



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 24 May 2023 starting at 9.30hrs in NMBI and by video.

Members attending in person

Ms A Lynch, Vice President of NMBI
Ms K O'Halloran
Ms MR Loughnane
Dr D Faller
Mr M Johnston
Ms M Leahy
Mr T McGonigal
Ms N Murphy
Dr C McKenna
Ms M Ní Shúilleabháin

Members attending by video

Mr R Bruton
Mr T Glynn
Prof G Gulati
Ms L Collins
Ms AM Duffy
Mr J Shalbin
Mr J Horan
Ms M Vaughan

In attendance

Ms S McClelland, CEO
Ms K Barrett, Head of Operations
Dr R Healy, Director of Registration
Ms C Donohoe, Director of Education, Policy and Standards
Mr M Carter, Head of Digitisation
Ms Z Forde, Communications Manager
Ms O Coady, Governance and Secretariat Manager
Mr C Coppinger, Human Resources Executive
Mr C Divilly, CEO of Great Place to Work Ireland

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Dr L Kavanagh McBride, Dr M Murphy, Mr R Dolan, Ms M Alungal and Dr L Buckley



In the absence of the President, the Vice President assumed the Chair.

- 1.2 The Vice President reminded Board members of the provisions of the conflict of interest policy. The Vice President then asked Board members to review the agenda to identify any conflicts of interest.

The Vice President advised members that matters discussed during this meeting were to remain confidential to Board members and attendees.

Item 2 – President’s update

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

Item 3 – CEO’s update

3.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members. The CEO drew the Board’s attention to the following, which were set out in the report:

Statement of Strategy 2023-2025: The SOS 2023-2025 had been officially launched on 26 April 2023. A number of Board members attended the launch together with Department of Health representatives and other stakeholders. The Vice President complimented the executive on the quality of the three documents which had been uploaded to NMBI’s website in relation to the strategy – the SOS 2023-2025, the Consultation Report and the Environmental Analysis Report.

Conversations on Nursing and Midwifery Regulation: On 2 May, NMBI held a Forum on *Conversations on Nursing and Midwifery Regulation* in collaboration with the Chief Nursing Officer in the Department of Health. The event brought together 75 participants, including international nursing and midwifery regulators, and members of the health and education sectors in Ireland to discuss shared experiences in regulating and educating the professions.

The CEO also updated the Board on the recent International Congress of the Council on Licensure, Enforcement and Regulation (CLEAR) which was held in Dublin. Former Board member, Denis Murphy, presented the findings of his doctoral research on lay membership of a regulatory board at the congress and a copy of the presentation had been uploaded to the Board pack.

Item 4 was considered after item 5.

Item 5 – Audit and Risk



5.1 Audit and Risk Chair’s annual report to the Board

Section 1.19 of the Code of Practice for the Governance of State Bodies 2016 guidance for Audit and Risk Committees states that:

‘The Audit and Risk Committee’s annual report to the Board should present its opinion on the adequacy of risk management and internal control systems, and the adequacy of sources of assurance to the Board.’

The Board considered the Audit and Risk Committee Chair’s annual report which had previously been circulated to members. The Board noted that the report had been considered by the Audit and Risk Committee at its meeting on 20 March 2023.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the Chair’s annual report to the Board.

5.2 Risk management policy and risk appetite

The Board considered the policy, including the risk appetite, which had previously been circulated to members. The Board noted that the policy had been considered by the Audit and Risk Committee at its meeting of 20 March 2023 and the committee was recommending it for approval.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the updated risk management policy and risk appetite.

5.3 Corporate Risk Register

Ms Barrett provided a verbal update to the Board on the status of the Risk Register.

The Risk Register would be reviewed in detail by the Audit and Risk Committee at its meeting on 7 June 2023 and an updated version would be brought to the Board for consideration at the July meeting.

Ms O’Halloran and Ms Vaughan joined the meeting.

Item 4 – Business, Strategy and Finance

4.1 Key performance indicators (KPIs)

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



The Board noted that the document had been discussed at length by the Business, Strategy and Finance Committee at a special meeting on 3 April 2023 and again at its meeting on 15 May 2023. The document presented to the Board was the product of those discussions and set out the direction of travel for the collection of KPIs.

Nine key quantitative indicators were set out in the document. These were all linked to the key objectives of the statement of strategy. The number of qualitative key indicators would change. These key indicators would be collected monthly and reported on to the Business, Strategy and Finance Committee and the Board at scheduled meetings.

4.2 Management accounts – February and March 2023

The Board considered the management accounts for February and March 2023 which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for February and March 2023.

Ms Leahy and Mr Coppinger joined the meeting.

