



## Minutes

National Open Disclosure Steering Committee Meeting  
 Held on Wednesday 4<sup>th</sup> September 2019 at 10am – 12pm  
 Location: Room 2.03 Brunel Building, Heuston South Quarter, Dublin

<b>In attendance</b>	Dr. Philip Crowley, Professor Frank Murray, Dr David Vaughan, Cathal O'Keeffe, Anne Marie Kiernan, Cornelia Stuart, Bernadette O'Reilly, Dr Susan Kent, Irene O Hanlon for JP Nolan, Angela Tysall, <b>Teleconference:</b> Stephen Teap, Mary Samuel, Patricia O Gorman for Colette Cowan. <b>Minutes:</b> Mary Friel		
<b>Apologies</b>	Eileen Ruddin, Margaret Brennan, Martin Dunne, Deirdre Mulligan, Greg Price,	<b>Chair</b>	Dr. Philip Crowley
#	Item and discussion	Agreed Action / Decision	Responsible
1	<b>Welcome and Apologies</b>  PC welcomed and thanked all members for attending, apologies were noted.		
2	No conflict of interest declared.		
3	<b>Minutes reviewed from last meeting 2<sup>nd</sup> July 2019- actions on agenda</b>  <b>Medical communication programme</b>  <b>Discussion- Toolkit – distilled, quick reference, phone app access and or Guideline</b>	AT to be involved in RCPI group - PC to write to RCPI CS to follow up with ST as per previous minutes AT to attend Nov meeting- CNME's support roll out of OD training nationally  DV & AT to circulate information on toolkit proposal	PC CS/ST AT AT DV/AT
4	<b>National Open Disclosure Steering Committee Terms of Reference</b>  <b>National Open Disclosure Office - Organogram</b> AT provided an update- OD performance measurement group meeting 16 <sup>th</sup> September 2019. Discussion Monthly performance data- what is it? Who collects it? Consider link professional dotted line – CCO/PC and straight line to operations FM Needs to be embedded into existing structures e.g risk. Monthly performance data- what is it? Who collects it?	<ul style="list-style-type: none"> <li>TOR accepted and agreed</li> <li>Review organogram after this meeting- accountability for operational delivery</li> <li>PC to write to Ann O Connor- current status and implications</li> <li>AT to email FM to send out- Consultants and Governance framework template</li> </ul>	All  AT  PC AT
5	<b>National Open Disclosure Programme Operational Planning 2019</b>  AT update status report of the National Open Disclosure Office Reviewed operational plan AT discussed plan for Leads workshop-	<ul style="list-style-type: none"> <li>Leads workshop 10<sup>th</sup> September for all service groups</li> <li>Training data base- GDPR and Brexit status review</li> </ul>	AT AT

	<p>implementation plan- connectivity locally</p> <p>AT updated- E learning module 1 target for Q4</p> <p>AT updated- Draft GP OD guidance document in progress</p> <p>FM change error to adverse incident involving another clinician</p> <p>AT Patient experience review of OD process- how to capture</p> <p>FM Capturing- support for second victim – staff support, what is available and how to access. CS updated – staff support research project</p> <p>AT Documents to update on OD website – to end 2019</p>	<ul style="list-style-type: none"> <li>• Change GP reference to Primary Care</li> <li>• Change error to adverse incident</li> </ul>	<p>AT</p> <p>AT</p>
<b>6</b>	<p><b>RCOG review</b></p> <p>AT gave outline- supporting clinicians using OD principles - 3 workshops to date, 2 more planned</p>		
<b>7</b>	<p><b>Training update</b></p> <p><b>AT provided report, data reflects gaps 2019 to date – Policy update June 2019, including CLA update for trainers</b></p> <p><b>DV – Challenge of 2 day release for Consultants to attend Train the Trainer</b></p>	<ul style="list-style-type: none"> <li>• Next report Q3/4 To include data for Doctors trained</li> <li>• AT &amp; DV to review options to reduce 2 day programme after CHI TTT 9<sup>th</sup> &amp; 10<sup>th</sup> October</li> </ul>	<p>AT</p> <p>AT/DV</p>
<b>8</b>	<p><b>Risk Register</b></p>	<ul style="list-style-type: none"> <li>• AT to review with CS and present at next meeting</li> </ul>	<p>AT/CS</p>
<b>9</b>	<p><b>Annual report template 2019</b></p> <p><b>Plan for Q1 2020</b></p>	<ul style="list-style-type: none"> <li>• AT to provide template update for next meeting</li> </ul>	<p>AT</p>
<b>10</b>	<p><b>Budget submission 2020</b></p> <p><b>Presented by AT</b></p> <p><b>Estimates- training budget/catering/conference</b></p> <p><b>Medical clinical lead</b></p>	<ul style="list-style-type: none"> <li>• AT to provide proposal- outline for conference 2020</li> <li>• PC to check with CCO- Medical Clinical Lead</li> </ul>	<p>AT</p> <p>PC</p>
<b>11</b>	<p><b>Performance Measurement</b></p> <p><b>CS outlined Audit tool based on 10 cases Cat 1 &amp; 2 incidents, testing in CHO and Acute service. Voluntary currently- option to mandate in the future. Healthcare audit will do a verification audit.</b></p> <p><b>PC incorporate OD into existing infrastructure</b></p> <p><b>COK What type of indicators to use</b></p> <p><b>SK Query incorporate into Patient satisfaction survey?</b></p> <p><b>IOH NIMS/KPI Measurement options &amp; challenges</b></p> <p><b>COK Mandatory field option to capture</b></p>	<ul style="list-style-type: none"> <li>• AT to explore connectivity locally- Leads workshop 10<sup>th</sup> September</li> <li>• AT – explore KPI for service plan- evidence of OD happening Category 1&amp;2 incidents?</li> <li>• PC to write to Tracey O Carroll HIQA- can OD be included in broad sense in next Patient satisfaction survey?</li> <li>• COK – to review options at NIMS sponsorship meeting- revisit. AT to send COK previous exploration- has OD happened? Is it intended to happen/timeframe?</li> </ul>	<p>AT</p> <p>AT</p> <p>PC</p> <p>AT/COK</p>
<b>12</b>	<p><b>AOB</b></p> <p><b>FOI request update</b></p> <p>Confirmed Dates for next meetings –</p> <p>4<sup>th</sup> December 2019 11am- 13:00 hours</p>	<ul style="list-style-type: none"> <li>• Open Disclosure office to circulate venue for meeting dates</li> </ul>	<p>AT</p>
	<p><b>Next meeting: Wednesday 4<sup>th</sup> December 2019 Boardroom 1 Dargan Building 11am-1pm</b></p>		

