An Roinn Sláinte
Department of Health

Independent Patient Safety Council (IPSC)

Minutes of Meeting 9

Date	3pm to 5pm, Thursday 27 June 2024
Location	Hosted by the Department of Health, Miesian Plaza, Dublin 2 via MS teams
Chair	Ms Noeline Blackwell (NB)
Members in Attendance	Ms Angela Fitzgerald, Executive Officer, Health Information and Quality Authority (HIQA) (AF) Prof Eva Doherty, Director of the Human Factors and Patient Safety training, RCSI (ED) Dr Suzette Woodward, Patient Safety Specialist, Visiting Professor, Imperial College London (SW) Dr Cathal O'Keeffe, Head of Clinical Risk, State Claims Agency (SCA) (COK) Mr Brian Fitzgerald, CEO, St Vincent's Private Hospital (BF) Ms Georgina Cruise, National Manager, Patient Advocacy Service (GC) Mr Tiberius Pereira, Patients for patient safety (TP) Ms Brigid Doherty, Patient representative (BD)
Apologies	Ms Niamh Muldoon, CEO/Registrar of the Veterinary Council of Ireland (NM) Dr Orla Healy, National Clinical Director for Quality and Patient Safety, HSE Mr Martin O'Halloran, former CEO, Health and Safety Authority Ms Peggy Maguire, Director General of the European Institute of Women's Health Prof Charles Normand, Emeritus Professor at the University of Dublin, Trinity College (CN)
In attendance	Mr Maurice O'Donnell, Principal Officer, Patient Safety and Advocacy Policy, NPSO (MOD) Ms. Róisín Cunniffe, Assistant Principal Officer, Patient Safety and Advocacy Policy, NPSO (RC) (Secretary) Mr Arnel Kidpalos, Policy Officer, Patient Safety and Advocacy Policy, NPSO (AK) Mr. Ciarán Cullen, Assistant Principal Officer, Patient Safety and Advocacy Policy, NPSO, (CC) Ms Sarah Treleaven, Principal Officer, Sláintecare, DoH (ST) [only item 2]

Welcome, introductions and apologies.

The Chair welcomed all the members to the 9th meeting of the Independent Patient Safety Council (IPSC) which was held via Microsoft Teams.

Apologies were noted for Ms Peggy Maguire, Prof Charles Normand, Mr. Martin O'Halloran, Ms Niamh Muldoon and Dr Orla Healy. It was also noted that Mr Gerry Fitzpatrick recently contacted the Chair expressing his wishes to step down from the Council. The chair thanked him for his service on the IPSC on behalf of the council. The chair welcomed two new members to the council, Ms Georgina Cruise, National Manager, Patient Advocacy Service and Mr Tiberius Pereira, Patients for Patient Safety.

NB checked there were no conflict of interest from any member or attendee, and this was confirmed.

1. Approval of minutes and agenda, date for next meeting

The agenda was agreed. The chair took the minutes of meeting 8 as being read and the minutes were approved and adopted (proposed COK, seconded BF). The Chair suggested agreement on the next meeting would be reserved for AOB at the end of meeting.

Action 1: Publish approved minutes.

2. Sláintecare presentation- HSE Regionalisation

A presentation was provided to council from Ms Sarah Treleaven, Principal Officer, Sláintecare, regarding the ongoing restructuring [regionalisation] of the HSE. The presentation provided would be circulated to council members following the meeting.

Council members had a number of questions regarding the process of regionalisation, in particular relating to the accountability structures, preserving what works well in the current structures, how patient and service user in push will be incorporated and how patient will be enabled to influence the restructuring.

ST outlined the elements of the proposed new structures that would address the Council's concerns, also ST highlighted the importance off process and culture change in the context of the effective restructuring . It was also indicated that there would be a process of evaluation after five years.

Council were also asked to consider nomination of a person to the health regions advisory group. The chair asked council members if they were happy to proceed with such a nomination, it was indicated that they would, and the secretariat are to progress this with Council. SW suggested that the Council's Ways of working document may be useful to share with the HSE for consideration as part of this restructuring process.

Action 2: Sláintecare Presentation to be circulated to Council following the meeting.
Action 3: NPSO to engage with Council regarding nomination to the health regions advisory group.
Action 4: Secretariat to share Council's Ways of Working with HSE.

3. Terms of Office Proposal including Governance background and
4. Terms of office draw

A terms of office proposal had been circulated to council members ahead of the meeting (including the relevant background government documents). This proposal regarding the terms of office had been agreed by Council and a random draw was conducted by a member of the NPSO(AK).

Action 5: Results of draw to be circulated to council.

5. Update on Policy Framework for Open Disclosure in healthcare: Implementation

MOD updated council members on the ongoing implementation of the National Open Disclosure Framework which provides a unified and consistent approach to open disclosure right across the health sector. The following implementation steps and key dates were highlighted to council:

- engagement with service providers (HSE and private), Service regulators (HIQA/MHC), professional regulators and educators,
- Webinars including by HSE OD Office,
- Next engagement – NMBI conference, further webinars planned.
- April 2025 reporting requirement for all stakeholders.
- Aggregated report will be published.
- Autumn 2024 – Guidance and templates to be issued to stakeholders. Kept simple –minimal administrative burden,
- Self-reporting/light touch regulation but will monitor as it progresses.