4.3 HR

4.3.1 *HR resourcing plan*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the HR resourcing plan.

4.3.2 Safety Statement

The Board considered the draft statement which had previously been circulated to members and which specified how health and safety would be managed within NMBI and included NMBI's safety policy, safety arrangements, structure of responsibilities and duties, reporting, hazard identification, employee wellbeing and fire procedures.

Gerry McDonnell had been appointed as NMBI's Safety Officer and he and Mr Coppinger had undergone safety training.



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

Mr Coppinger left the meeting.

Item 4.3.3 was considered after item 4.7.

4.4 Procurement

4.4.1 *Business process outsourcing (BPO) tender: procurement of overseas registration processing services*

Ms Ní Shúilleabháin left the meeting while the matter was being considered as she had been a member of the evaluation team.

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract as set out in the briefing paper.

Ms Ní Shúilleabháin returned to the meeting.

4.4.2 *Procurement of managed business process support services (call centre support services)*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract as set out in the briefing paper.

4.4.3 *Procurement of web support and hosting services*

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

4.4.4 *Contract Management Policy*

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

The Board noted that the policy had previously been approved in 2022 and had now been revised and updated following recommendations from the internal auditors and the Business, Strategy and Finance Committee.



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

4.5 Communications

Ms Forde joined the meeting.

4.5.1 *Customer Service Charter and Action Plan*

The Board noted the draft Customer Service Charter and Action Plan which had previously been circulated to members. The draft Customer Service Charter outlined the level of service NMBI aimed to provide and the Action Plan set out the actions NMBI would take over the next three years to deliver on the Charter.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Customer Service Charter and Action Plan.

4.5.2 *Communications policies*

The Board considered the following four draft policies which had previously been circulated to members:

1. **Logo Policy:** A new policy setting out clear rules and guidelines for use of NMBI's logo.
2. **Media Policy:** A review and update of the policy previously approved in 2018 which set out clear processes for handling media and media queries in NMBI.
3. **Publications Policy:** A new policy setting out clear steps for the publication of any NMBI documents to ensure standardisation across the organisation.
4. **Social Media Policy:** An update to the policy previously approved in 2022 in light of social media being operational for almost a year.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the four policies above.

Ms Forde left the meeting.

4.6 Travel and Hospitality

4.6.1 *Travel and Expenses Policy*

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



The Board noted that the policy had previously been approved in 2021 and had now been revised to reflect the revised rates, electric vehicle (EV) rates and to make provision for claims where receipts were not available (lost/missing/not issued). Reference to payment using the electronic system had been removed.

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

4.6.2 *Foreign Travel Policy*

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

The Board noted that the policy had previously been approved in 2019 and had now been revised to include reference to the budget and travel plan for overseas travel approved by the Board at the start of each year.

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

4.6.3 *Hospitality and Entertainment Policy*

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

The Board noted that the policy had previously been approved in 2017 and had now been revised to include minor changes to titles.

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

4.7 Governance

4.7.1 *Statement of Compliance – Code of Practice for the Governance of State Bodies*

Under the *Code of Practice for the Governance of State Bodies*, NMBI is required to confirm each year to the Minister for Health that it complies with all provisions of the Code. The Statement of Compliance must be signed by the CEO and the President.

The Board noted the briefing document and Statement of Compliance for 2022 which had previously been circulated to members. The Statement of Compliance had also been presented to the Business, Strategy and Finance



Committee would also be shared with the Audit and Risk Committee at its meeting on 7 June 2023.

4.3.3 *Great Place to Work – survey results*

Mr Divilly and Ms Forde joined the meeting.

Mr Divilly presented the results of the Great Place to Work survey which had previously been circulated to members. The Great Place to Work Programme involved a survey of employees requesting feedback on their employee experience and on culture and trust in the organisation. Based on the employee responses received, NMBI had been certified as a Great Place to Work®.

The presentation was followed by a question and answer session with the Board.

Mr Divilly and Ms Forde left the meeting.

Item 6 – Education, Policy and Standards

6.1 Draft Undergraduate Digital Health Competencies

In December 2022, NMBI established an expert working group to develop standards and requirements for digital health competency for undergraduate nurses and midwives. Draft standards and requirements were published for public consultation from 28 February to 11 April 2023.

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

The Board noted that the Education, Training and Standards had considered the draft standards and requirements at its meeting on 11 May 2023 and were recommending them to the Board for approval.

Decision Following a lengthy discussion, the Board accepted the recommendation of the Education, Training and Standards Committee and approved the standards and requirements subject to the inclusion of a definition of ‘digital health’ at the top of the document.

