

**National Open Disclosure Steering Committee Meeting**  
**11.00am, Wednesday 31<sup>st</sup> August 2022**  
**Meeting held via MS Teams**  
**Minutes**

<b>In attendance</b>	Dr. Orla Healy(OH), Lorraine Schwanberg(LS), Eileen Rudden(ER), Mairead Twohig(MT), Cathal O'Keeffe(COK), Dr Noirin Russell(NR), Colette Brett(CB), Aoife O'Riordan (AOR), Eilish Hardiman(EH), Bernadette O'Reilly(BOR), Stephen Teap(ST), Prof Sean Tierney(ST), Kathleen Bulman(KB), Angela Tysall(AT), Sandra Lehmann(SL) (minutes)		
<b>Apologies</b>	Ciaran McCullagh(CMcC), Anne Gallen(AG), JP Nolan(JPN), Dr David Vaughan(DV), Margaret Brennan(MB), Dr Brian Kinirons(BK)	<b>Chair</b>	Dr. Orla Healy(OH)
<b>#</b>	<b>Item and discussion</b>	<b>Agreed Action / Decision</b>	<b>Responsible</b>
1	<b>Welcome and Apologies</b> OH welcomed everyone to the meeting.  Apologies were noted.		
2	No conflict of interest was declared.		
3	<b>Review minutes from last meeting 25<sup>th</sup> May and update on agreed actions</b>  Minutes agreed.  Actions update provided in action log below.		
4	<b>Open Disclosure Operational Plan</b> Open Disclosure Operational Plan now integrated into the NQPSD Incident Management Operational Plan and NQPSD Operational Plan.  Main focus this year is the delivery of training and development of a performance measurement programme for Open Disclosure. This is a key requirement to provide assurance on the implementation and compliance with the policy.  It was noted that significant progress continues to be made, albeit that there are staffing constraints within the national team. A business case has been submitted under estimates to support further training posts and support for colleagues in the system.  <i>Action from previous meeting: NODSC to forward their comments on the Operational Plan: no comments received.</i>		
5	<b>Patient Safety Bill (PSB)</b> Update provided by OH  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.  HSE are awaiting further detail on the amendments due to be made to the current Bill.		



	<p>It was queried if there is a timeline. It was suggested to seek clarification on the revised date as to when the PSB will be listed on the Legislation Programme. LS will continue to engage with the National Patient Safety Office to seek updates on the PSB progress.</p> <p>Concerns were raised of an increased bureaucratic approach to open disclosure and the NODSC agreed that the patient and the patient's family needs to remain at the centre of open disclosure. AT re-iterated that the ethos of Open Disclosure and programme will continue to be about a timely empathic way to engage and communicate with patients and families involved in a patient safety incident.</p>		
#	Item and discussion	Agreed Action / Decision	Responsible
6	<p><b>Update of Performance Work Streams</b> Update provided by LS and AT</p> <p>Work on all performance work streams has commenced.</p> <p><b>Work Stream 1</b> will focus 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.</p> <p><b>Work Stream 2:</b> The development and implementation of Open Disclosure Policy Compliance Update provided on three tools being explored: IMF Self-Assessment Audit Tool, QA&amp;I Tool, Organisational Implementation Checklist. Previously agreed with NODSC not to develop a separate audit tool for Open Disclosure, this should be embedded in the IMF self-assessment process.</p> <p><b>Work Stream 3:</b> 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.</p> <p><b>Work Stream 4:</b> Uptake of Open Disclosure Training: Looking at various pieces of data and validation of same. Data sources include HSELand and National Open Disclosure Training Database. Representation from postgraduate training bodies on this work stream. NDTP data extracted on uptake of training by NCHD's. Scoping work to be undertaken in two hospital groups to examine how they can improve on measuring the uptake of training by NCHDs.</p> <p>The recording of Open Disclosure on NIMS was queried and whether this recording should be a mandatory field and the effects on data if not completed. LS and OH advised that this is currently in discussion and roll out of EPoE will advance the process and streamline it. It is acknowledged that organisations will be seeking assurance around compliance and measuring this outside of an electronic incident reporting system will be challenging. The national Open Disclosure Policy Framework requires the reporting on compliance to the DoH. This will provide greater assurance to patients and service users and their relatives. Whilst there are many examples of good practice and compliance would be met by those organisations, there is a potential risk that there may be gaps and this visibility will help manage that risk.</p>	A written high level update was requested by NODSC	



