



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
23rd July 2018
08:00-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Dr. Jim Kiely (JKie)
 Ms. Anna Lee (AL)
 Mrs. Mairead Shields (MHS)
 Archdeacon David Pierpoint (DP)
 Mr. David Seaman (DAS)
 Dr. Anne-Marie Brady (AMB)
 Prof. Kathy Monks (KM)
 Mr. Mark Varian (MV)

In attendance:

Mr. David Slevin (DS)
 Ms. Lucy Nugent (LN)
 Ms. Aine Lynch (ALyn)
 Mr. John Kelly (JK)
 Prof. Paul Ridgway (PR)
 Ms. Sharon Larkin (SL)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Prof. Patricia Barker (PB)
 Dr. Catherine Wall (CW)
 Dr. Siobhán Ní Bhraín (SNiB)
 Dr. Daragh Fahey (DF)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
18.05.01	Apologies	Apologies were noted.	
18.05.02	Patient's Story	<p>Alyn advised the Board in respect of Patient X who attended the Emergency Department (ED) with his wife. Both the patient and his wife were deaf. They felt having access to a sign interpreter would have improved communication between them and the ED staff during a stressful time. Even though she is a proficient lip-reader she found this experience challenging. She wrote a letter of complaint to the CEO.</p> <p>The letter of complaint was acknowledged within 5 days. The correspondence was copied to the ED for review and feedback.</p> <p>An apology in writing was offered to patient and his wife. They were not satisfied with the response.</p> <p>The complaint was escalated to the Director of Nursing, Executive Lead for the Patient Advocacy Department. The Director of Nursing tasked the Clinical Nurse Manager 3 ED to review the current process for deaf persons who present to ED within a 4 week timeframe.</p> <p>Patient and his wife advised of this review and timeframe. The Director of Nursing offered to meet the patient and his wife once the review was complete.</p>	

		<p>Outcome: A number of steps have been put in place in ED in order to improve communication and to improve the experience of deaf persons who present to ED.</p> <p>A Lyn advised that the CEO received email correspondence from a service user who attended TUH for an outpatient appointment with the haematology team on 3rd July 2018. ‘The most loveliest lady, Trish dealt with me in the outpatient check in desk. While she was very professional, her manner in which she dealt with me, was just so complimentary. I have never had to attend for a hospital appointment before in any hospital, but this experience was exemplary. If you could pass this onto her line Manager and acknowledge to me that this has been passed onto Trish, you have a good person there.’</p> <p>The CEO thanked the service user for the compliment. He also shared the complimentary email with the staff member and acknowledged their input on the day that that the compliment was received. This acknowledgement was copied to the relevant line manager.</p> <p>Awareness of the importance of recognising and acknowledging positive interactions with service users was noted.</p>	
18.05.03	New Declarations of Interest	There were no new declarations of interest made.	
18.05.04	Minutes of Previous Meeting	Minutes of the meeting held on 21 st May 2018 were approved for signing.	
18.05.05	Issues Log	<p>The issues log was reviewed and noted.</p> <p>DC advised that he will bring the findings to the September Board meeting, in respect of research into the systems in place with regard to a Financial Management System in the National Audit Office in the UK where they have a financial management maturing model which has proven to be successful.</p> <p>The two remaining outstanding matters on the issues log were deferred to the next meeting of the Board.</p> <p>LD advised that agenda items 5.4 and 7.2 are deferred to the next meeting of the Board.</p> <p>A board member advised the Board of her recent experience at the ED at the Hospital where she experienced the extraordinary pressure which the Department is operating under. DS advised the Board that the governance in respect of the ED out of hours is being reviewed at present with particular attention given to communications and monitoring of patients while waiting in the department. It was agreed to bring the outcome of this review back to the Board in due course.</p>	ALyn
18.05.06	Chairman’s Update	The Chairman advised the board in respect of the 20 th Anniversary celebrations at the Hospital with a staff lunch,	