Ms Duffy joined the meeting.

6.2 Draft Graduate Entry Nursing General Programme

The recommendation for NMBI to develop flexible modes of entry into general nursing to include recognition of prior learning (RPL) and a graduate entry



programme was first outlined in Department of Health Review of Undergraduate Nursing and Midwifery Degree Programme (2012) and more recently in the Department of Health Report of the Expert Review Body on Nursing and Midwifery (2022). To provide additional pathways into the nursing profession, NMBI proposed the development of education standards and requirements for a Graduate Entry Nursing (GEN) Programme.

The consultation process was conducted to draft the standards and requirements for education bodies and practice partners for the preparation of a curriculum and delivery of a GEN Programme.

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

The Board noted that the Education, Training and Standards had considered the draft standards and requirements at its meeting on 11 May 2023 and were recommending them to the Board for approval.

Decision Following a lengthy discussion, particularly in relation to the minimum entry requirements, the Board accepted the recommendation of the Education, Training and Standards Committee and approved the standards and requirements, subject to agreement that the entry requirements would be reviewed after an initial period of time.

Mr Horan left the meeting.

6.3 Category 1

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

Decision Following consideration, the Board accepted the recommendation of the Education, Training and Standards Committee and approved the next steps as set out in the briefing document and the draft application form.

6.4 Briefing papers for noting

6.4.1 *Revision of Public Health Nursing Standards and Requirements*

The Board noted the briefing document which had previously been circulated to members and which set out the status of the ongoing revision of the 2005 standards and requirements.



It was hoped that the final draft of the revised standards and requirements would be ready for presentation to the Education, Training and Standards Committee at its July meeting and then to the Board, based on the committee's recommendation.

6.4.2 *Monitoring the Maintenance of Professional Competence (MMPC)*

The Board noted the briefing document which had previously been circulated to members and which set out the status of the ongoing development of the professional competence scheme.

The Board noted that an MMPC Steering Group would be established to drive the next 12 months of activity. Members of the Education, Training and Standards Committee and the Board would be invited to join the group.

6.4.3 *Mature Test Campaign 2023*

The Board noted the briefing document which had previously been circulated to members and which set out the status of the 2023 campaign so far and details of the current provider.

The Board noted that an end of season report for 2023 would be available from the Central Applications Office (CAO) in Q3 and would be presented to the Education, Training and Standards Committee and the Board.

Dr Healy and Mr Carter joined the meeting.

Item 7 was considered after item 8.

Item 8 was considered after item 9.

Item 9 – Registration

9.1 The Board noted the draft Standard Operating Procedure (SOP) which had previously been circulated to members and which set out the pathway for recognition of EU qualifications acquired in UK,

Item 8 – MyNMBI

8.1 MyNMBI was the digital registrant system which had been procured by NMBI in 2017 and in use since 2020. Mr Carter updated the Board on the status of the project plan for procurement of the next generation of the system including the project structure, key dates and high level activities.

Dr Healy and Mr Carter left the meeting.



Item 7 – Fitness to practise

7.1 Appointment of Chair of the Preliminary Proceedings Committee

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

Decision The Board accepted the recommendation of the Preliminary Proceedings Committee and approved the appointment of Dr Don Faller as Chair of the Preliminary Proceedings Committee for a period of three years.

7.2 Appropriate Person with the Garda National Vetting Bureau

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

Decision The Board agreed to nominate the Director of Fitness to Practise, Orla Crowe, for registration as an Appropriate Person with the Garda National Vetting Bureau for the purposes of Garda Vetting on behalf of NMBI in accordance with Section 19(5) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

7.3 Reports

7.3.1 ***Section 58 orders/undertakings***

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

7.3.2 ***Conditions report***

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

7.3.3 ***Undertakings report***

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

Ms Donohoe and Ms Barrett left the meeting.

Item 10 – Minutes and actions of previous meetings

10.1 Minutes of previous meetings

10.1.1 *Minutes of the meeting of 21 March 2023*



The Board considered the minutes of the meeting of 21 March 2023_which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 21 March 2023.

10.1.2 *Minutes of the meeting of 22 March 2023*

The Board considered the minutes of the meeting of 22 March 2023which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 22 March 2023.

10.2 Actions and matters arising from previous meetings

The Board approved the updated action list.

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

10.3 Written decision of the Board

The Board noted the report on the decision taken by the Board on 17 April 2023 whereby the Board approved the appointment of Anne Marie Duffy as Chair of the Education, Training and Standards Committee for a period of three years.

There being no further matters for consideration the meeting ended at 14.20hrs.

Signed:

Ms Áine Lynch
Vice President

Date:
