



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght University Hospital
21st January 2019
07:30-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
Dr. Jim Kiely (JKie)
Ms. Anna Lee (AL)
Mrs. Mairead Shields (MHS)
Prof. Patricia Barker (PB)
Mr. Mark Varian (MV)
Prof. Kathy Monks (KM)
Mr. Edward Fleming (EF)

In attendance:

Ms. Lucy Nugent (LN)
Mr. Dermot Carter (DC)
Ms. Aine Lynch (ALyn)
Mr. John Kelly (JK)
Prof. Paul Ridgway (PR)
Mr. John Quinlan (JQ)
Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Dr. Anne-Marie Brady (AMB)
Archdeacon David Pierpoint (DP)
Mr. David Seaman (DAS)
Dr. Catherine Wall (CW)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
19.01.01	Apologies	<p>Apologies were noted.</p> <p>LD congratulated Ms. Lucy Nugent on her appointment to the role of Chief Executive Officer at the Hospital and welcomed Lucy to her first meeting of the Hospital Board in this new capacity.</p> <p>LD welcomed Mr. Edward Fleming to the meeting, and thanked him for agreeing to serve on TUH Board.</p> <p>LD advised the Board that Dr. Jim Kiely is stepping down from the Board from today and LD thanked Dr. Kiely for his help, support and commitment during his tenure as Board member and Vice Chair of the Board.</p>	
19.01.02	Patient's Story	<p>Alyn advised the Board in respect of an email received by patient advocacy from a family member of a patient at the Hospital. The family member thanked all the staff at the Hospital who cared for their parent and acknowledged the kindness and professionalism shown by all staff members.</p> <p>The learning from this is the impact that each gesture from the team has on a patient/family who are worried, anxious and uncertain in a strange environment.</p> <p>Alyn advised the Board in respect of a matter which came to attention after a patient had a scheduled appointment at an</p>	

		<p>outpatient clinic and the consultation was documented in the incorrect patient's healthcare record.</p> <p>When the error was identified the Consultant telephoned the patient and apologised. A new appointment was offered. The patient confirmed that this was unnecessary.</p> <p>As a result of this error it is recommended that further education for doctors on using robust identification process when assessing patients in a busy Outpatient Department. A reminder to OPD receptionists and nursing staff to observe patients with long waiting times to avoid the risk of errors was also noted.</p>	
19.01.03	New Declarations of Interest	<p>There were no new declarations of interest made.</p> <p>LD reminded Board members of their obligations under the Ethics in Public Office Acts and encouraged everyone to return the completed forms to the Board Secretary.</p>	
19.01.04	Minutes of Previous Meeting	<p>Minutes of the meeting held on 22nd October 2018 which were circulated in advance of the meeting were approved for signing.</p> <p>Minutes of the meeting held on 19th December 2018 which were circulated in advance of the meeting were approved for signing.</p>	
19.01.05	Issues Log	The issues log was reviewed and noted.	
19.01.06	Chairman's Update	<p>LD advised that the final report from Mr. David Duffy in respect of the Board Evaluation was circulated in advance of the meeting.</p> <p>LD also advised that correspondence has been received from the three Foundations giving their consent to the proposed changes to the Hospital Charter. These correspondence are available upon request.</p> <p>LD informed the Board that Mr. David Seaman, having been nominated by the President of the Hospital, is re-appointed to the Hospital Board by the Minister for a further three year term.</p>	
19.01.07	<p>Regular updates</p> <p>Nominations Committee update</p> <p>CHG Sub Group</p>	<p>LD advised that Mr. David Duffy has been asked to carry out an evaluation of the Nominations committee and to have a fresh look at the efficiency and effectiveness of the committee since it was established. The proposal in this regard will be circulated to the Board.</p> <p>A briefing paper to provide an update to the Board on the commencement of the Children's Health Act 2018 and the transitional operational changes now in place between TUH and CHI was circulated in advance of the meeting.</p> <p>LN provided an update in respect of:</p> <ol style="list-style-type: none"> 1. Commencement. 2. Hospital Charter. 3. Service Level Arrangement. 4. Information Governance. 5. Governance and Transition structures. <p>LN advised the Board that the original work of the CHG Sub</p>	LD

