	-	1
Tanya King ⁶	-	-	-	-

¹ Catherine Cocoman was on maternity leave from December 2018 to 1 July 2019.

² Denis Murphy, Breda Liston, Anne Horgan and Mary Gorman are members of the Preliminary Proceedings Committee (PPC). Unless required for a quorum, they should not attend meetings convened to consider applications pursuant to Section 58 i.e. meetings on 28 January, 2 April, 9 April, 6 August, 6 September, 10 October, 8 November and 5 December. Karen Greene joined the PPC on 23 July 2019.

³ Elaine Cassidy resigned from the Board on 31 March 2019. Resignation effective from the next Board meeting on 2 April 2019.

⁴ John Horan were appointed to the Board on 17 April. His first meeting was 21-22 May 2019.

⁵ Karen Greene was appointed to the Board on 25 March 2019 but was not invited to attend the meetings on 2 April and 9 April as they were special meetings to consider Section 58 cases and she had not received her induction.

⁶ Tanya King resigned in December 2018. Resignation effective from 22 January 2019.

Appendix 3: Committee members and meetings 2019

Fitness to Practise Committee (2011)

There were 52 inquiry days and nine call-over days in 2019.

Committee structure: 33 members in total (11 Board members and 22 non-Board members).

Chairperson: Denise Lawlor

Vice-Chairperson: Karen Canning

Member	Inquiry days 52	Call-over days 9	FPC meetings 2
Mark Blake-Knox	9	2	2
Karen Canning	7	9	2
Lorraine Clarke-Bishop	12	0	2
Pat Dolan	13	0	1
Liam Hamill	13	1	0
Eileen Kelly	15	0	2
Denise Lawlor	0	5	2
Liam Minihan	25	1	2
Colm O'Herlihy	6	0	2
Louise Kavanagh-McBride ¹	1	0	0
Laura Sahm ¹	4	0	0
Mary Barrett	4	0	1
James Buckley	16	3	1
Eileen Flynn	14	0	2
Richard Hammond	5	5	1
Mark Kane	10	0	1
Stephen Kealy	9	2	1
Jill Long	13	3	0
Shane McCarthy	8	5	2
Martin McNamara	3	1	0
Cathriona Molloy ⁷	3	3	1
Orla Mongan ⁴	3	0	0
Amanda Phelan	7	2	1
Emma Prendergast	10	0	1
Michelle Rose ⁴	0	0	0
Milo Walsh	1	0	0
Michele Monahan	1	0	2
Margaret Philbin	25	0	1
Triona Cowman ²	5	0	2

continued

Member	Inquiry days	Call-over days	FPC meetings
	52	9	2
Valerie Beatty ²	4	1	2
Dermott Jewell ²	0	0	2
Ada Bradbury ³	5	2	2
Juliana Henry ⁵	5	0	1
Kathryn Muldoon ⁵	4	0	2
Sara Phelan ⁶	0	0	1
Cindy Mackie	0	0	0

¹ Louise Kavanagh-McBride and Laura Sahm joined the Fitness to Practise Committee (2011) on 23 January 2019.

² Triona Cowman, Valerie Beatty and Dermott Jewell joined the committee on 19 March 2019.

³ Ada Bradbury joined the committee on 25 March 2019.

⁴ Orla Mongan and Michelle Rose left the committee on 24 April 2019.

⁵ Juliana Henry and Kathryn Muldoon joined the committee on 25 April 2019.

⁶ Sara Phelan joined the committee on 11 July 2019.

⁷ Cathriona Molloy left the committee on 7 November 2019.

Preliminary Proceedings Committee

There were ten meetings of the Preliminary Proceedings Committee in 2019.

Committee structure: 11 members (five Board members and six non-Board members)

Chairperson: Denis Murphy

Vice-Chairperson: Breda Liston (appointed as Vice-Chairperson on 17 December 2019)

Member	Number of meetings attended
Denis Murphy	9
Mary Gorman	9
Breda Liston	10
Tanya King ¹	0
Deirdre Naughton	9
Geraldine Feeney	6
Treasa Kelly ²	2
Timothy Frawley	7
Ann Sheehan	7
Anne Horgan	8
Brendan O'Dea ³	2
Karen Greene ³	0

¹ Tanya King left the Preliminary Proceedings Committee on 22 January 2019.

