An Roinn Sláinte
Department of Health

Independent Patient Safety Council (IPSC) - ZOOM

Minutes of Meeting

Date	2.30pm to 5pm, Wednesday 4th November 2020 (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 and Vice President, College of Anaesthesiologists of Ireland Ms Niamh Muldoon, CEO/Registrar of the Veterinary Council of Ireland 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 Dr Una Geary, Director for Quality and Safety Improvement, St. James's Hospital Ms Kerrie Leonard, patient/public voice Ms Peggy Maguire, Director General of the European Institute of Women's Health
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 Catherine Bannon, Principal Officer, NPSO (item 5) Ms Vanya Sargent, Crowe Consultants, for item 3 only Mr Shane McQuillan, Crowe Consultants, for item 3 only Dr Gabriel Scally, Crowe Consultants, for item 3 only

1. Welcome, introductions and apologies

The Chair welcomed all the members to the third 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.

Dr Philip Crowley was welcomed to his first meeting of the Council, appointed by the Minister. Dr Crowley fills the vacancy due to Dr Colm Henry stepping down as he was not able to give the role sufficient time due to other commitments arising from the COVID pandemic.

Apologies were noted for Assoc Prof Paul D'Alton, Dr Una Geary, Ms Kerrie Leonard and Ms Peggy Maguire. Members who could not attend had been invited to submit comments to the Chair in advance.

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2. Approval of minutes, update of actions from July 2020 and the activities of the Council and actions arising

The minutes for the meeting of 15th July 2020 were proposed by BP, seconded by PQ and were approved and adopted.
The activities of the IPSC since the last meeting as detailed in the document "Activities of the Council July to Nov 2020" were noted and the Council accepted them as read.

Action 24: Publish approved minutes.

3. Approval of Principles of the Independent Patient Safety Council

The Principles document for the Council had been circulated before the meeting. Members had been invited to join a meeting with SW and NB in September 2020 to prepare the final draft on principles for sign off at this meeting. It was noted that the principles will guide the work of the Council. There was some discussion about how the Council could apply these principles to add value to its work, for example, what does high value look like, how to promote a culture of safety that includes psychological safety, how to emphasise the importance of implementation, how to take learning from sectors outside healthcare. It was recommended that these questions could be developed out through high level objectives. It had been agreed at the previous meeting that the patient safety principles needed to be connected to the high-level objectives of the Council while also accounting for the implementation landscape. PQ met with NB in September 2020 to discuss an approach to developing objectives for the IPSC. NB asked PQ to look at a pathway of linking these two which could be done as a meeting of a subgroup from the Council in 2021. Following a short discussion, the Principles were proposed by BP and seconded by PC for approval and adoption.

Action 25: Publish Guiding Principles of the Council.
Action 26: Subgroup to meet in 2021 to develop high level objectives for the Council

4. Independent Patient Safety Council Project on Open Disclosure in Healthcare Policy

NB introduced Crowe Consultants who attended for this item on the agenda. NB reminded the Council of progress to date on this project and what is required from the Council. Crowe will note the feedback and comments of the members at this meeting and will provide a secure share file location to all members where draft documents can be shared securely and comments made by members. A final recommendations document for discussion and agreement of the Council. NB requested an additional single item meeting for this topic on 7th December in order to finalise recommendations to the Minister on a national framework for open disclosure in healthcare by the end of 2020, to which members agreed.

Crowe presented an update paper on the results of their research and public and stakeholder consultation and have laid out what a model open disclosure framework looks like. Crowe explained the framework is a model and is merely presented for the purpose showing what a framework can look like and to generate discussion on what could be included, the content is sample only.

Crowe then asked the Council to consider; is the right emphasis given to various areas, is the update as expected, what should or should not be included, does the Council need more to inform their consideration of recommendations?

Discussion followed and Crowe took note of all the comments made. These will be considered for the draft recommendations that will be available for viewing and comments on the secure share file prior to the single item meeting of the Council on 7th December.

The Council agreed that the framework needs to sit at a level above that of the HSE and at a high level to allow for adoption and alignment of approaches across healthcare providers, regulators, educational bodies and other relevant bodies. It was suggested it should aim for a principles and policy direction approach more so than policy

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application and practice. It has the potential to enable the positive of what is already being done and bring about further improvements.

Action 27: Crowe to set up share file location, upload draft documents and send link to members.
Action 28: CN organise single item meeting of the Council for 7th December.