	<p>Finance committee update</p> <p>Staff & Organisation Development committee update</p> <p>Quality, Safety & Risk Management committee update</p> <p>Audit committee update</p>	<p>Group, which was to ensure the Hospital met all its legal responsibilities of the demerger whilst ensuring the continuity and delivery of safe patient care up to commencement has been achieved. It is therefore proposed to disband this subgroup and any further updates in relation to Children’s Health Ireland will be provided via the CEO Report. The Board agreed with this approach.</p> <p>JKie advised that the Finance committee has not met since the last meeting of the Board. A Finance update will be provided by the Director of Finance in the Integrated Management Report which will feature later on the agenda.</p> <p>KM advised the Board that the SODC are dealing with ongoing matters and the meeting which was arranged to take place on 30th January 2019 has been re-scheduled to take place on 27th February 2019 due to the INMO proposed industrial action.</p> <p>MHS advised that there has not been a meeting of the committee since the last meeting of the Board. A meeting which was due to take place on 14th February 2019 has been postponed due to the INMO proposed industrial action.</p> <p>Minutes of the joint meeting of the Audit committee and the QSRM Board committee which took place on 13th December 2018 will be circulated in due course. It was noted that the Internal Audit Plan for 2019 was discussed at this joint meeting. PB advised that an assessment was carried out on the Workplan for the committee for 2018 and all matters which were planned to be completed have been completed.</p> <p>PB also advised that the committee reviewed the Charter for the committee and it will be included on the Board agenda for the March 2019 meeting.</p> <p>PB advised that Mr. David Duffy was asked to carry out an evaluation of the Audit committee. The final report in this regard will be brought to the Board in due course.</p>	<p>PB</p> <p>PB</p>
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<p>19.01.08</p>	<p>Integrated Management Report</p>	<p>CEO Report</p> <p>An Integrated Management Report was circulated in advance of the meeting and taken as read. It was noted that due to the commencement of the Children’s Health Act 2018 this is the last IMR to include Paediatric data.</p> <p>LN 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. National Children’s Hospital/CHI. 5. Development of Surgical Daycare unit at Tallaght Cross West (B2/3/15/16). 6. Development of the CRY Unit at Tallaght Cross West (B14). 7. Development of Primary Care Diagnostic centre at Tallaght Cross. 8. 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. It was noted that the Director of Nursing will manage the QSRM Directorate while the role of QSRM Director is being filled. 3. Finance. Correspondence from the CEO of the DMHG to the National Director of Acute Operations at the HSE was circulated in Board papers and taken as read. DC provided a briefing to the Board in respect of the assignment of Net Deficit to Voluntary Hospitals. The Board discussed this matter in detail and expressed concern in this regard and agreed to manage this development appropriately. It was noted that this will have a significant effect on the Annual Financial Statements and the Going Concern status of the Hospital. It was also noted that credibility with suppliers will also be undermined in relation to this matter. 4. Human Resources. <p>LN also provided an update in respect of:</p> <ol style="list-style-type: none"> 1. INMO Strike. 2. Communications. 3. EMT Work Plan. 	
<p>19.01.09</p>	<p>Clinical Governance Framework</p>	<p>A briefing paper to propose an approach to develop a Clinical Governance Framework based on the recommendations following the external Board evaluation was circulated in advance of the meeting and taken as read.</p> <p>It was noted that an estimated timeframe to bring a draft Clinical Governance Framework is approximately three months</p>	

		and decision is sought from the Board to approve this proposal. This was proposed by JKie and seconded by PB.	
19.01.10	Application of the Corporate Seal	At its meeting on 19 th December 2018 the Hospital Board endorsed the signing of a letter of representation in respect of Pre-CAR process. The Hospital Board is asked to approve the application of the Corporate Seal to this letter of representation. This was proposed by AL and seconded by KM.	
19.01.11	TUH Bank Business	A decision and information briefing in respect of TUH Bank Business was circulated in advance of the meeting. This was proposed by EF and seconded by JKie.	
19.01.12	Board Workplan	A proposed Board Workplan for 2019 was circulated in advance of the meeting. Board members are asked to consider the Board Workplan and provide any feedback or suggestions to the Board Secretary. It was agreed to consider some extra special meetings of the Board to discuss the Corporate Strategy and other related matters.	
19.01.13	QSRM Directorate Reconfiguration	A briefing paper advising the Board in respect of a reconfiguration of the QSRM Directorate following a review by the CEO and consultation with the QSRM Board committee Chair, the Medical Board and other Hospitals, was circulated in advance of the meeting. It was agreed to proceed in accordance with the recommendation outlined in the briefing paper.	
19.01.14	Medical Board Report	JQ provided an update from the Medical Board and advised that he will meet with the CEO every month in his capacity as Chair of the Medical Board.	
19.01.15	AOB	LD, on behalf of the Board, thanked JKie for all his support and assistance during his tenure on the Hospital Board and the Finance committee. There was no further business to conduct and this concluded the business of the meeting.	
19.01.16	Next Meeting	25 th March 2019 at the Robert Graves Postgraduate Centre.	

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