

National Open Disclosure Steering Committee Meeting
11.00am, Wednesday 23rd November 2022
Meeting held via MS Teams
Minutes

In attendance	Margaret Brennan(MB), Ciaran McCullagh(CMcC), Bernadette O'Reilly(BOR), Cathal O'Keeffe(COK), Prof Sean Tierney(ST), Colette Brett(CB), Kate Killeen White(CKK), Eilish Hardiman(EH), Lorraine Schwanberg(LS), Angela Tysall(AT), Kathleen Bulman(KB), Sandra Lehmann(SL) (minutes)		
Apologies	Dr. Orla Healy(OH), Eileen Rudden(ER), Dr Noirin Russell(NR), JP Nolan(JPN), Anne Gallen(AG), Dr Brian Kinirons(BK), Aoife O'Riordan(AOR), Stephen Teap(ST), Dr David Vaughan(DV)	Chair	Lorraine Schwanberg(LS) on behalf of Dr. Orla Healy
#	Item and discussion	Agreed Action / Decision	Action by
1	Welcome and Apologies LS welcomed everyone to the meeting. Apologies were noted. The recent passing of Vicky Phelan and her significant contribution and positive impact in relation to Open Disclosure was acknowledged by the Committee.		
2	No conflict of interest was declared.		
3	Review minutes from last meeting 31st August and update on agreed actions Minutes agreed. Actions update provided in action log below. The timeframe of the publication of the final Scally Report was queried and the committee was informed that feedback was sought via the Office of the Chief Clinical Officer and that publication should be imminent.		
4	Annual Report 2021 The Annual Report 2021 was presented to the group and signed off. It will now be presented to the Safety and Quality Committee of the HSE Board in December 2022 for sign off before publication. The achievements of the National Open Disclosure Office and team during 2021 was acknowledged, despite the challenges during 2021 including the Covid pandemic and cyber-attack. Future Annual Reports are to be presented to the Minister for Health in April of each year once the National OD Policy Framework comes into effect. They will therefore be scheduled for presentation to the Safety and Quality Committee in March of each year.		

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5	<p>Patient Safety Bill (Update provided by LS)</p> <p>The PSB passed Committee stage on 10th March 2022 and there is no further update on the Patient Safety Bill at this point in time. The HSE are awaiting further detail on the amendments due to be made to the current Bill.</p> <p>It was reiterated that the ethos of the National Open Disclosure Policy, Programme and training programme is focused on open disclosure of all patient safety incidents and was not confined to the mandatory list. Any risk that this may detract from the requirement to engage in OD for all incidents will be addressed through the ongoing work of the NODO, wider system and patient partners.</p>	<p>LS will continue to engage with the National Patient Safety Office to seek updates on the PSB and its progress to report stage.</p>	<p>LS/AT</p>
6	<p>National Open Disclosure Policy Framework (Update provided by LS)</p> <p>The committee contributed to the consultation on the framework. The Department of Health reported that work is on-going on the review of the feedback received and the publication of the final document.</p>	<p>Continued engagement with the National Patient Safety Office to seek updates on the publication of the framework.</p>	<p>LS/AT</p>
7	<p>Update of Performance Measurement Work Streams (Update provided by LS and AT)</p> <p>Work on all performance work streams is progressing. A summary of the work of each work stream was provided to the committee in advance of the meeting.</p> <p>Work Stream 1 focuses on the development of a KPI for mandatory Open Disclosure requirements in the PSB for the HSE Service Plan. This will include the adaptation of NIMS system to capture relevant data to support the KPI. Current work is focusing on the mapping of notifiable incidents with the current incidents on NIMS and the identification of data fields for the entry and review screen on NIMS.</p> <p>Work Stream 2: The development and implementation of Open Disclosure Policy Compliance. Update provided on two tools being further explored: IMF Self-Assessment Audit Tool, Organisational Implementation Checklist/Tool. QA&I Tool not going to be further pursued as a measurement tool. The Organisational Implementation Checklist tool was tested in one Hospital Group with positive feedback and work on the tool and IMF self - assessment tool is on-going.</p> <p>Work Stream 3: Measurement of patient experience in relation to open disclosure. Development of a patient experience tool in partnership with UCD who were the successful applicant from the invitation to quote process. This project has progressed to ethics approval stage.</p> <p>Work Stream 4: Uptake of Open Disclosure Training: This group are looking at current training data, data limitations and data validation processes. Data sources include HSELand and the National Open Disclosure Training Database.</p>		

