



Minutes
 National Open Disclosure Steering Committee Meeting
 Held on Wednesday 4th December 2019 at 11am – 1pm
 Location: Boardroom 1, Dargan Building, Heuston South Quarter, Dublin

In attendance		Dr. Philip Crowley, Professor Frank Murray, Cathal O'Keeffe, Cornelia Stuart, Bernadette O'Reilly, Colette Cowan, Margaret Brennan, Margaret Casey, Greg Price, Angela Tysall, Mary Samuel, Colette Walsh for Martin Dunne. Teleconference: Stephen Teap, Attended: Catherine Hand. Minutes: Mary Friel	
Apologies		Eileen Ruddin, Martin Dunne, Dr David Vaughan, , Anne Marie Kiernan, Dr Susan Kent, JP Nolan	Chair Dr. Philip Crowley
#	Item and discussion	Agreed Action / Decision	Responsible
1	Welcome and Apologies PC welcomed and thanked all members for attending, apologies were noted.		
2	No conflict of interest declared.		
3	<p>Minutes reviewed and agreed from last meeting 4th September 2019- actions on agenda Discussion on minutes as follows:</p> <ul style="list-style-type: none"> National communication programme: COK Queried possible overlap between communication and OD training programmes AT/ CH Overview of OD only referred to in Communication training. OD requires specific training. CCO Office Communication and OD Programme: RCPI commissioned to undertake work. AT clarified that she met with RCPI – there will signposting to national OD programme. OD and CNME: MC provided feedback from meeting with CNME's and AT - CNMEs will engage with and support training- wait for new programme i.e revised face to face programme following launch of e-learning Module 1 and Module 2 PC discussed Medical clinical lead for OD – not currently in plan. Discussed and it was agreed that medical lead for OD is very important due to current and pending legislation and impact on medical staff generally. Elearning programme Module 1 at focus group stage elearning - programme will reduce face to face programme to two hours when Module 2 is launched 	<ul style="list-style-type: none"> AT to link with NCHP to discuss overlap between Module 3 of Communication Programme and OD programme PC to review recommendation of Committee with CCO. AT to circulate elearning Module 1 to committee 	<p>AT</p> <p>PC</p> <p>AT</p>

		<ul style="list-style-type: none"> CS to follow up with ST as per previous minutes 	CS/ST
#	Item and discussion	Agreed Action / Decision	Responsible
4	<p>Performance Measurement Sub Committee</p> <p>AT requested clarification from the steering committee as to role of sub-committee – it was agreed that the sub-committee is to provide recommendations to the steering committee re performance measurement programme for OD and how information will be collated.</p> <p>AT provided an overview of the work of the sub-committee to date which is recommending the following performance measures in the system,</p> <ul style="list-style-type: none"> Policy compliance self-assessment tool aligned to QAVD verification audits Proposed KPI's- (a) percentage increase in OD training for 2020 and (b) compliance with mandatory reporting as per provisions of PSB when commenced. Office Programme performance as per operation plan for national office Committee performance as per TOR <p>PC agreed that it was important that we are demonstrating compliance with legislation.</p> <p>COK NIMS – Clarify how we want it to take place in the care setting. First screen – records incidents, second screen mandatory, if you want to sign off – Does it have to move to first screen? Will be limited number of incidents, once identified on NIMS should be clear to track.</p> <p>AT Training KPI data – there is a process in place for collecting and reporting this data.</p> <p>Measuring Patient experience of OD was discussed</p> <p>Measuring performance of Steering Committee TOR – Number of actions, percentage of attendance at meetings, QA good practice</p> <p>AT provided update on legislation – recent feedback from services on use of Part 4 of the CLA Act 2017 – used x 5 occasions that we are aware of - concerns communicated to OD office regarding the process – examples of feedback received provided to committee. PSB approved by Cabinet. Revised Bill not seen yet by OD lead. OD Lead has been informed by DOH that there will be amendments to Part 4 of the 2017 CLA Act. .</p>	<ul style="list-style-type: none"> CS – inform OD office when self-assessment tool AT/COK: Agree process for data collection and then work with NIMS to report on this data AT linking with June Bolger re collecting patient experience of OD in National Patient Experience Survey. Follow up on letter from PC to Tracy O Carroll HIQA AT is recording number of actions agreed and delivered & % attendance of members at committee meetings Await publication of PSB 	<p>CS</p> <p>AT/COK</p> <p>AT</p> <p>AT</p>