² Treasa Kelly left the committee on 5 April 2019.

³ Brendan O'Dea and Karen Greene joined the committee on 24 July 2019.

Governance and Finance Committee

There were six meetings of the Governance and Finance Committee in 2019.

Committee structure: Six members (six Board members and no non-Board members)

Chairperson: Kilian McGrane

Member	Number of meetings attended
Kilian McGrane	4
Essene Cassidy	6
Dennis Murphy	4
Karen Canning	4
Pat Dolan	5
Louise Kavanagh McBride	3
Kathleen Lombard*	3

*Kathleen Lombard joined the committee on 1 July 2019

Audit and Risk Committee

There were five meetings of the Audit and Risk Committee in 2019.

Committee structure: Five members (three Board members and two non-Board members). The President is an *ex officio* member.

Chairperson: Martin Higgins

Member	Number of meetings attended
Denis Doherty	3
Margaret Campbell	2
Mark Blake-Knox	4
Liam Minihan	4
Martin Higgins	5

Education, Training and Standards Committee

There were five meetings of the Education and Training Committee in 2019.

Committee structure: 11 members (six Board members and five non-Board members)

Chairperson: Lorraine Clarke-Bishop

Member	Number of meetings attended
Lorraine Clarke-Bishop	5
Dr Louise McBride Kavanagh	2
Dermot Manning	4
Dr Mary McDonnell-Naughton	5
Barbara Kelly	3
J.P. Nolan	4
Aisling Culhane	5
Kathleen Lombard ¹	1
Catherine Cocoman ¹	2
Dr Laura Sahm	4
Steve Pitman	4
John Horan ³	0

¹ Kathleen Lombard replaced Catherine Cocoman until 17 June 20.

² John Horan was appointed to the committee in November 2019

Midwives Committee

The Midwives Committee meet on four occasions during 2019.

Committee structure: Seven members (three Board and four non-Board members)

Chairperson: Denise Lawler

Member	Number of meetings attended
Denise Lawler	4
Gemma Gannon	3
Breda Liston	4
Catriona Molloy	3
Mark Skehan	2
Mary Gorman	2
Claire O'Regan	1
Lorraine Mulligan	2
Deirdre Walsh	1

Registration Committee

There were five meetings of the Registration Committee in 2019.

Committee structure: Nine members (five Board member and four non-Board)

Chairperson: Dermot Manning

Member	Number of meetings attended
Dermot Manning	5
Liam Hamill	2
Martin Higgins	4
Kilian McGrane	1
Catrina Heffernan	5
Cathriona Molloy	4
Janet Wynne	4
Karen Clarke	2
John Horan*	0

* John Horan was appointed to the committee on 18 June 2019

Appendix 4: Statement of Compliance 2019

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

Under the **Code of Practice for the Governance of State Bodies** State Bodies are required to confirm to the Minister that they comply with all provisions in the Code.

A provision of the Code is that Chairpersons provide a Comprehensive Report to the Minister on an annual basis. In addition to this requirement you are requested to complete this form (Form A) regarding compliance with the Code.

Form A must be signed by the Chairperson as well as the CEO/Director/Registrar of the State Body, as the primary responsibility for compliance with the Code rests with the Board.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

This form is divided into sections corresponding with specific provisions of the Code of Practice. In line with the Code, a State Body must 'Comply or Explain' in relation to each specific provision. In any areas where the State Body is not compliant an explanation must be provided on this Form.

As outlined in the Code, exemptions from specific provisions may be justified in certain situations provided the objectives of those provisions can be achieved by other governance measures.

Any State Bodies with derogations from the provisions of the Code should also have explanatory notes written into their Oversight Agreement with the Department with reasons for the exemptions clearly explained.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

STATE BODY: Nursing and Midwifery Board of Ireland

Please confirm that your State Body is in compliance with the Code of Practice for the Governance of State Bodies. Where the answer is NO a full explanation must be provided.