	There is representation from postgraduate training bodies on this work stream and work is underway to explore the current post grad courses that include open disclosure in their curriculum. There is also representation from the NDTP on the group. Data is extracted from the NDTP DIME/NER system on the uptake of training by NCHD's. Two pilot programmes are on-going in two hospital groups to examine how they can address the data provided and improve the uptake of training and upload of certification by NCHDs.		
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8	<p>Training (Update provided by AT)</p> <p>The quarter 3 training report was circulated to the committee and a significant increase in the uptake of training across the system was noted.</p> <p>The target for this year is a 30 per cent of uptake of e-learning module 1 (90% over three years), which is the module that applies to all staff. This is based on a three year requirement to do refresher training. Data limitations were noted and it was acknowledged that the most accurate data is held at local level.</p> <p>A memo from National HR in relation to the mandatory open disclosure training requirements was issued HSE wide in July 2022, which also had a significant impact on uptake of open disclosure training.</p> <p>The continued work and support from all Open Disclosure Leads to drive the uptake of training in their respective service areas was acknowledged.</p> <p>Work is on-going on the roll out the revised face-to-face open disclosure skills workshop and the train the trainer programme. The focus for next year will be to promote and support the roll out of face-to-face training with staff who are actively involved in formal open disclosure meetings.</p> <p>It was noted that the uptake of training by medical staff has increased in 2022. A summary report to be circulated to the committee.</p>	A summary report to be circulated to the committee.	AT
9	<p>Open Disclosure Themed Week (Update provided by AT)</p> <p>The first Open Disclosure themed week was held 07 – 11 November 2022. The purpose of the week was to raise awareness and promote the mandatory open disclosure training requirement.</p> <p>The week showed a tremendous level of engagement from across the system and patient advocacy/representative groups. A summary document of the event will be circulated to the committee (see action point).</p> <p>It was queried if there is an increased sense of awareness of open disclosure in the system and it was noted that there is a positive trend and a focus on improving skills necessary for open disclosure and to build resources and structures to support staff and service users involved in patient safety incidents.</p>	A summary document of the event will be circulated to the committee (see action point).	AT
10	<p>Open Disclosure Office Developments (Update provided by AT/LS)</p> <p>Grade VIII shortlisting is scheduled.</p> <p>Support for the implementation of the PSB business case submitted under the Estimates process to increase capacity within the team but was</p>		

	unsuccessful.		
11	<p>AOB</p> <p>The importance of Clinical Leadership was discussed and emphasised. AT updated the group on the pending OD masterclass with Clinical Directors in Q1 of 2023 and seeking their support in the roll out of the Sligo Model and mandatory training for doctors.</p> <p>Virtual Meeting will be held in Q1 / 2023</p>		

Action Log – Open Actions carried forward from 2022 and new actions arising in 2023

Action	Who	Progress
Meeting: 01/03/2022		
Terms of Reference have been agreed, signed off and now published on Open Disclosure website. CW to seek a Trainee Lead from NDPT.	CW / AT to follow up	Open Update 23.11.2022 – Trainee Lead still being sought
Meeting 25/05/2022		
LS to continue to liaise with the Department of Health regarding the progress of the Patient Safety Bill and National Policy Framework.	LS	Ongoing
Meeting 31/08/2022		
Provide a high level action point based overview	AT	Ongoing
Maintain contact with DOH regarding updates on the progress of the PSB.	LS	Ongoing
Meeting 23/11/2022		
LS will continue to engage with the National Patient Safety Office to seek updates on the PSB and its progress to report stage.	LS/AT	Business as usual
Continued engagement with the National Patient Safety Office to seek updates on the publication of the framework.	LS/AT	Ongoing
Circulate summary document on Open Disclosure themed week	AT	Complete
Circulate summary report of Open Disclosure Training for medical staff	AT	Complete (Included in End of year training report 2022)