

Minutes

National Open Disclosure Steering Committee Meeting
Wednesday 25th November 2020 from 10am – 11.15am
Meeting held online via MS Teams

In attendance	Dr. Philip Crowley, Eileen Ruddin, , Margaret Casey, Kate Killeen White, Dr. David Vaughan, Stephen Teap, Bernadette O'Reilly, Mary Samuel, Ann Marie Kiernan, Professor John Hyland, Mairead Twohig for Margaret Brennan, Irene O'Hanlon for JP Nolan, Angela Tysall, Kelly McDyer (minutes)		
Apologies	Greg Price, Dr. Susan Kent, Cathal O'Keefe, Martin Dunne, Professor Ann O'Doherty	Chair	Dr. Philip Crowley
#	Item and discussion	Agreed Action / Decision	Responsible
1	Welcome and Apologies AT welcomed and thanked all members for attending, apologies were noted		
2	No conflict of interest declared		
3	<p>National Minutes reviewed and agreed from last meeting 25th August 2020 – actions on agenda. Discussion on minutes as follows:</p> <ul style="list-style-type: none"> AT provided an update on actions from the previous meeting, which acknowledged: <ul style="list-style-type: none"> Summary of response from colleges Performance measurement data & work completed with JP Nolan & M Twohig NOCA escalation policy circulated to committee Membership list of committee, including outstanding positions and action taken in relation to positions outstanding 2020 Operational Plan for National Open Disclosure committee – status updated to reflect actions which were deferred due to Covid-19 Stakeholder involvement in the training of medical staff Annual Report – not circulated as still in draft stage Updated Terms of Reference were reviewed and all changes accepted and agreed by committee All actions identified as complete and minutes approved by committee 		
4	Annual Report AT provided a status update on the annual report and advised that report was still waiting on approval following some amendments.	<ul style="list-style-type: none"> Circulate Annual Report to NODSC once signed off. 	OD Office

#	Item and discussion	Agreed Action / Decision	Responsible
5	<p>Revision of Policy and Sign Off Process</p> <ul style="list-style-type: none"> AT provided an update in relation to the revision of the HSE National Open Disclosure Policy in line with the Interval Cancer Report; the Byrne Wallace Report and the recently revised Incident Management Framework. The committee was asked on the level of consultation required for approval of the revised policy. It was agreed that the revised policy should be circulated to the Steering Committee for review. 	<ul style="list-style-type: none"> OD office to send updated policy to the NODSC once revised 	OD office
6	<p>Training and Education</p> <ul style="list-style-type: none"> AT discussed the requirement of mandatory open disclosure training and what level of training should be mandatory. The Committee agreed that the 1 hour briefing should be mandatory for all staff, with requirements for further skills training for those who are likely to be involved in or have to engage in open disclosure meetings. The Committee discussed the requirement for 'Just-in-Time' training to further prepare those who have to engage in formal meetings and to reinforce training prior to engagement in open disclosure. It was acknowledged that open disclosure trainers have a role to play in this. AT confirmed that this training regular occurs in the system. AT provided an overview on the uptake of the e-learning Module 1 training – total number of completions and total completions by medical staff. AT provided an update on e-learning Module 2 to advise expected launch date as Feb 2021. AT discussed the plans for the revised face to face training programme, to align it with module 1 and module 2 of the e-learning. AT also provided an overview for the plans for the pilot programme for the face to face component. KMD gave the committee an overview on the uptake of open disclosure in undergraduate training programmes across the colleges and universities. KMD advised that the report was still in draft stage as some responses were still outstanding, and the final report would be circulated to the committee. 	<p>Policy to be amended to reflect training requirements</p> <p>AT to review training programme to acknowledge this type of training</p> <p>KMD to circulate final report on the inclusion of open disclosure in undergraduate programmes.</p> <p>Share report with PFPSI when completed as will be reassuring for patient representatives</p>	<p>OD office</p> <p>OD office</p>

	<ul style="list-style-type: none"> AT provided an update on the action taken to improve the level of uptake of training by doctors and welcomed further feedback on how this could be improved further. PC queried whether 'Just-in-Time' training was captured. MT asked whether there is formal evaluation of the training undertaken by doctors, and AT provided an overview of this and acknowledged that it will be further addressed in the 2021 Operational Plan. AT discussed the work of the office in supporting the service in managing open disclosure within Covid-19 and the development of the guidelines to support this. The webinars delivered by the office were discussed, as well as the plans for future webinars, including involvement of Patient Advocacy Groups. 		
#	Item and discussion	Agreed Action / Decision	Responsible
7	<p>Performance Measurement</p> <ul style="list-style-type: none"> AT provided the committee with an update in relation to the development of the 2 KPIs for the office, which are still in draft. MT also discussed the work undertaken in looking at the level of incidents being reported on NIMs. The committee discussed some of the limitations of the recording of open disclosure data in NIMs. AT confirmed the office is liaising with the SCA on improving the recording of this. AT acknowledged that the KPIs will be used in conjunction with the QAVD IMF audit tool. The patient experience qualitative survey was also mentioned as a performance measurement tool. 		
8	<p>Update on National Policy Framework - Crowe</p> <ul style="list-style-type: none"> PC provided an overview on the consultation process for a national framework for open disclosure. AT confirmed that the contents of the revised guidelines were shared with Crowe as part of the consultation process. 		

9	<p>Update on Legislation</p> <ul style="list-style-type: none"> AT provided an update on the status of the Patient Safety Bill and the alignment of Part 4 of the Civil Liability Amendment Act with this Bill, following a meeting with the NPSO. AT discussed the requirements for having a lead in time from enactment to commencement of the Bill. 		
10	<p>AOB</p> <ul style="list-style-type: none"> AT provided an overview of total actions noted and completed for the committee since commencement. Total attendance rate also noted. Nothing further added <p>Next meeting scheduled for 25th February 2021 at 10am</p>		