

Minutes

National Open Disclosure Steering Committee Meeting

Tuesday 25th August 2020 from 10am – 11.15am

Meeting held online via MS Teams

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| In attendance | Dr. Philip Crowley, Eileen Ruddin, Cathal O’Keeffe, Professor Frank Murray, Margaret Brennan, Margaret Casey, Martin Dunne, , Kate Killeen White, Dr. David Vaughan, Stephen Teap, Mary Samuel, Angela Tysall, Kelly McDyer (minutes) | | |
| Apologies | Greg Price, Cornelia Stuart, Colette Cowan, Dr. Susan Kent, JP Nolan, Ann Marie Kiernan, Bernadette O’Reilly, Professor John Hyland | 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 | National Minutes reviewed and agreed from last meeting 27th February 2020 – actions on agenda. Discussion on minutes as follows: <ul style="list-style-type: none"> AT provided an update on the correspondence sent to under-graduate and post-graduate programmes. AT provided update on performance measurement and the ongoing development of 2 x KPIs for the open disclosure programme. AT also discussed the ongoing work with QAVD and the inclusion of open disclosure in the self-assessment tools. All other actions identified as complete | <ul style="list-style-type: none"> Summary of responses from colleges to be circulated prior to next meeting AT to work with MB / JPN re process for capturing performance data on Open Disclosure e.g. KPIs | <p>AT/OD Office</p> <p>AT/MB/JPN</p> |
| 4 | Review Terms of Reference – recommendations made: The terms of reference were reviewed by the committee and a number of changes recommended in relation to: <ul style="list-style-type: none"> Matters relating to assurance Alignment with HSE Performance and Accountability Framework Committee membership | <ul style="list-style-type: none"> AT to amend Terms of Reference as discussed and circulate to committee members prior to next meeting. Circulate escalation policy within NOCA for review AT to request clinical representative from Clinical Director Programme and Doctors in training for committee | AT / OD Office |

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| | | <ul style="list-style-type: none"> • KMD to circulate current membership list to committee • AT to contact AOD re membership from screening services • Revised TOR and revised membership to be considered ahead of next meeting | |
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| 5 | <p>Open Disclosure and Covid-19</p> <ul style="list-style-type: none"> • AT provided an update in relation to the redeployment of the full Open Disclosure team to work on Covid 19 from mid-March to July 2020.1 staff member remains redeployed and another member of staff is providing support to Moodle. • AT updated the committee on the development and launch of the guideline document developed to support services in managing the principles of open disclosure during Covid-19. • The committee were updated on the revised Operations plan for the office to reflect the redeployment of staff – this revised plan was circulated to the committee prior to the meeting. | <ul style="list-style-type: none"> • OD Office to review and edit the Operations plan to make it more explicit in relation to progress/status of actions. | AT / OD office |
| 6 | <p>Training Update:</p> <ul style="list-style-type: none"> • AT confirmed that the Quarter 1- Quarter 2 training report has gone to the CCO office and will go from there to the CEO's office. • AT updated the committee on the launch of Module 1 of the Open Disclosure E-learning programme in April 2020 which >18,000 staff have completed to date. Module 2 is currently in development. • AT outlined the focus on Medical Staff training this year and the different approaches taken and involvement of various internal and external stakeholders in supporting and promoting open disclosure training for medical staff. • AT thanked the NDTP for their support in setting up the mandatory training requirement for NCHDs on the DIME/NER system. Medical Manpower departments have been advised in relation to the same. | AT to circulate summary of stakeholder involvement in the training of medical staff prior to the next meeting. | AT/OD office |

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| 7 | <p>Annual Report</p> <ul style="list-style-type: none"> AT confirmed that annual report has gone to CCO & CEO offices for sign off following which a decision must be made how this will be presented to the Board. MC acknowledged the summary report provided on the work of the National Open Disclosure office to date in 2020 and asked that it is made available to all services. | <ul style="list-style-type: none"> Circulate Annual Report to NODSC once signed off. Circulate summary report to services | AT / OD office |
| 8 | <p>Byrne Wallace report update</p> <ul style="list-style-type: none"> Update reviewed and considered by NODSC | <ul style="list-style-type: none"> AT to refer to National HR re item 5.1 (b) to update status as no longer 'in progress' | AT |
| 9 | <p>NIMS</p> <ul style="list-style-type: none"> COK provided data on incidents whereby open disclosure was mentioned and confirmed further data on categories can be provided | <ul style="list-style-type: none"> AT make request for what specific information is required from NIMS | AT |
| 10 | <p>AOB</p> <ul style="list-style-type: none"> Nothing further added <p>Next meeting scheduled for Wednesday 25th November at 10am</p> | | |