5. Work Programme 2020/1 and 2021 meeting dates

CN gave an update on the draft work programme which was accepted by the Council. MO'D gave an update on the patient representative policy. MO'D acknowledged the comments from the Council's previous meeting and noted that this item is no longer on their work programme.

CB gave a brief update on developments in the 'policy on complaints and investigations' which will be on next year's work programme.

6. Actions and dates of next meetings

Actions and draft minutes will be circulated to Council. The next meeting will take place in Quarter 2 2021 and members will be contacted shortly to select a date.

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Table of Actions in Progress

	Action	Responsible	Date assigned	Due Date	Status
1	**Action 1: NPSO will support the IPSC by engaging with the members that volunteer in developing or contributing to briefs in advance of meetings.**	Chair, CN	January 2020	Ongoing	Ongoing
2	Action 2: NPSO to engage with the Chair in advance of the next meeting on the development of the principles to underpin the work of the Council.	Chair, CN	March 2020	2nd IPSC Meeting for update	Complete
3	Action 3: Update Rules of Procedure and circulate.	CN, Chair	January 2020	March 2020	Circulated to members 5 March 2020 for consideration. Complete
4	Action 4: The IPSC approved the Work Programme for 2020.	Chair, CN	January 2020	2nd IPSC Meeting for update	Work Programme issued to Minister March 2020. Complete
5	Action 5: NPSO to update Open Disclosure tender proposal based on Council feedback and recirculate for sign-off.	CN	January 2020	March 2020	Circulated to members 5 March 2020 for comments by 16th March 2020. Complete
6	Action 6: NPSO to schedule next meeting of Council at a time when the successful tenderer is in place and available to present project overview.	CN	January 2020	March 2020	Complete
7	Action 7: NPSO to review parameters of the research for this policy to include the best evidence for hearing the patient/public voice.	MK, CN	January 2020	2nd IPSC Meeting for update	complete
8	Action 8: Further discussion on complaints and investigations policy to take place at a future meeting of the IPSC.	MK, CN	January 2020	2021	Scheduled for April 2021
9	Action 9: NPSO and Chair IPSC to develop suggestions for informing IPSC on various themes.	Chair, MK, CN	January 2020	2nd IPSC Meeting for update	Incorporated in to discussion on principles
10	Action 10: Publish minutes.	CN	August 2020	2020	complete
11	Action 11: Publish Rules of Procedure.	CN	August 2020	2020	complete

	Action	Responsible	Date assigned	Due Date	Status
12	Action 12: Output from the discussion on principles will be circulated. Members will be invited to join a meeting with SW and NB to prepare the final draft on principles for sign off at the next meeting.	CN NB SW	August 2020	2020	complete
13	Action 13: Council to consider the development of high-level objectives that link to the principles.	NB	August 2020	2021	Scheduled for April 2021
14	Action 14: Output from the discussion on ways of working will be documented and circulated. Members will be invited to join a meeting with SW and NB to discuss finalisation of the document.	CN NB SW	August 2020	2020	complete
15	Action 15: Crowe to assess the confidentiality of data by using the HIQA Privacy Impact Assessment tool.	CN, Crowe	August 2020	2020	complete
16	Action 16: CN gather feedback from Council on the draft list of stakeholders to be consulted; additional items that could be considered for the literature review; and the design and circulation of the consultation survey. Collate with comments from meeting and forward to Crowe.	CN	July 2020		Complete
17	Action 17: Members to advise CN if they wish to attend workshop on questionnaire. Crowe to organise workshop and finalise questionnaire.	CN, Crowe	August 2020		Complete
18	Action 18: CN to provide members with relevant updates on Open Disclosure project.	CN	Ongoing to October 2020		Complete
19	Action 19: NPSO to consider advice of the Council in the development of the selection and payment to patient representative policy and will report progress on this at the next meeting.	MO'D, CN	October 2020	2020	complete
20	Action 20: NPSO present progress report on Complaints and Investigations policy at next meeting.	MO'D	October 2020	2021	Scheduled for April 2021
21	Action 21: NPSO update the Work Programme.	CN	August 2020	2020	complete
22	Action 22: CN arrange meeting date in October.	CN	August 2020	2020	complete
23	Action: 23: CN to seek to rearrange Council's meeting with the Minister in advance of the next meeting.	CN	August 2020	2020	complete
24	Action 24: Publish minutes of 2nd meeting	CN	November 2020	2020	complete