Provision 1: Role of the Board YES/ ☒ and further comment as necessary

All Board members completed and returned to the Board Secretary (and to the Standards in Public Office Commission if appropriate) the annual Ethics in Public Office declarations for 2019 by 31 January 2020.

A Governance Framework was approved by the Board at the start of 2018. The Code of Conduct for Board and Committee Members was updated and approved by the Board at the start of 2018. A copy of the Code is given to each member on appointment. It contains policies in relation to conflicts of interest and confidentiality. Declarations stating that the member had read the Code and agreed to comply with its provisions and also declarations on conflicts of interest and confidentiality are included in the Code. Members are required to sign and return these declarations to the Board Secretary.

The executive has monthly operational meetings with the Department of Health. Quarterly governance meetings are held with the President, CEO, Chair of the Audit and Risk Committee, the Chief Nurse and senior Department of Health officials.

In 2019 the Board met for two-day meetings every second month and one day meetings on alternate months. In addition, special Board meetings were convened where urgent consideration was required. Members are reminded of the conflict of interest policy at the start of each meeting by the President and are requested to declare any conflicts. Any conflicts declared are recorded by the Board Secretary in the Register of Interests. Decisions of the Board are taken by consensus. A schedule of reserved and delegated functions was approved by the Board in 2018.

The Board has in place a framework of effective controls including a procurement plan, internal audit plan and a schedule of reserved and delegated functions. An audit on compliance with internal controls is conducted annually by NMBI's internal auditors and is considered in detail by the Board.

The Audit and Risk Committee has a charter in place which was approved by the Board in 2018. New internal auditors were appointed at the end of 2018. The internal auditor's charter was approved by the Board in 2019.

The Board has in place a Protected Disclosure Policy and publishes annually a report on any protected disclosures received by the organisation. The policy was reviewed by the Board and updated in 2019.

The Statement of Strategy for 2017-2019, which was approved by the Board, set down a formal process for setting the strategic direction of the organisation. This Statement of Strategy contains the mission and values of the organisation, targeted objectives and KPIs. The Statement of Strategy is supported by an annual business plan and budget. Monthly financial performance against budget is presented to the Board. The Board continued to monitor progress against the strategy throughout 2019 through regular reporting from directorates on the KPIs set out in the strategy.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

In 2019 work began on developing the Statement of Strategy for 2020-2022. A steering group comprising six board members was agreed to oversee the process and regular updates were provided to the Board. Following public consultation, a final draft of the Statement of Strategy for 2020-2022 was approved by the Board in November 2019 and submitted to the Department of Health.

Following receipt of the audited accounts for 2018, the annual report and financial statements for 2018 were approved by the Board in December 2019 and were submitted to the Department of Health.

An external risk management expert was engaged by NMBI to review and update NMBI's risk management framework and risk management policy. These were approved by the Board in November 2019.

Representatives of the Comptroller and Auditor General's office meet with the Audit and Risk Committee annually in private.

Provision 2: Role of the Chairperson YES/ ☒ and further comment as necessary

The role of the Chairperson (President) of the Board is set out in the Governance Framework which has been approved by the Board.

The Chairperson and CEO meet in advance of the Board meeting to agree the agenda and to ensure that it allows sufficient time for discussion of each agenda item. The Board met six times for two-day meetings and 12 times for scheduled one day and special meetings in 2019.

The agenda and Board brief are circulated via electronic means seven days in advance of the meeting to enable sufficient time for members to prepare. In exceptional circumstances documents are circulated closer to the meeting date but only with the agreement of the President.

The Chairperson advises the Department of Health of any skills required when vacancies arise and contributes to the selection process. Induction is provided for all members. This includes setting out their role, obligations and governance requirements. It also includes intensive training on quasi-judicial functions associated with fitness to practise and their primary role as regulators.