		<p>staff awards, and a charity cycle which were all very successful events.</p> <p>LD also advised the Board in respect of the following matters:</p> <ol style="list-style-type: none"> 1. Board membership and the ongoing external Board review with expected output in October 2018. 2. Correspondence to the Department of Health seeking a follow up meeting. 3. An update on the Children’s Health Bill which has been approved by cabinet to proceed through the Dail stages. 4. An update on the Independent Review Group. 5. Progress in respect of the Board workplan for 2018. LD and DS will review the workplan and consider plans for a Board Away Day and if necessary revert to the Board. 	LD/DS
18.05.07	<p>Regular updates Nominations Committee update</p> <p>CHG Sub Group & Review of the Legal and operational implications of the ‘demerger of the NCH’</p> <p>Finance committee update</p>	<p>LD provided the Board with a verbal update in respect of items being managed by the Nominations committee in recent weeks. These matters will be discussed under agenda item 5.1.</p> <p>JKie advised that the CHG Sub Group are meeting on 25th July 2018. JKie also advised of the Government’s approval to publish the Children’s Health Bill 2018 an important step on the road to making the new Children’s Hospital a reality. It was noted that the enactment date to create the new legal entity is 1st January 2019. JKie advised the Board that discussions in respect of the Business Transfer Agreement are ongoing. A more comprehensive report will be provided to the Board at the September meeting.</p> <p>Minutes of the Finance committee teleconference of 20th June 2018 were circulated in advance of the meeting and taken as read. JKie advised the Board with regard to discussions at this teleconference, the main item being a revised proposal for the Tallaght Cross West Day Case Offsite Surgical Unit.</p> <p>DC provided a background and further verbal update and advised that at a meeting of the Finance Committee of the Board 14th March 2018 the Hospital put forward a proposal to relocate Day Surgery off site. The Finance Committee endorsed the proposal and recommended it be brought for Hospital Board Approval. At a meeting of the Hospital Board on the 26th March 2018 the proposal was approved. Due to changes to the capital costs that came to light in April there was a requirement to bring the proposal back to the Finance committee to endorse the revised proposal.</p> <p>Having discussed these matters in detail, the committee formally endorsed the revised costs proposal and recommended to the Hospital Board for consideration and approval at the Board meeting on 23rd July 2018.</p> <p>The Board discussed this matter in detail and endorsed the Finance committee recommendation and approved the revised proposal in respect of Tallaght Cross West Day Case Offsite</p>	

	<p>Staff & Organisation Development committee update</p> <p>Quality, Safety & Risk Management committee update</p> <p>Audit committee update</p>	<p>Surgery. DS advised the Board of the significance of developing a robust project management structure to deal with any operational issues as they arise into the future regarding this matter. This was proposed by JKie and seconded by DAS.</p> <p>Minutes of the Staff and Organisation Development committee meeting which took place on 9th May 2018 were circulated in advance of the meeting and taken as read. DAS advised the Board that the committee is dealing with some HR matters at present. He also advised that SL will provide an update in respect of Public / Private Healthcare under Board agenda item 6.3.</p> <p>Minutes of the meeting held on 7th June 2018 were circulated in advance of the meeting and taken as read. MHS advised that there are no further matters for noting in this regard.</p> <p>Minutes of the meeting which took place on 20th June 2018 were circulated in advance of the meeting and taken as read.</p> <p>Concerns in respect of Order Comms was raised at the committee meeting and LD advised that this matter will be addressed under Board agenda item 6.1 when the Director of ICT will present to the Board.</p>	
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18.05.08	Integrated Management Report	<p>CEO Report</p> <p>DS provided an update to the Board in respect of Capital development plans in line with TH’s Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. The SIMMS Building. 2. ICU 12 bed extension. 3. New Renal Development. 4. New National Children’s Hospital. 5. Proposed offsite Surgical Daycare unit at Tallaght Cross West. 6. Proposed relocation of the CRY Unit at Tallaght Cross West. 7. Development of Primary Care Diagnostic centre at Tallaght Cross. 8. Tymon North HSE Community 100 bedded Development 9. Proposed 6 floor development 10. Redevelopment front entrance of site and building. <p>LN provided a Performance overview to the Board in line with TH’s Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. Operations. 2. Quality Safety and Risk Management. 3. Finance. 4. Human Resources. <p>It was agreed that JK will review Hip Fracture data and revert to the Board with an assessment of current trends regarding ED admission rates.</p> <p>Medical Board Report</p> <p>In the absence of the Chair of the Medical Board to provide an update, this matter was deferred to the next meeting of the Board.</p> <p>LD advised the Board that the September meeting will be the last engagement SNiB will have with the Board in her current role as Chair of the Medical Board. LD thanked SNiB for her fantastic support to the Hospital Board throughout her tenure.</p>	JK
18.05.09	Board committee appointments	<p>A briefing paper which proposed a number of amendments to the membership of Board Committees was circulated in advance of the meeting and taken as read.</p> <p>These proposals reflect the recent appointments to the Board and have been endorsed by the Nominations committee.</p> <p>The Board approved the proposal and agreed that the Chairs of the relevant committees make the arrangements for the necessary committee induction programmes.</p> <p>This was proposed by JKie and seconded by MHS.</p>	
18.05.10	Revised proposal Re: Tallaght Cross West Day Surgery Initiative	<p>This agenda item was covered earlier in the meeting under item 3.3 Finance committee update.</p>	

