



Edited minutes of the hybrid meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held online and in NMBI on Wednesday, 29 May 2024 starting at 9.00hrs.

### **Members attending in person**

Dr Louise Kavanagh McBride, President of NMBI  
Ms Anne Marie Duffy

### **Members attending online**

Ms Áine Lynch, Vice President of NMBI  
Dr Margaret Murphy  
Mr Thomas Glynn  
Mr John Horan  
Mr Joseph Shalbin  
Mr Richard Bruton  
Dr Lydia Buckley  
Mr Terry McGonigal  
Ms Muireann Ní Shúilleabháin  
Mr Mark Johnston  
Dr Don Faller  
Ms Louise Collins  
Ms Mittu Alungal  
Dr Nadine Farah  
Ms Niamh Murphy  
Ms Kate O'Halloran

### **In attendance**

Ms Carolyn Donohoe, Interim CEO  
Ms Kathyann Barrett, Head of Operations  
Dr Ray Healy, Director of Registration  
Dr Karn Cliffe, Interim Director of Education, Policy and Standards and Director of Midwifery  
Ms Orla Crowe, Director of Fitness to Practise  
Ms Orla Coady, Governance and Secretariat Manager  
Ms Terri Raftery, Digitisation Lead  
Ms Alice Ghiuzan, Crowleys DFK  
Mr David Coombes, Crowleys DFK

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

- 1.1 Apologies were received from Dr Conan McKenna, Ms Mary Rose Loughnane, Mr Ray Dolan, Ms Mary Leahy and Ms Marian Vaughan.



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

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

## **Item 2 – Board private session**

As the Board wished to meet in private, members of the senior management team left the meeting.

The senior management team returned to the meeting on conclusion of the private session.

Mr Johnston joined the meeting.

## **Item 3 – President’s update**

- 3.1 The Board noted the briefing document from the President, which had previously been circulated to members, and which set out the main activities, events and meetings at which the President had represented NMBI since the meeting in March. The President noted that, due to medical leave, she had been unable to attend events in person from 4 March to 1 May and thanked the Vice President and other Board members for their support.

In addition, the President provided a verbal update on the meeting with members of the Oireachtas at Leinster House which had taken place on 1 May 2024. Members of NMBI including the President, Board member Mittu Alungal, and members of the executive, took part in the meeting which gave members of the Oireachtas an overview of the state of the register of nurses and midwives in Ireland, demographics and workforce trends.

## **Item 4 – CEO’s update**

- 4.1 CEO report

The President invited Interim CEO, Carolyn Donohoe to present her report and welcomed her to her first Board meeting as Interim CEO.

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members and which outlined the activities which had taken place across NMBI.



The Interim CEO invited members of the Board to meet with her individually for discussion if they wished. Meetings could be arranged by the Board Secretary or the Interim CEO's PA.

The President reminded the Board that the beginning of 2025 would bring a period of transition, with the end of her term of office, the end of the Interim CEO's term and the appointment of new Board members, who would be elected over the summer.

**Action** The President, Interim CEO and Board Secretary to meet over the coming weeks to plan how best to prepare the Board for this period of transition.

#### 4.2 Communications: Instagram campaign

The Board noted the briefing document which had previously been circulated to members and which set out details of the social media campaign, including influencer marketing, which NMBI was running to encourage Leaving Certificate students to consider choosing a career in nursing or midwifery. The campaign had begun in May 2024 and would run to the end of June 2024, to coincide with the Central Applications Office (CAO) Change of Mind window.

**Action** A report on the campaign to be brought to the Board at its September meeting.

### Item 5 – Registration

#### 5.1 Revised Registration Committee terms of reference

The Board considered the briefing document and draft terms of reference which had previously been circulated to members.

The Board noted that the Registration Committee had reviewed the terms of reference and did not recommend any material changes.

**Decision** The Board accepted the recommendation of the Registration Committee and approved the revised Registration Committee terms of reference.

**Action** A document tracking changes to all committees' terms of reference to be maintained by the Governance and Secretariate Manager.

#### 5.2 Registration pilot project

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

### Item 6 – MyNMBI status



6.1 Ms Raftery joined the meeting.

The Board considered the briefing document on MyNMBI support services which had previously been circulated to members.

**Decision** Following consideration of the matter, the Board accepted the recommendation of the Business, Strategy and Finance Committee as set out in the briefing paper.

Ms Raftery left the meeting.

As the President had another matter to attend to, she left the meeting and the Vice President assumed the chair for the remainder of the meeting.

