



## Minutes

National Open Disclosure Steering Committee Meeting  
 Held on Thursday 27<sup>th</sup> February 2020 from 10am – 12pm  
 Location: Boardroom 1, Dargan Building, Heuston South Quarter, Dublin

<b>In attendance</b>	Dr. Philip Crowley, Eileen Ruddin, Cathal O’Keeffe, Ann Marie Kiernan, Dr. Gozie Offiah for Professor Frank Murray, Bernadette O’Reilly, Mairead Twohig for Margaret Brennan, Margaret Casey, Martin Dunne, Professor John Hyland, Angela Tysall, Kelly McDyer (minutes) Anna Killilea & John Kelly (attended for Byrne Wallace Report discussion only) <b>Teleconference:</b> Greg Price, Kate Killeen White		
<b>Apologies</b>	Cornelia Stuart, Colette Cowan, Dr. Susan Kent, Dr. David Vaughan, Stephen Teap, Irene O’Hanlon for JP Nolan	<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	<p><b>National Minutes reviewed and agreed from last meeting 4<sup>th</sup> December 2019 – actions on agenda. Discussion on minutes as follows:</b></p> <ul style="list-style-type: none"> <li>• National communication programme: AT linked with W Ryan in relation to merging Module 3 of Communication programme with OD programme</li> <li>• PC discussed Medical clinical lead for OD with CCO – not yet agreed.</li> <li>• Elearning programme Module 1 circulated to committee and other relevant parties. Feedback has been incorporated where appropriate. Expected launch date to be confirmed</li> <li>• Self-Assessment Tool – nearing completion. Open Disclosure on QAVD audit list for 2020</li> <li>• Work with NIMS ongoing in relation to reporting of OD data</li> <li>• Patient Experience Survey – work ongoing on question to be included re OD</li> <li>• AT met with medical council re inclusion of OD in CPD &amp; under-graduate programs</li> <li>• AMK provided overview of OD training within screening services</li> <li>• Update on correspondence from PC to Ann Marie Hoey re Trust in Care Policy</li> </ul>	<ul style="list-style-type: none"> <li>• PC to discuss the appointment of a clinical lead with the CCO</li> <li>• PC to write to Heads of School and Presidents of Colleges to ensure under-graduate and post-graduate programs are captured</li> <li>• Ops Plan to be added to agenda for next meeting</li> </ul>	<p>PC</p> <p>PC</p> <p>AT/OD Office</p>

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4	<p><b>Report from Performance Measurement Sub-Committee</b></p> <p>Performance Measurement tools identified:</p> <ul style="list-style-type: none"> <li>• Self-Assessment Tool</li> <li>• NIMs process</li> <li>• Patient Experience Survey</li> <li>• Training database</li> <li>• OD reporting in system</li> </ul>	<ul style="list-style-type: none"> <li>• OD office should engage with services/areas where there is no evidence of OD</li> <li>• Expected performance measurement process to be in place end of Q2, including training KPIs</li> </ul>	AT/OD Office
5	<p><b>Accountability and Open Disclosure – Findings of the Report by Byrne Wallace</b></p> <ul style="list-style-type: none"> <li>• As advised by working group, findings re Open Disclosure were discussed with Steering Committee</li> <li>• Clarification required on what needs to be included in annual report for board – may be used to inform reports at a local level</li> <li>• If systematic non-compliance to OD happens within a service/area, is this dealt with locally? Needs to be agreed</li> <li>• JK to provide overview of discussions to AT</li> </ul>	<ul style="list-style-type: none"> <li>• As per finding 4.4, look at Governance Section in policy to review wording</li> </ul>	AT/OD office
6	<p><b>Training for Medical Staff</b></p> <ul style="list-style-type: none"> <li>• AT provided update on the work by the OD office in engaging with medical staff in relation to OD training</li> <li>• Undergraduate colleges may need a module to capture the suite of communication programs, including OD</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Education and Training Committee of Medical Council in relation to inclusion of OD in programs</li> <li>• Dr Gozie Offiah to send AT list of post-graduate medical schools to ensure all are captured</li> </ul>	AT/OD office  GO
7	<p><b>Preparation for the Commencement of the Patient Safety Bill</b></p> <ul style="list-style-type: none"> <li>• No further update on the progress of this Bill</li> </ul>		
8	<p><b>Update on Presentation to Safety and Quality Committee of the HSE Board 19th February 2020</b></p> <ul style="list-style-type: none"> <li>• AT provided an overview on the presentation</li> <li>• The HSE feedback on the PSB was discussed with the Safety and Quality Committee of the Board</li> </ul>		

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9	<b>AOB</b>  Kate Killeen advised that the TOR of the committee is due for review	<ul style="list-style-type: none"> <li>• TOR to be added to agenda for next meeting</li> </ul>	AT/OD office
	<b>Next meeting: Rescheduled due to Covid to 25/08/2020 – this meeting will be conducted via Microsoft Teams</b>		