18.05.11	Contracts	<p>A briefing paper in respect of Contracts for approval by the Board was circulated in advance of the meeting and taken as read.</p> <p>Following discussion the Board approved the relevant contracts. Proposed by DAS and seconded by AL.</p>	
18.05.12	TUH Quality Report for 2017	<p>As agreed earlier in the meeting this matter is deferred to the next meeting of the Board.</p>	
18.05.13	Application of the Corporate Seal	<p>The Board approved the application of the Corporate Seal to documentation in respect of Tallaght University Hospital Foundation. Proposed by DAS and seconded by KM.</p>	
18.05.14	Approval of Bank Overdraft facility and Demand Loan	<p>Briefing papers in respect of the Bank Overdraft facility and the Demand Loan along with accompanying documentation were circulated in advance of the meeting and taken as read.</p> <p>Both the Bank Overdraft facility and the Demand Loan were approved by the board proposed by DP and seconded by DAS.</p>	
18.05.15	ICT Digital Enabled Care	<p>LD welcomed Mr. David Wall, Director of ICT to the meeting.</p> <p>A presentation in respect of this matter was circulated in advance of the meeting.</p> <p>DW updated the Board in respect of progress made to date regarding projects and initiatives identified previously.</p> <p>The Board were requested to consider the risks which were identified in the presentation and LD advised that a decision will need to be taken in this regard in the close future.</p> <p>It was agreed that given the significant risk posed by the Order Comms System and the Medical Records System the Board requested management to revert, no later than quarter four with a strategic recommendation aimed at addressing the existing risk.</p> <p>LD thanked DW for a very informative presentation. DW left the meeting at this time.</p>	DS/DW
18.05.16	Hospital Re-Branding Project	<p>LD welcomed Ms. Sandra McCarthy, Head of Learning and Development to the meeting.</p> <p>SMcC gave a presentation in respect of the Hospital Rebranding Project and the progress made to date in this regard.</p> <p>LD thanked Sandra for an excellent presentation and a very successful project.</p> <p>SMcC left the meeting at this time.</p>	
18.05.17	HR briefing paper regarding Public / Private Healthcare	<p>A briefing paper providing a written update of the work being overseen by the Staff & Organisation Development committee in respect of measuring performance regarding consultant contract compliance was circulated in advance of the meeting and taken as read. SL gave a further verbal update in this regard. The board discussed this matter.</p>	

18.05.18	Briefing paper regarding the QSRM Annual Report	A QSRM Annual Report from the committee was circulated in advance of the meeting and taken as read. LD thanked MHS for a very thorough report from the committee.	
18.05.19	Annual Report 2017	Copies of the Annual Report 2017 were provided at the meeting. LD thanked LN for all the work involved in this regard.	
18.05.20	Outsourcing and Clinical Risk Management	This item is deferred to the next meeting of the Board.	
18.05.21	AOB	There was no further business to conduct and this concluded the business of the meeting.	
18.05.22	Next Meeting	24 th September 2018 at the Robert Graves Postgraduate Centre.	

Apologies to Ms. Madeline O'Neill, Board Secretary on 4143845/ Madeline.oneill@amnch.ie