## **Item 7 – Business, Strategy and Finance**

Ms Ghiuzan and Mr Coombes joined the meeting.

7.1 Business Plan 2024 and Statement of Strategy 2023-2025

The Board noted the briefing document which set out progress against the Business Plan 2024 including the Statement of Strategy 2023-2025.

7.2 Objectives and key indicators report

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

The Head of Operations advised the Board that a full year-on-year comparison could not be made at this stage as comparative data had only begun to be collected from mid-2023.

7.3 Finance

7.3.1 *Management accounts – February 2024 and March 2024*

The Board considered the management accounts for February 2024 and March 2024 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 2024 and March 2024.

7.3.2 *Forecast 2025-2027*



The Board noted the three-year financial sustainability plan which had been developed to examine the medium to longer term financial position of NMBI, and which had previously been circulated to members.

Mr Coombes presented details of the plan which projected NMBI's financial performance over from 2025 to 2027, its financial position at the end of each year, and its cashflow position throughout the period and in particular drew the Board's attention to the three key findings which were set out in the plan and long-term options for consideration.

#### 7.3.3 *Update to online banking user set-up and processing (bank mandates)*

The Board considered the online banking procedure which had previously been circulated to members.

The Board noted that the policy had been approved in November 2020 but that changes were now required to the users (authorisers and payment file creators) set out in Appendix 2 to reflect changes to personnel.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the proposed updates to the authorisers and payment file creators in Appendix 2.

#### 7.4 Procurement

##### 7.4.1 *Procurement of services to promote professions of nursing and midwifery*

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

##### 7.4.2. *ID verification*

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

#### 7.5 Governance

##### 7.5.1 *Board Election 2024: Appointment of Returning Officer*

An election would take place in 2024 in three categories to appoint three registrants to the Board.

**Decision** The Board agreed to appoint the Interim CEO as Returning Officer for the Board election in 2024.



## 7.5.2 *Compliance with the Code of Practice for the Governance of State Bodies*

Under the *Code of Practice for the Governance of State Bodies 2016*, NMBI is required to confirm to the Minister for Health that it complies with all provisions of the Code.

The Board noted the Statement of Compliance which had been signed by the Interim CEO and President and submitted to the Department of Health.

## **Item 8 – Audit and Risk**

### 8.1 Audit and Risk Committee Chairperson’s annual report

The *Code of Practice for the Governance of State Bodies 2016* requires 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.’

**Decision** The Board accepted the recommendation of the Audit and Risk Committee and approved the report.

### 8.2 Corporate Risk Register

The Board considered the report on the Corporate Risk Register which had previously been circulated to members.

The Corporate Risk Register had last been approved by the Board at its meeting on 20 March 2024. The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that the Corporate Risk Register had been updated following the special meeting on risk between the Committee, the Business, Strategy and Finance Committee and the senior management team on 24 April 2024. It would be fully reviewed by the Audit and Risk Committee at its meeting on 5 June 2024.

**Decision** The Board accepted the recommendation of the Chair of the Audit and Risk Committee and approved the updated Corporate Risk Register.

### 8.3 Update on meeting of the members of the Audit and Risk Committee, Business, Strategy and Finance Committee and senior management team

The Chair of the Audit and Risk Committee gave a verbal update to the Board on the meeting which had taken place on 24 April 2024. At this meeting, each member of the senior management team gave a verbal update to the committee members on the following areas of risk in the organisation:



- Fitness to practise
- Registration
- Education
- Midwifery
- Operations

The updates were following by a wide-ranging discussion on the matters raised. The Chair advised the Board that following this meeting, the Board could be assured that the Corporate Risk Register had been comprehensively evaluated.

#### 8.4 Office Of the Comptroller and Auditor General (OCAG) management letter 2022

The Head of Operations updated the Board in relation to this item.

The management letter for 2022 had only been received by NMBI the week before the Board meeting. The letter had shown low audit findings and no high findings. NMBI was in the process of responding to the letter. The final version would be presented to the Audit and Risk Committee on 5 June 2024. A member of the OCAG would also attend the Audit and Risk Committee meeting.

Dr Faller left the meeting.

**Items 9 and 10 were considered after item 11.**

### **Item 11 – Fitness to Practise**

#### 11.1 Plan for implementing the changes proposed by legal review

A full legal review of the Board’s involvement in fitness to practise (FTP) processes had been conducted by Junior and Senior Counsel earlier this year. A plan for the implementation of the changes proposed by Junior and Senior Counsel had been developed and was presented to the Board for approval.