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7	<p><b>CARP changes</b> Update provided by LS</p> <p>Engagement with colleagues from CARP taken place. CARP statement has been amended to include Open Disclosure mandatory training requirement. This statement is in line with the other mandatory training requirement statements captured in the CARP process.</p>		
8	<p><b>Training Updates</b> Update provided by AT</p> <p>NODSC action completed – Memorandum “Open Disclosure Training: Mandatory for all staff” circulated from National HR on 07.07.2022 This had a very positive impact on training uptake, evidence through increasing weekly uptake of e-learning modules on HseLanD Weekly average of 1,500 to 1,600 completions for e-learning module 1. 2022 YTD uptake of training:</p> <ul style="list-style-type: none"> <li>– over 18,000 uptakes of module 1 training and</li> <li>– over 6000 of module 2</li> </ul> <p>84,500 completions of module 1 e-learning since its launch in 2020. 12,539 completions of module 2 e-learning since its launch in 2021 63 new trainers trained in 2022. Revised skills based Train the Trainer program, piloted and now rolled out in Sligo and CHO1. Pilot involved significant engagement with clinicians, QPS staff and senior managers.</p> <p>Next focus: Support current trainers to roll out revised face to face training. Continue TTT programme. Work with leads to develop Q3 and Q4 training plans.</p> <p>Training reports circulated quarterly.</p>		
9	<p><b>Open Disclosure Themed Week</b> Update provided by LS</p> <p>Open Disclosure Themed week deferred to 7 – 13 November 2022. (due to clash with NPSO conference)</p> <p>Event in planning phase and scoped with input from Open Disclosure Leads.</p>		
10	<p><b>Open Disclosure Office Developments</b> Update provided by LS</p> <ul style="list-style-type: none"> <li>• Grade VIII advertised</li> <li>• Grade V in post</li> <li>• Planning has commenced to support implementation of the PSB and business case will be submitted under the Estimates process to increase capacity within the team.</li> </ul>		
11	<p><b>AOB</b></p> <p>LS raised the item of the public consultation process on a draft Policy Framework for Open Disclosure in the Irish Health Sector, which is currently underway. This has been communicated to the NODSC.</p>	<p>A combined response from the NODSC to be submitted to the department</p>	

	BOR raised awareness for World Patient Safety Day and work of PFPSI in promoting medication safety.		
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12.	<b>Next Meetings:</b> Virtual Meeting will be held on 23 <sup>rd</sup> November 2022		NODSC

### Action Log

Action	Who	Progress
<b>Meeting: 01/03/2022</b>		
Draft policy to be circulated to members as in written currently following consultation.	OD Office	Complete
OD Policy to be aligned to Patient Safety Bill and OD Policy Framework once in place	OD Office	Awaiting external developments before this can progress
Terms of Reference have been agreed, signed off and now published on Open Disclosure website. CW to seek a Trainee Lead from NDPT.	CW	Open Update 31.08.2022 – Trainee Lead still being sought
AT to forward Training Report re undergraduate programmes to CW following this meeting.	AT	Complete
Follow-up to be arranged with colleges who do not have open disclosure as part of their curriculum	OD Office	Complete
OD to send out 2021 Training Report and email setting out the mandatory training requirements going forward.	OD Office	Complete HR circulated MEMO (07/07/2022) to all staff via cascade that OD training is mandatory
OD Team to consider capturing OD training that occurs outside of the formal training delivery for next year's training report.	OD Office	Incorporated as part of WS4 of the performance measurement workstream around training
KKW to <ul style="list-style-type: none"> <li>- review and discuss list of OD leads for all section 38 and 39 agencies with CHO Chief Officer Group to ensure there are no gaps and all areas are covered.</li> <li>- Further review as to how open disclosure is incorporated into SLAs for each organisation.</li> </ul>	KKW	Open
Open Disclosure Annual Report 2020 has been approved and now published on HSE Open Disclosure website.	OD Office	Complete
NQPSD to carry out an analysis of the OD training completed per staff grade	OD Office	Incorporated as part of WS4 of the performance measurement work stream around training

<b>Action</b>	<b>Who</b>	<b>Progress</b>
OD team to review statement currently on CARP relating to OD.	OD Office	Complete Updates put forward to CARP (12/08/2022)
NODSC to forward their comments on the OPS Plan	NODSC	Complete
NQPSD have to query audit section of the PSB with the DoH	OH	Complete
OD office to recirculate the Performance Measurement ToR Document to NODSC for final review and is sign-off if no further comments received.	OD Office	Complete
<b>Meeting 25/05/2022</b>		
<b>Action</b>	<b>Who</b>	<b>Progress</b>
LS to continue to liaise with the Department of Health regarding the progress of the Patient Safety Bill and National Policy Framework.	LS	Ongoing
LS asked for any outstanding feedback on the policy to be submitted to the OD office	ALL	Open
AT will forward current and draft Policy to BK	AT	Complete
Add reference to website around pause of re-issuing a revised policy due to the other developments at national level.	OD Office	Complete
LS to discuss with OH the request for representation from the NODSC on the proposed amendment to the legislation	LS	Complete
<b>Meeting 25/05/2022</b>		
<b>Action</b>	<b>Who</b>	<b>Progress</b>
Provide a high level action point based overview	AT	Open
A combined response from the NODSC on the DRAFT National Open Disclosure Policy Framework to be submitted to the department	AT/LS	Complete 30/09/2022
Maintain contact with DOH regarding updates on the progress of the PSB.	LS	Ongoing