



**Tallaght Hospital Board Meeting**  
**Robert Graves Postgraduate Centre**  
**Tallaght Hospital**  
**29<sup>th</sup> July 2015**  
**17:00-19:30**

**Present:**

**Non-Executive Directors**

Mr. Michael Scanlan, Chairman (MS)  
 Prof. Richard Reilly (RR)  
 Mr. David Seaman (DAS)  
 Ms. Anna Lee (AL)  
 Mr. Liam Dowdall (LD)  
 Archdeacon David Pierpoint (DP)  
 Mrs. Mairéad Shields (MHS)

**Executive Directors**

Mr. David Slevin (DS)  
 Dr. Daragh Fahey (DF)  
 Ms. Lucy Nugent (LN)  
 Ms. Hilary Daly (HD)  
 Mr. Martin Feeley (MF)

**Apologies**

Mr. Andreas McConnell (AMcC)  
 Prof. Patricia Barker (PB)  
 Mr. John O'Connell (JOC)  
 Mr. Dermot Carter (DC)  
 Dr. Siobhán Ní Bhraín (SNiB)  
 Ms. Sarah McMickan (SMcM)

**In Attendance**

Ms. Madeline O' Neill (MO'N) Board Secretary

No.	Agenda Items	Decisions Made	Action By
		<b>Board only time.</b>	
15.07.01	<b>Apologies</b>	Apologies were noted.  MS offered condolences on behalf of the board to HD on her recent family bereavement.	
15.07.02	<b>Patient's Story</b>	HD briefed the board about a letter of thanks from a person who had got lost and ended up at Tallaght Hospital instead of another hospital: the individual was very appreciate of the kindness shown by two staff members who helped her find her way to her correct destination.  HD also briefed the board about correspondence relating to privacy during conversations between medical staff and patients. The particular incident involved a patient with a hearing difficulty. HD explained that efforts were being made to improve the arrangements for such patients.	
15.07.03	<b>New Declarations of Interest</b>	DP advised the board that he is returning to the board of the Rotunda Hospital. There were no other new declarations of interest for noting.	

15.07.04	<b>Minutes of Previous Meeting</b>	Minutes of the meeting held on 24th June 2015 having been circulated in advance of this meeting were approved for signing.	
15.07.05	<b>Issues Log</b>	The issues log was reviewed and accepted.	
15.07.07	<p><b>Regular Updates Chairman's Update</b></p> <p><b>Audit Committee Update</b></p> <p><b>Remuneration &amp; Terms of Service Committee Update</b></p> <p><b>Quality, Safety &amp; Risk Management Committee Update</b></p> <p><b>Governance Committee</b></p> <p><b>Integrated management report and other papers for noting</b></p>	<p>MS updated the board on a number of meetings he had attended including the AGM &amp; EGM earlier that day of the Small World Crèche: the board approved the reappointment of MHS and DP as directors of the company. MS thanked PB for attending a meeting on his behalf on 29<sup>th</sup> July between the HSE and Board Chairs. MS also advised that he and MHS had attended a "launch and learn event" on 22 June 2015 about hospital board involvement in quality care hosted by the HSE and the Mater Hospital; a copy of the documentation will be circulated to the board. MS advised that a 'walkabout' for board members with the Director of Estates is being organised on 30 September from 3.30pm. Board members should contact MO'N if they wish to participate in the walkabout.</p> <p>Minutes of the meeting held on 22nd June 2015 were circulated in advance of the meeting and taken as read. LD advised that the committee is looking at securing another extern member.</p> <p>Minutes of the meeting held on 11th May 2015 were circulated in advance of the meeting and taken as read. DAS advised that the next meeting will be scheduled for early September. There is no further update at present.</p> <p>Minutes of the meeting held on 16<sup>th</sup> April 2015 were circulated in advance of the meeting and taken as read. MHS advised that there is no further update at this time.</p> <p>A recent scheduled meeting of the committee was cancelled and will be rearranged shortly.</p> <p>It was agreed that arrangements be introduced to focus on the work of each board committee in turn at future board meetings.</p> <p>An integrated management report was circulated in advance of the meeting and taken as read. DS and other members of the EMT updated the Board about certain items in the report.</p> <p>DS advised that the NPHDB had confirmed that the design and layout of the Satellite Centre will be amended to reflect the crèche being relocated to a more appropriate location onsite.</p> <p>DS advised that two separate SLA's were signed and returned to the DMHG and the CHG on 30 June 2015 each with a covering letter.</p> <p>DS advised that following interviews held on 15 July 2015 the following appointments have been made: Dr. Eleanor O'Leary, CD Peri-Operative Directorate, Dr. Ciara Martin, CD Paediatric Directorate, and Dr. Michael Jeffers, CD Laboratory</p>	<p><b>MO'N</b></p> <p><b>MO'N</b></p>