The Board considered the plan which had previously been circulated to members and which set out proposals in relation to the areas in which advices had been received.

**Decision** The Board approved the plan.

#### 11.2 Revised Preliminary Proceedings Committee terms of reference

The Board considered the briefing document and draft terms of reference which had previously been circulated to members.



The Board noted that the Preliminary Proceedings Committee had reviewed the terms of reference and did not recommend any material changes.

**Decision** The Board accepted the recommendation of the Preliminary Proceedings Committee and approved the revised Preliminary Proceedings Committee terms of reference.

#### 11.3 Revised Fitness to Practise Committee terms of reference

The Board considered the briefing document and draft terms of reference which had previously been circulated to members.

The Board noted that the Fitness to Practise Committee had reviewed the terms of reference. Recommended changes were set out in the briefing document and in track changes in the draft terms of reference.

**Decision** The Board accepted the recommendation of the Fitness to Practise Committee and approved the revised Fitness to Practise Committee terms of reference.

#### 11.4 Appointment of Non-Board Member to the Fitness to Practise Committee

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

**Decision** The Board accepted the recommendation of the Director of Fitness to Practise, and the Chair and Vice Chair of the Fitness to Practise Committee and agreed to appoint Dr Julie Higgins (midwife) to the Fitness to Practise Committee for a period of three years.

#### 11.5 Re-appointment of Non-Board Members to the Fitness to Practise Committee

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

**Decision** The Board accepted the recommendation of the Director of Fitness to Practise, and the Chair and Vice Chair of the Fitness to Practise Committee and agreed to re-appoint the following four lay non-board members to the Fitness to Practise Committee for a final term of office of three years:

- Dennis Hamill
- Caroline Murphy
- Jim Kitson
- Gertie Taggart

#### 11.6 Reports





#### 11.6.1 **Conditions report**

The Board noted the update report on registrants subject to conditions which were imposed following fitness to practise proceedings and were confirmed by the High Court which had previously been circulated to members.

#### 11.6.2 **Undertakings report**

The Board noted the update report on undertakings given under section 65 and section 57A of the Nurses and Midwives Act 2011, as amended, which had previously been circulated to members.

#### 11.6.3 **Section 58 orders/undertakings**

The Director of Fitness to Practise outlined two corrections to the report. The Board noted the updated report on registrants subject to section 58 orders (with oral corrections) which had previously been circulated to members.

### **Item 9 – Education, Policy and Standards**

#### 9.1 Appointment of non-Board members to the Education, Training and Standards Committee

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

**Decision** The Board accepted the recommendation of the Interim Director of Education, Policy and Standards, and the Chair of the Education, Training and Standards Committee and agreed to appoint the following two non-Board members to the Education, Training and Standards Committee for a period of three years:

- Pauline Meskell
- Orla Barry

#### 9.2 Programmes for first-time approval

##### 9.2.1 *Trinity College Dublin*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 May 2024 and was recommended for approval by the Committee:

- Assessment and Management of Frailty in Ageing Adults (Micro-credential) (Level 9, 5 ECTS)



**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Trinity College Dublin be approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of Trinity College Dublin, whichever was soonest.

#### 9.2.2 *ATU Donegal/ATU Mayo/ATU Sligo – joint curriculum*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 May 2024 and was recommended for approval by the Committee:

- MSc/Postgrad Dip/Postgrad Cert in Gerontological Nursing

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that ATU Donegal/ATU Mayo/ATU Sligo be approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of ATU Donegal/ATU Mayo/ATU Sligo, whichever was soonest.

### 9.3 Programmes for re-approval

#### 9.3.1 *University College Cork*

Dr Murphy declared a conflict of interest and left the meeting.

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 May 2024 and was recommended for re-approval by the Committee:

- Advance Care Planning (Special Purpose Award) (Level 9, 5 ECTS)

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that University College Cork be re-approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of University College Cork, whichever was soonest.

Dr Murphy returned to the meeting.

#### 9.3.2 *The Office of Nursing and Midwifery Services Directorate (ONMSD)*



The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 9 May 2024 and was recommended for re-approval by the Committee:

- Return to Nursing Practice Programme

**Decision** In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that ONMSD be re-approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of ONMSD, whichever was soonest.