	Item and discussion	Agreed Action / Decision	Responsible
5	<p>National Open Disclosure Programme Operation Plan 2019</p> <p>AT Sent Ops plan to committee</p> <p>AT consultation re including OD training in Doctors contract of employment- FM Medical council Consultant CPD</p> <p>AT Engaging with colleges</p> <p>AT Re-engage with items on hold for next year</p> <p>PC/MB Open Disclosure guidelines – agreed guidelines are very helpful and should be updated</p> <p>Toolkit template reviewed and agreed</p>	<ul style="list-style-type: none"> FM - Suggested that AT discuss CPD and OD with Medical Council AT Tool kit format – revise all documents on line-convert to tool kit format Revise guidelines as priority for 2020 	<p>AT</p> <p>AT/OD office</p>
6	<p>Training update</p> <p>AT shared training update Q4 2019 30th Nov 2019</p> <p>PC asked what is the data telling us?</p> <p>AT Need for some Leads to be more robustly engaged and that more support is required for leads e.g. dedicated time and resources. 19 Doctors trained as trainers.</p> <p>8000 people through training year to date.</p> <p>RCSI group stats raised – this is due to Beaumont Hospital e-learning programme.</p> <p>COK asked if attendance of screening programme clinicians at OD training has been captured. How many doctors involved in screening programme?- capture training data. AT indicated that each screening programme has an OD lead.</p> <p>AT SK Evidence of doctors attending training</p> <p>NCHD's upload certificate to HR record system – Medical Manpower.</p> <p>Module 1 e-learning will be mandated like Children's First.</p>	<ul style="list-style-type: none"> AT Check with NSS –How many doctors? Clarify how data will be captured. AT to send Module 1 to committee 	<p>AT</p> <p>AT</p>
7	<p>Update on legislation</p> <p>AT provided an update on Patient safety bill & CLA – occasions used to date nationally</p> <p>AT/COK Clarification -If I don't use the CLA will it affect my indemnity?- clarify it does not affect my indemnity</p>		
8	<p>Toolkit</p> <p>PC In hand guide – very brief & access on line</p> <p>CC/CS like Sepsis/ AER training.</p> <p>BOR Retain empathy & compassion</p> <p>PC Avoid making highly technical process</p>	<ul style="list-style-type: none"> AT/DV Include in Tool kit 	AT/DV
9	<p>Priorities for 2020</p> <p>AT provided overview of work priorities for 2020 for national OD office and programme which were agreed by committee.</p>	<ul style="list-style-type: none"> AT to develop 2020 ops plan based on priorities and to include outstanding work from 2019 	AT/OD office
10	<p>AOB</p> <p>(i) AT discussed requirement for other important national policies to align with OD policy e.g. Safeguarding, Trust in care, Children First. Safeguarding policy has been revised to include OD. Discussion on how TIC policy is not aligned with OD, IMF, Children First and Safeguarding. AT has</p>	PC to write to National Director HR re TIC policy	

(ii)	<p>been liaising with National HR and suggested an interim addendum to the TIC policy in relation to meeting OD requirements AT to link with Scotland re New-year visit to learn from their experience of implementing "duty of candour" This was agreed by the committee and it was also agreed that patient reps should be included in visit.</p>		
	<p>Confirm Dates for next meetings –</p>	<p>Open Disclosure office to circulate dates and venue for meeting dates</p>	
<p>Next meeting: 27th February Dargan Building 10am-12midday.</p>			