The Chairperson submitted a comprehensive report to the Minister in conjunction with the annual report including a statement of internal control which had been reviewed by the Comptroller and Auditor General.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

Provision 3: Role of Board Members YES/ ☒ and further comment as necessary

The role and responsibilities of Board members are set out in the Governance Framework which has been approved by the Board. All Board members receive induction which provides them with the information they need in order to fulfil their role and in which they are made aware of their fiduciary duties as Board members and of their obligations to the Board. A guide to being a Board member is published on the NMBI website and a Code of Conduct for Board and Committee Members, which has been approved by the Board, is given to each member on appointment. Members are required to sign declarations confirming that they have read the Code and have accepted its contents. On appointment, all members receive a comprehensive brief/manual containing all relevant Board policies and procedures.

Attendance requirements are set out for members on joining the Board and in the event of repeated non-attendance, the Chairperson (President) discusses this with the member concerned.

There is no civil servant appointed to the Board.

Formal procedures have been developed for when the Board may need to take independent professional advice as well as a procedure to record concerns of Board members that cannot be resolved. These have been approved by the Board (2020).

Provision 4: Board Effectiveness YES/ ☒ and further comment as necessary

An independent external evaluation of Board effectiveness was undertaken at the end of 2019. Following this, a workshop was held with the external evaluator to discuss the outputs of this evaluation and to develop an action plan for the following year. A follow-up workshop formed part of the Board away-day which took place in April 2019.

Skills gaps are identified and communicated to the Department of Health when vacancies arise. Appointments to the Board are made in accordance with the Nurses and Midwives Act 2011 and through stateboards.ie. Training and induction days are scheduled for new Board members and for existing Board members wishing to update their skills. There is also a budget for three Board members a year to undertake the Professional Certificate in Governance with the Institute of Public Administration (IPA). This was completed by one Board member in 2019. Following a procurement process, two external training providers were engaged to provide ongoing training for Board members in the areas of governance and fitness to practise. Board members are invited to attend the regular morning governance seminars organised by the IPA.

Dates of all Board and committee meetings are published in the annual report including details of members' attendance.

The Board meets in private at the beginning of each scheduled general business Board meeting without the executive present.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

Provision 5: Codes of Conduct, Ethics in Public Office, Additional Disclosure of Interests by Board Members and Protected Disclosures YES/NO and further comment as necessary

The Code of Conduct for Board and Committee Members was updated to ensure compliance with the Code of Practice for the Governance of State Bodies 2016 and approved by the Board in 2018. Hard and soft copies the Code of Conduct for Board and Committee Members have been circulated to all existing members and are given to new members on appointment. The Code is also published on NMBI's website. The Code includes procedures for addressing conflicts of interest. Members are required to sign the Declaration of Interests Form contained in the Code and return this to the Board Secretary who maintains a register of all members' interests. The Board has in place a procedure for Conflicts of Interest. At the start of each meeting the Chairperson reminds members of their obligations and seeks disclosure of interests which are recorded in the minutes of the meeting. Where a conflict of interest is declared, the member absents him/herself for that agenda item. The Code also sets out the importance of confidentiality and includes a Confidentiality Agreement Form which members are required to sign.

A separate Code of Conduct exists for NMBI employees – The Staff Handbook. This handbook is given to all NMBI employees and all employees are required to sign to confirm receipt.

The Code of Conduct for Board Members states that obligations of the Board regarding the non-disclosure of privileged or confidential information do not cease when Board membership in NMBI has ended.

All members were required to sign and return an end-of-year statement of interest form, both to the Board Secretary and to SIPO, if applicable. All members were advised of their obligations to SIPO.

Documents are circulated electronically to Board members through iPads and are removed centrally. Documents cannot be downloaded or printed by Board members. In exceptional circumstances documents may be circulated using a secure cloud file sharing solution which is controlled by the Board Secretary. Once a member's term of office has ended, the Board Secretary informs the IT Department through the internal ticketing system and the member's access to all electronic Board and committee folders is immediately shut down. Board members must also return the iPad once their term of office has ended and cannot retain documentation obtained during their term of office. The procedure for post-resignation/ post-retirement of a Board/committee member (approved by the Board in 2020) states that Board members should not retain documentation obtained during their term as a Board member and should return such documentation to the Board Secretary or confirm that such documentation has been disposed of correctly.