#### 9.4 Site inspection reports

##### 9.4.1 *South East Technological University*

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

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and agreed that, in accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, South East Technological University and associated healthcare provider sites be approved to provide programmes leading to registration and specialist educational programmes not leading to registration for a period of five years or until the next site visit whichever is soonest.

##### 9.4.2 *Royal College of Surgeons Ireland*

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

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and agreed that, in accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, Royal College of Surgeons Ireland and associated healthcare provider sites be approved to provide programmes leading to registration and specialist educational programmes not leading to registration for a period of five years or until the next site visit whichever is soonest.

#### 9.5 Queen's University programme: Eligibility for registration

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



In June 2023, Minister for Health Stephen Donnelly approved the funding for 200 student nursing and midwifery places in Northern Ireland for students from the Republic. In July 2022 and November 2023, NMBI held a series of meetings with Queens University to see if graduates of their nursing programmes could be eligible for direct registration with NMBI.

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and approved direct eligibility for registration with NMBI for Queens University graduates who study the BSc Professional Nursing 2020 curriculum for the following programmes:

- Adult
- Mental Health
- Learning Disability.

The Board agreed that the approval would be valid for five years, with the condition that Queens University must inform NMBI if there were any changes to the approved curriculum.

#### 9.6 Education Body Annual Reports Review 2023

In compliance with the Policy for Programme Approval and Monitoring, (NMBI, 2022 1st Ed) education bodies are required to provide the Board with an annual report. The Education Body Annual Reports Review 2023 is informed by individual reports submitted by the education body and their practice partners, in relation to ongoing compliance of their programmes with the relevant standards and requirements.

The Board considered the briefing paper and draft Education Body Annual Reports Review 2023 which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and approved the Education Body Annual Reports Review 2023.

#### 9.7 Position statement – specialist placement

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

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and approve the position statement on guiding principles on the use of alternative approaches to education-based learning for specialist



practice placement on undergraduate nursing and midwifery registration programmes. The position statement would be published on NMBI's website.

## **Item 10 – Professional Standards – Midwifery**

### **10.1**      Revised Midwives Committee terms of reference

The Board considered the briefing document and draft terms of reference which had previously been circulated to members.

The Board noted that the Midwives Committee had reviewed the terms of reference and did not recommend any material changes.

**Decision** The Board accepted the recommendation of the Midwives Committee and approved the revised Midwives Committee terms of reference.

### **10.2**      Re-appointment of non-Board members to the Midwives Committee

The Board noted that the terms of office two members were due to end.

**Decision** The Board accepted the recommendation of the Director of Midwifery and the Chair of the Midwives Committee and agreed to re-appoint the following two non-Board members to the Midwives Committee for a final term of office of three years:

- Karen Harmon – a community midwife.
- Mary Rowland – a midwife.

## **Item 12 – Minutes and actions of previous meetings**

### **12.1**      Minutes of previous meetings

#### **12.1.1**      *Minutes of the meeting of 26 March 2024*

The Board considered the minutes of the meeting of 26 March 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 26 March 2024.

#### **12.1.2**      *Minutes of the meeting of 26 March 2024 – Registrant X*

The Board noted that these minutes had been approved at the previous day's meeting.

#### **12.1.3**      *Minutes of the meeting of 27 March 2024*



The Board considered the minutes of the meeting of 27 March 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 27 March 2024.

12.1.4 *Minutes of the meeting of 22 April 2024*

The Board considered the minutes of the meeting of 22 April 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 22 April 2024.

12.1.5 *Minutes of the meeting of 24 April 2024*

The Board considered the minutes of the meeting of 24 April 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 24 April 2024.

12.1.6 *Minutes of the meeting of 16 May 2024 – morning*

The Board considered the minutes of the morning meeting of 16 May 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the morning meeting of the 16 May 2024.

12.1.7 *Minutes of the meeting of 16 May 2024 – afternoon*

The Board considered the minutes of the afternoon meeting of 16 May 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the afternoon meeting of the 16 May 2024.

12.1.8 *Minutes of the meeting of 23 May 2024*

The Board considered the minutes of the meeting of 23 May 2024 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 23 May 2024.

12.2 Actions and matters arising from previous meetings

The Board approved the updated action list.



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

### **Item 13 – Any other business**

#### International Nurse Regulator Collaborative (INRC)

The Interim CEO and President travelled to Geneva at the end of May for a meeting of the INRC. The INRC's nine member organisations promote research, sharing intelligence, and working together to influence policy to protect the public's health, safety and welfare around the world.

There being no further matters for consideration the meeting ended at 12.55hrs.