		<p>Directorate. Interviews for the Clinical Director in Radiology are scheduled for September. Dr. Catherine Wall, Clinical Director in Medicine, has now been appointed as the Lead Clinical Director. DS thanked the outgoing Clinical Directors for their support and commitment during their tenure.</p> <p>DS also advised that Mr. David Wall has been appointed Director of ICT at the hospital. Mr. Wall commenced this role on 20 July, 2015. Mr. Wall will be invited to present to the board in quarter four.</p> <p>The improvement in hand hygiene compliance rates was welcomed. However the disparity in compliance rates between medical and other, especially nursing, staff was noted. It was agreed to ask the Medical Board for its support in improving compliance rates among medical staff.</p> <p>DS briefed the board on progress achieved in relation to the HSE's revised interim scheduled care access targets for acute hospital inpatient, day case and outpatient services. The board discussed the difficulties which had arisen previously in relation to the outsourcing of outpatient cases and endorsed the steps that had been taken by the hospital on this occasion to avoid a recurrence. DS also briefed the board on the challenges being experienced in relation to outpatient access to radiology services. It was agreed that patient access should be on the agenda for the September board meeting.</p> <p>DS informed the board that the SAP/HR system went live on 22 June 2015 which means the hospital now has a single business platform for both HR and Finance.</p> <p>It was noted that a review of nurse staffing levels arising from the expansion in ED is underway and a recruitment campaign is being expedited on the assumption that some reasonable level of resource investment will be required.</p> <p>DS briefed the board about recent media coverage of certain procurement issues.</p> <p>LN tabled a short "Summary of Service Plan 2016 Submission" and briefed the board on the main priorities in respect of which funding would be required. It was agreed that the Finance Committee (see below) would be briefed on progress.</p>	<p>DS</p> <p>LN</p> <p>LN</p>
<p>15.07.08</p>	<p><b>Bank Overdraft facility</b></p> <p><b>Demand Loan</b></p>	<p>A briefing paper was circulated in advance of the meeting and taken as read. It was noted that the overdraft facility was a standard item each year and HSE sanction had been obtained. MS advised that in accordance with para 4.1.1 of the Governance Manual the Chairman and CEO had already approved this item, having consulted on 16 July 2015 with two board members (LD and MHS). Formal confirmation of this decision was sought and received from the board.</p> <p>A briefing paper was circulated in advance of the meeting and taken as read. It was noted that this is a long-standing loan,</p>	

		dating back to 1999, but the terms are renewed on an annual basis. The board approved the proposal to continue with this loan.	
15.07.09	<b>Exchange Hall Lease Agreement</b>	A briefing paper with accompanying documentation for information was circulated in advance of the meeting and taken as read. The board approved the contract " <i>AMNCH lease agreement Units A-F, Block 2B, Tallaght Dublin 24</i> " as detailed in the briefing paper approved the application of the corporate seal to this lease agreement.	
15.07.10	<b>Establishment of a Finance Committee</b>	A briefing paper prepared by DC proposing the establishment of a Board Finance Committee was circulated in advance of the meeting. The proposal was approved by the board. Two members were appointed immediately (LD and Mr. Edward Fleming) and the membership is to be reviewed again at the September meeting of the board.	<b>MS</b>
15.07.11	<b>Board Effectiveness Review</b>	A paper dealing with the externally facilitated review of board effectiveness, facilitated by Empeira, was circulated in advance of the meeting and discussed in detail. The board agreed to publish the Emperia report and the proposed board statement on the hospital website. It also approved the proposals listed in the paper including revised terms of reference for a Staff & Organisation Development (formerly Remuneration & Terms of Service) Committee. It was also agreed to schedule an annual meeting of the Board Chairman and Committee Chairs.	<b>MO'N</b>
15.07.12	<b>Savings made by contracts approved by board</b>	A paper prepared by DC outlining the savings secured on foot of contracts which had been approved by the board during 2014 was circulated in advance of the meeting and discussed. The board welcomed the approach of a periodic look-back at actual relative to estimated savings.	
15.07.13	<b>Patient Safety Culture Survey</b>	<p>The board discussed a paper prepared by DF outlining the findings of a patient safety culture survey undertaken by the hospital in May 2015. The board welcomed the initiative taken by the hospital in this regard and the improvements which had emerged from it since a previous survey in 2013. It was agreed to (i) share the results of the survey with staff (ii) focus on a small number of areas for further improvement (with the QSRM committee being briefed on same) and (iii) repeat the exercise around the end of 2016.</p> <p>The board also discussed the wider issue of effective engagement with staff and agreed that this would be a specific agenda item at a future board meeting.</p>	<b>DF</b>  <b>MS</b>
15.07.14	<b>HIQA Report on Portlaoise Hospital</b>	An initial review of learning points for Tallaght Hospital from the May 2015 HIQA report on the Midland Regional Hospital Portlaoise was circulated in advance of the meeting and discussed. The board welcomed the proactive approach being taken by the hospital and endorsed the focus on continuous improvement. It was agreed that DF would prepare a further paper for the board describing the specific patient safety/quality	<b>DF</b>

		improvement measures already put in place by the Hospital in recent years and the further specific actions planned in the short term.	
<b>15.07.15</b>	<b>Small World Crèche</b>	A briefing paper dealing with the tender process to secure a third party operator for the crèche was discussed. It was agreed to keep the board advised of developments.	<b>JO'C</b>
<b>10.07.16</b>	<b>AOB</b>	<p>The board was updated by LN on the response to the activation of the major emergency plan process arising from events earlier in the day at Cloverhill Prison.</p> <p>MS formally welcomed CW to the board in her new role as lead clinical director. He thanked MF for his service to the Hospital and wished him well in his new role as Clinical Director with the Dublin Midlands Hospital Group.</p>	
<b>15.05.13</b>	<b>Next Meeting</b>	30 <sup>th</sup> September 2015 at the Robert Graves Postgraduate Centre, Centre for Learning and Development, TH.	

**Apologies** to Ms. Madeline O'Neill, Board Secretary on 4143845/ [Madeline.oneill@amnch.ie](mailto:Madeline.oneill@amnch.ie)