NMBI has in place procedures for staff to make protected disclosures. This procedure was reviewed and updated in 2019. These are published in the Staff Handbook and also available to staff on the public drive. NMBI publishes a report annually on its website on any disclosures received.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

Provision 6: Business and Financial Reporting YES/NO and further comment as necessary

The Board prepares annual financial statements in accordance with the Nurses and Midwives Act 2011 and the Code of Practice for the Governance of State Bodies 2016. The annual financial statements are submitted to the Comptroller and Auditor General by 31 March each year. The audited statements are published each year with the annual report and contain disclosures, notes and relevant information necessary to inform the public on the activities of the Board. The statements are audited by the Comptroller and Auditor General.

Provision 7: Risk Management, Internal Control, Internal Audit and Audit and Risk Committees YES/NO and further comment as necessary

NMBI engaged an external consultant to review and revise NMBI's risk management framework and policy in 2019 to ensure compliance with the Code of Practice for the Governance of State Bodies 2016. This sets out the risk appetite and the method of identifying, assessing and managing risk. Following approval of the revised framework and policy by the Board in November 2019, workshops with members of the Board and staff of NMBI took place in early 2020.

The risk register and risk management are standing items on the Audit and Risk Committee's agenda and on the Board agenda.

Internal control is monitored by the Audit and Risk Committee who report to the Board on a regular basis. A review of the effectiveness of the system of internal control is carried out annually and the findings and recommendations considered in detail by the Board. The Board appointed an independent internal auditor following a public procurement process at the end of 2018. An internal audit plan for the organisation was approved by the Audit and Risk Committee and the Board in early 2019. An internal audit charter was approved by the Board in 2019.

The C&AG reviews all internal audit reports when carrying out its annual audit and the internal auditors are available to the C&AG as required. An annual internal audit plan is approved by the Board.

A Charter for the Audit and Risk Committee was approved by the Board in 2018.

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

Provision 8: Relations with the Oireachtas, Minister and Parent Department YES/ ☒ **and further comment as necessary**

Monthly operational meeting and quarterly governance meetings are held with the Department of Health. A Performance Delivery Agreement and Oversight Agreement are in place with the Department of Health. Procedures to ensure public procurement requirements are met are constantly monitored to ensure compliance. A procurement plan sets out planned procurement activity. A system of internal control, approval and sign off supports the Board's procurement policy. The procedures are reviewed regularly to ensure up to date and meet any changes in procurement thresholds/ government policy. A procurement report is presented to the Governance and Finance Committee at each meeting and is a standing item on the Board agenda.

A system of monitoring and control is in place to ensure tax compliance.

Provision 9: Remuneration and Superannuation YES/ ☒ **and further comment as necessary**

Details of fees paid to members as well as details of travel and subsistence payments are published in the annual financial statements. CEO Remuneration, travel and subsistence payments are also included.

All staff remuneration and appointments are made in accordance with public sector circulars and requirements.

Provision 10: Quality Customer Service YES/ ☒ **and further comment as necessary**

Extensive public consultation was undertaken in 2019, the results of which informed the development of a Customer Action Plan which in turn underpins the development of a revised Customer Charter. Both the Customer Action Plan and Customer Charter were approved by the Board in 2020 and the Customer Charter was published on NMBI's website in 2020.

Additional Comments:

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.

Form A: Statement of Compliance for 2019 with the Code of Practice for the Governance of State Bodies

CEO: SV McCLELLAND

Signed: SV. M. [Signature]
BLOCK CAPITALS

Date: 16/06/2020

President of Board ESSENE CASSIDY

BLOCK CAPITALS

Signed: Essene Cassidy

Date: 16.06.2020

LINE UNIT: CNO

Date Received:

Principal Officer: Eddie O'Reilly
EDDIE O'REILLY

Signed: Eddie O'Reilly

Date: 22/7/20

This form is to be completed by the State Body and returned to the Line Unit in the Department of Health with responsibility for governance of the State Body, by Tuesday 30th June 2020.



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Nursing and Midwifery Board of Ireland (NMBI)

18/20 Carysfort Avenue | Blackrock | Co. Dublin | A94 R299

T +353(0)1 639 8500 www.nmbi.ie