National Open Disclosure Programme

An Stiúrthóireacht um Ardchaighdeáin agus Sábháilteacht Othar
Oifig an Phríomhoifigigh Chliniciúil

National Quality and Patient Safety Directorate
Office of the Chief Clinical Officer

Minutes
National Open Disclosure Steering Committee Meeting
Wednesday 1st March 2022 from 10am – 11am
Meeting held online via MS Teams

In attendance	Dr. Orla Healy, Lorraine Schwanberg, Consilia Walsh for Brian K, Bernadette O'Reilly, Stephen Teap, Colette Brett, Margaret Brennan, Angela Tysall, Eileen Ruddin, Professor Sean Tierney, Mary King for Kelly McDyer(minutes)			
Apologies	Mary Samuel, Eilísh Hardiman, Dr David Vaughan, , Cathal O'Keeffe, Dr Anne Gallen, Kate Killeen White, Dr Nóirín Russell, JP Nolan, Kelly McDyer	**Chair**		Dr. Orla Healy

#	Item and discussion	Agreed Action / Decision	Responsible
1	**Welcome and Apologies** OH welcomed everyone to the meeting. Introductions were completed by the group, due to new members since last meeting. Apologies were noted.		
2	No conflict of interest declared.		
3	**Review minutes from last meeting 25th November and update on agreed actions** Discussion on minutes and actions as follows: • Revised OD policy is not ready for circulation yet. 100 pages of feedback was received. Consultation piece is now completed. National Open Disclosure Steering Committee Membership and Terms of Reference: • OD team reviewed the TOR in terms of the revised membership. Membership has been updated. TOR remains unchanged. Waiting on new members from National HR and NAS. NCHD representative also outstanding TOR agreed.	OD team to contact some stakeholders and a legal overview of the policy is also required. OD team to check that the policy is in line with the National Policy Framework document being developed by NPSO in the DOH before going to publication. Revised policy to be circulated to members of Steering Group (SG) in advance of the next meeting for sign off. CW to seek a Trainee Lead from NDPT.	OD Office OD Office CW

		TOR will be amended as new members join.	OD Office
	Undergraduate Programmes: • AT stated that the report on the analysis of open disclosure in undergraduate programmes had been circulated to the SG from the last meeting. Report is now completed. AT confirmed that more colleges have made a commitment to review their curriculums for the next academic year to include open disclosure.	• AT to forward the Report to CW following this meeting. • LS stated that OD team will follow-up with colleges who do not have open disclosure as part of their curriculum.	OD Office.
	Training Requirements in revised OD Policy: • AT confirmed that training requirements have been included in the revision of the Policy.	• OD to send out 2021 Training Report and email setting out the mandatory training requirements going forward. OD themed week will also take place later in the year. It is hoped that training will be up to 90% uptake by end of this year.	OD Office.
	• ST suggested that the report should capture OD training that occurs outside of the formal training delivery.	• OD Team to consider this for next year's training report.	
	Open Disclosure in Voluntary Agencies: • Open Disclosure in voluntary agencies - a list of Lead's was sent to KKW following last meeting. KKW is going to bring this to CHO Chief Officer Group to ensure there is coverage and Leads across all sections 38s and 39s. Once this is finalised, the building of open disclosure into SLAs for each organisation can be reviewed.	• KKW to discuss OD leads for all sec 38 and 39 agencies with CHO Chief Officer Group - *this item was deferred to the next meeting as KKW was not in attendance today.*	OD Office KKW
5	**2020 Annual Report** LS stated that were some comments were received resulting in some minor edits to the Report. The report had gone to the EMT who are happy with the content. The CCO will include the report in his updates to the S&Q Committee.	• Report for circulation to the SG again. • LS informed the group that a commitment to work on the next annual report will begin in Q2 this year.	OD Office

6	Training Report		
	• AT confirmed that the % update of training was included in the end of year report. The percentage breakdown showed a 60.7% uptake of training over the last three years. Covid and the 2021 Cyber-attack had significant impact on the training over the past few years.	• OD have some items planned to push the training to over 90% by end of 2022.	OD Office
	• Training figure breakdown showed 2019 - 9,859, 2020 - 39,814 and 2021 -38,376 people trained.	• NQPSD to carry out an analysis of the OD training completed per staff grade.	NQPSD
	• OH gave an outline of the training requirement details provided through CARP. informed the NODSC that some work can be done on refining the question relating to the OD training on CARP	• OD team to review statement currently on CARP relating to OD.	OD Office
	• Draft Training Report signed-off today.		
	• OD Webinar sessions are having good attendance and feedback.		
	• AT gave an overview of the face-to-face training which has been revised. OD team are working with Consultants, mangers and staff in Sligo University Hospital, and CHO 1 developing and testing this more skills based face-to-face training.		
	• AT informed the NODSC that a revised train-the-trainer programme is in place and 42 staff have been trained as trainers on this new programme.		
8.	**2022 Operational Plan:**		
	• 2022 Final Ops Plan was circulated to the NODSC prior to today's meeting. OH requested that comments on this plan be forwarded following this meeting.	NODSC to forward their comments on the OPS Plan	NODSG
9.	**OD Office Developments:** LS gave an update on the following –		
	• Interviews for OD general manager were held last week. LS congratulated Angela Tysall on her success at interview and she will now take up the post of OD General Manager.		
	• Kelly McDyer was successful securing the Grade V11 trainer post.		
	• Recruitment for Grade V post has also commenced.		
11.	**Patient Safety Bill (PSB)**		
	OH provided an update on the pending PSB.	NQPSD have asked to speak to DOH to get some clarity on the Audit section of the pending Bill.	NQPSD
	• PSB is due to go to Committee on 10th March. A draft copy of the Bill		

12.	**AOB:**		
	• Performance document awaiting sign-off.	OD office to recirculate the Performance Document to NODSC for review again and is sign-off if no further comments received.	OD Office
	• CW suggested that OD liaison with the Mental Health Commission to inform retired Consultants Psychiatrists, who still see patients, on the Open Disclosure Policy. AT confirmed that OD are planning to return to meet with some key shareholders this year and this will include the Mental Health Commission.		
13.	**Next Meetings:** Virtual Meetings will be held on 25th May 2022 31st August 2022 23rd November 2022	NODSC to consider holding one face-to-face meeting per year. This will be reviewed again.	NODSC

was previously distributed to the Committee.