6. Patient Safety Act (2023): Update

MOD provided a brief update on the Patient Safety (Notifiable Incidents and Open Disclosure) Act 2023 which was enacted in May last year. The Act provides for the mandatory notification and open disclosure of a list of serious incidents. It also provides for mandatory open disclosure of patient requested reviews of cancer screening as well as extending the remit of HIQA to private hospitals, provisions in relation to clinical audit and provision of a new power for the chief inspector of social services to investigate serious patient safety incidents in nursing homes.

Next steps regarding the act were highlighted;

- Enacted in May 2023. Planned to be commenced 12 months later. However, this has been delayed, due to a -
- minor drafting error. Amendment has passed through the Dáil and will be in the Seanad next week.
- HSE OD training (eLearning) training not yet available, commencement expected in September 2024.
- New NIMS Module to facilitate implementation has been signed off by all stakeholders.
- Guidance to be issued prior to commencement.
- Adv notice of Commencement date will be given with as much notice as possible.

COK inquired regarding the burden of reporting for smaller organisations, MOD responded indicating that this would be considered in the context of the guidance.

7. Council Membership Vacancies

The three vacancies currently existing on council were detailed-two healthcare staff and one patient representative. Council members were asked to consider suitable nominations and to forward these to the NPSO, who would liaise with the minister, as he is ultimately responsible for appointments to the IPSC. A number of possibilities around membership were discussed. The importance of community representation perhaps from GP, pharmacy etc was mentioned.

Action 6: Council members to forward suggestions and NPSO to progress.

8. Annual report 2023 and Work programme 2024

The annual report of the IPSC for 2023 and the work programme for 2024 were provided to council for their information.

A number of minor amendments required to the annual report ahead of publishing on the website were highlighted by Council, updated Bios for a number of members were also requested.

Action 7; NPSO to correct annual report and membership Bios on updating website.

9. AOB and Close

The Chair asked if there were any comments or questions from Council members on the governance documents including the terms of reference, as previously circulated, or if Council wished for a specific meeting to engage on these [this had been previously suggested but due to councilmember availability it had not been possible]. Council members did not indicate an appetite for further discussion on this, so the chair took these elements as agreed.

The Council had been provided with the next element of research in the complaints and incidents policy work *[A Stakeholder Consultation on clinical complaints policy in Ireland- Final report to the Department of Health- RCSI].* Some discussion took place regarding the importance of particular stakeholders in this research process, ED indicated that the stakeholders cited had been appropriately involved. Council will be updated on this work at the next meeting.

The Chair suggested that the Council meet again, once or twice later in the year.

Action 8: Council will be updated on the complaints and incidents policy work at the next meeting.

Action 9: Next meeting to be scheduled.

The Chair thanked all for their contribution and closed the meeting at 5pm.
No other matters were raised.

Table of Actions in Progress – 8 November 2023

	Action	Responsible	Date assigned	Due Date	Status
	Action 1: Publish approved minutes.	Chair, RC	November 2023	November 2023	Complete
	Action 2: Report to be finalised, circulated to Council, and approved.	MMcK, RC	November 2023	November 2023	Complete
	Action 3: Terms of office to be considered, proposal circulated, and terms agreed at next meeting.	Council, NPSO	November 2023	Q1 2024	Complete
	Action 4: NPSO to circulate patient representative flyer to HSE Patient Forum for EOI to join the Council.	RC, NPSO	November 2023	December 2023	Complete
	Action 5: Future Workstreams to be considered including re-engaging with Sláintecare on HSE Health Regions.	RC, NPSO	November 2023	Q1 2024	Complete
	Action 6: Next meeting to be scheduled.	RC	November 2023	Q1 2024	Complete

Table of Actions in Progress – 27 June 202

	Action	Responsible	Date assigned	Due date	Status
	Action 1: Publish approved minutes.	Chair, RC	June 2024	July 2024	Ongoing
	Action 2: Sláintecare Presentation to be circulated to Council.	RC	June 2024	July 2024	Ongoing
	Action 3: NPSO to engage with Council regarding nomination to the health regions advisory group.	Council, NPSO	June 2024	Q3 2024	Ongoing
	Action 4: Secretariat to share Council's Ways of Working with HSE.	RC, NPSO	June 2024	July 2024	Ongoing
	Action 5: Results of draw to be circulated to Council.	RC, NPSO			
	Action 6: Council members to forward suggestions and NPSO to progress.	Council, NPSO	June 2024	Q3/Q4 2024	Ongoing
	Action 7; NPSO to correct annual report and membership Bios on updating website.	RC, NPSO	June 2024	Q3 2024	Ongoing
	Action 8: Council will be updated on the complaints and incidents policy work at the next meeting.	RC, NPSO	June 2024	Q3/Q4 2024	Ongoing
	Action 9: Next meeting to be scheduled.	RC, Chair	June 2024	Q3/Q4 2024	Ongoing