An Roinn Sláinte
Department of Health

Independent Patient Safety Council (IPSC) – MICROSOFT TEAMS

Minutes of Meeting 4

Date	2.30pm to 5pm, Tuesday 27th April 2021 (microsoft teams)
Location	Hosted on microsoft teams by Department of Health, Miesian Plaza, Dublin 2
Chair	Ms Noeline Blackwell, CEO, Dublin Rape Crisis Centre
Members in Attendance	Dr Philip Crowley, National Director, Quality Improvement Director, Health Service Executive (HSE) Ms Brigid Doherty, patient/public voice Mr Brian Fitzgerald, Deputy CEO, Beacon Hospital Prof Gerry Fitzpatrick, Anaesthesia and Intensive Care Consultant, Tallaght Hospital (retired) Dr Una Geary, Director for Quality and Safety Improvement, St. James's Hospital Ms Peggy Maguire, Director General of the European Institute of Women's Health Prof Charles Normand, Edward Kennedy Professor of Health Policy and Management at the University of Dublin, Trinity College Mr Martin O'Halloran, former CEO, Health and Safety Authority Dr Cathal O'Keeffe, Head of Clinical Risk, State Claims Agency (SCA) Dr Brian Place, patient/public voice Mr Phelim Quinn, Chief Executive Officer, Health Information and Quality Authority (HIQA) Dr Suzette Woodward, Patient Safety Specialist, Visiting Professor, Imperial College London
Apologies	Assoc Prof Paul D'Alton, UCD School of Psychology and Head of Psychology, St. Vincent's University Hospital Ms Niamh Muldoon, CEO/Registrar of the Veterinary Council of Ireland
In attendance	Ms Marita Kinsella, Director, National Patient Safety Office (NPSO) Ms Ciara Norton, (Secretary), Policy Officer, Patient Safety and Advocacy Policy, NPSO Mr Maurice O'Donnell, Principal Officer, Patient Safety and Advocacy Policy, NPSO Ms Orla Barry, Policy Officer, Patient Safety and Advocacy Policy, NPSO Mr Stephen Dredge, Administrative Officer, Patient Safety and Advocacy Policy, NPSO For item 4 only, iNAP facilitated workshop: Ms Josephine Galway Dr Eimear Brannigan Ms Laura Dooley Ms Rosarie Lynch Ms Orla Ebbs Ms Lillian Newell Ms Sarah Delaney Ms Shirley Keane Ms Marie Philbin

1. Welcome, introductions and apologies

The Chair welcomed all the members to the fourth meeting of the Independent Patient Safety Council which was held via Microsoft Teams. The chair acknowledged the exceptional pressures on people's time during the COVID pandemic and thanked all the Council for their commitment.

Apologies were noted for Assoc Prof Paul D'Alton and Ms Niamh Muldoon. Members who could not attend had been invited to submit comments to the Chair in advance.

2. Approval of minutes, update of actions from November 2020, date for next meeting and date of NPSO conference 2021

The minutes for the meeting of 4th November 2020 were proposed by BP, seconded by PQ and were approved and adopted.

The activities of the IPSC for 2020 as detailed in the document "Activities of the Council July to Nov 2020" had been previously and this was noted by the Council. RL informed the Council to keep the date of the NPSO Patient Safety Conference in their diary of 21st October 2021. NB checked there was no conflict of interest from any member or attendee and this was confirmed. NB asked that conflict of interest is a standing item on the agenda.

Action 1: Publish approved minutes.
Action 2: Put conflict of interest as a standing item on the agenda.

3. Development of objectives for the Independent Patient Safety Council

NB acknowledged that the agreed principles of the Council could be supported by objectives to deliver the Council's work programme. A small subgroup met to consider these objectives – NB, PQ, GF and MOH. PQ gave a summary of the discussion which concluded that objectives and a vision statement could be formed to provide a shared understanding within the resources available. PQ agreed to circulate a template to gather the views of the Council.

4. **Work Programme 2021 items – iNAP2 facilitated Workshop; introductions & warm up exercise** RL provided the Council with a summary of the background to the development of important cross-departmental policy: Ireland's second National Action Plan on Antimicrobial Resistance 2021-2025, which is called iNAP 2. Dr Eimear Brannigan, Consultant ID Physician with AMRIC (antimicrobial resistance and infection control) division of the HSE provided a short presentation. RL then introduced the Antimicrobial Resistance and Infection Control personnel of the National Patient Safety Office and the HSE to facilitate the workshop and the Council participated via discussion in breakout groups.

Each group then presented the key points of the breakout groups to the wider Council. This collated information will inform the progression of iNAP2, in collaboration with the HSE, Department of Agriculture, Food and the Marine, and other stakeholders.

INAP2 will be published Autumn/Winter 2021.

5. **Work Programme 2021 items - Complaints and Incidents policy paper** MMcG gave a summary of the proposal to review complaints and incidents policy. Council are being asked to make recommendations on principles and cultural norms that will under pin policy development. The Council noted some considerations – for example, consider also looking at systems and processes; explain why complaints and incidents are together and the rationale to consider clinical complaints only; the need to tease out what we mean by culture and to consider the other issues that influence how incidents and complaints are managed such as skills, expertise, severity of complaint and staff issues; and recognise that various cultures exist geographically and in different

grade groups across the health services. SW offered to share the revised serious incidents policy developed in the UK. MMcG welcomed the comments and will consider all the feedback of the Council and provide an update at the next meeting. NB requested that any document requesting Council feedback can be shared and updated as a single document to allow other members to see comments.

Action 3: MMcG to update Council on proposal

6. Progress Report on Policy Framework for Open Disclosure in Healthcare

MO'D gave the Council a brief update on progress on the development of the Open Disclosure framework. **Action 4**: NPSO to update the Council on Policy Framework for Open Disclosure in Healthcare

7. Draft Annual Report 2020

The Council adopted the draft annual report with no changes proposed.

Action 5: Annual report to be published on Department website by NPSO

8. Actions and dates of next meetings

Actions and draft minutes will be circulated to Council. The next meeting will take place in Quarter 4 2021 and members will be contacted to select a date.

Action 6: Next meeting scheduled, minutes and actions circulated

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Department of Health

Table of Actions in Progress

	Action	Responsible	Date assigned	Due Date	Status
	Action 1: Publish approved minutes.	Chair, CN	April 2021	April 2021	Complete
	Action 2: Put conflict of interest as a standing item on the agenda.	CN	April 2021	December 2021	Complete
	Action 3: MMcG to update Council on proposal	MMcG, NPSO	April 2021	December 2021	Ongoing
	Action 4: NPSO to update the Council on Policy Framework for Open Disclosure in Healthcare	M O'D	April 2021	December 2021	Ongoing
	Action 5: Annual report to be published on Department website by NPSO	CN	April 2021	October 2021	Ongoing
	Action 6: Next meeting scheduled, minutes and actions circulated	CN	April 2021	Q4 2021	Ongoing