



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
20th May 2019
08:00-10:30

Present:

Board member

Mr. Liam Dowdall (LD)
 Mr. David Seaman (DAS)
 Ms. Anna Lee (AL)
 Mrs. Mairead Shields (MHS)
 Prof. Kathy Monks (KM)
 Mr. Edward Fleming (EF)
 Mr. Mark Varian (MV)
 Dr. Anne-Marie Brady (AMB)
 Archdeacon David Pierpoint (DP)

In attendance:

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

Apologies

Prof. Patricia Barker (PB)
 Dr. Catherine Wall (CW)
 Prof. Paul Ridgway (PR)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
19.04.01	Apologies	Apologies were noted.	
19.04.02	Patient's Story	<p>Alyn advised the Board in respect of an email which was received by info@cervicalcheck on April 29th 2019. It was then forwarded to colleagues in the Colposcopy Unit by the Screening service.</p> <p>The patient provided some feedback on their experience with the Cervical Check Colposcopy Clinic in Tallaght University Hospital. They attended the clinic and was very impressed by the quality of the service. The Nursing Clinical Specialist and her colleague were both professional and supportive throughout the process. It was very refreshing for a clinician to take the time to ensure a patient's understanding of the process.</p> <p>Process: The Assistant Director of Nursing with responsibility for the Colposcopy unit shared the email with the Director of Nursing. The Director of Nursing responded to the email and thanked relevant staff in Colposcopy for the care, compassion and commitment shown to this patient.</p>	

		<p>Learning: A reminder of the importance of effective communication and information sharing to keep patients informed and empowered as part of their healthcare journey. The impact of positive feedback to an area that has been affected by adverse media and a decrease in trust by patients.</p> <p>Alyn advised that a letter was received by the Office of Quality Safety & Risk from Patient X on April 9th 2019. Patient X wished to have the date of her hip replacement procedure to be reviewed. She was in great pain and stated that she had been on a waiting list for 7 years. Patient X recalls the pain starting back as early as 2012 when she received a referral from her GP to Tallaght University Hospital. Patient X was referred to Physiotherapy at that time with little or no relief. Patient X explained how her quality of life, personal and working life, was affected by this ongoing pain and suffering.</p> <p>Process The letter was received into QSRM office on 9th April 2019 and forwarded to the Interim Director of QRSM on 10th April 2019. The correspondence was shared with the Deputy CEO on 10th April 2019 in his capacity as Chief Operations Officer. A review of this case took place.</p> <p>Learning points Communication between disciplines regarding cross-referrals need optimisation i.e., clearly identify when an intervention has not produced the desired outcome and the patient requires the original care plan.</p> <p>The length of time this patient waited should have been visible on NTPF waiting list reports which is held nationally. This report is sent back to hospital every two weeks regularly. The Operations Manager cross references this list for patients who are breaching targets.</p>	
19.04.03	New Declarations of Interest	<p>There were no declarations of interest made.</p> <p>LD reminded Board members of their obligations under the Ethics in Public Office Acts and requested that the remaining outstanding forms are returned to the Board Secretary before the July Board meeting as the timeline for submission to the Standards in Public Office has passed.</p>	
19.04.04	Minutes of Previous Meeting	<p>Minutes of the meeting held on 15th April 2019 were approved for signing subject to one amendment.</p>	
19.04.05	Issues Log	<p>The issues log was reviewed and noted.</p> <p>LD advised that LN will provide a briefing within the CEO update on some items listed on the issues log and that the remaining items are being managed appropriately and are progressing well.</p>	
	AGM Adoption of the Annual Financial Statement for 2018	<p>Adoption of Annual Financial Statements 2018</p> <p>The draft Annual Financial Statements (AFS) for the year ended December 2018 were circulated to the Board in advance of the</p>	

		<p>meeting and taken as read. Also circulated in advance of the meeting were the following:</p> <ol style="list-style-type: none"> 1. Audit Report to the Audit committee 2. Representation letter 3. Analytical review 4. Annual Financial Monitoring Return 5. Going concern briefing note for the Audit committee <p>LD welcomed Mr. Kevin Sheehan and Mr. Thomas Fedigan from Deloitte and Ms. Elaine Duggan and Ms. Eithne Kearney from the Finance Department to the meeting.</p> <p>DC provided a further update to the Board and advised of the Financial position of the Hospital.</p> <p>DC confirmed that there are no significant issues to report to the Board in relation to the AFS.</p> <p>DC advised that the Audit committee met on 3rd April 2019 to discuss the AFS. The AC and the Chair of the Finance committee met 17th April 2019, to discuss the AFS together with the external auditors. It was noted that this is the first time the Finance committee had oversight of the AFS in respect of this process.</p> <p>The matter of Going Concern was discussed by the Board.</p> <p>It was agreed that the application of the Going Concern assumption is the appropriate concept to recommend to the Board. The External Auditors expressed their agreement with this conclusion.</p> <p>Concern was raised in respect of the growing cumulative deficit at the Hospital.</p> <p>AL advised that the AFS have been rigorously screened by the Audit committee, the Finance team and the External Auditors.</p> <p>DC advised that the Audit committee recommend the AFS for 2018 to the Board for approval.</p> <p>Following discussion, the Board adopted the Annual Financial Statements for the year ended December 2018 (proposed by AL and seconded by EF). LD thanked DC and the Finance team, and Deloitte for all their work in this regard. Mr. Sheehan, Mr. Fedigan, Ms. Duggan and Ms. Kearney left the meeting at this time.</p> <p>It was noted that the AFS will be posted to the Hospital website in due course and will be sent to the HSE.</p>	
19.04.06	Chairman's update	<p>LD sincerely congratulated Dr. Anne-Marie Brady who was recently awarded a fellowship of Trinity College Dublin.</p> <p>LD also congratulated Ms. Sharon Larkin, Director of Human Resources on the recent success at the HR Leadership Management Awards. Tallaght University Hospital won the "Overall Excellence in HR" award as well as the "Best Public Sector HR Initiative" for the Walk Ways programme.</p>	

	<p>CEO Update</p>	<p>It was noted that this is an excellent achievement and continues to keep the many successes of Tallaght University Hospital on the National stage.</p> <p>LD advised that documentation in respect of the Voluntary Health Forum was circulated with Board papers by way of an update for Board members.</p> <p>LN advised the Board of a recent unannounced HIQA Inspection at the Hospital. No incidence of non-conformance was highlighted in the verbal feedback to management by the Inspectors.</p> <p>A draft report will be sent to management to provide feedback in the first instance. The draft report will be returned to HIQA who will incorporate the management comments and send back again for further review.</p> <p>LN advised that Ms. Jacinta Nolan Burke, Decontamination Officer at the Hospital, who was on leave on the day of the inspection made arrangements and came to work to meet with the inspectors, such is her commitment to her role and dedication to the Hospital.</p> <p>LN also advised that a contract cleaner who works on one of the wards visited by the Inspectors received a special mention for her commitment and strong work ethic.</p> <p>LN provided an update on:</p> <ol style="list-style-type: none"> 1. The ICU Build 2. Naas Trauma By Pass – It was noted that a repatriation process is now in place with Naas Hospital in this regard 3. Recruitment – COO is due to commence on 29th July 2019 4. Board member Walkaround 5. ED waiting times – ongoing process 6. Clinical Governance Framework – will come to Board for the July meeting 7. Corporate Strategy – a draft Corporate Strategy will come to Board for the July meeting 8. Hospital processes in respect of a Carbon inspection 	
<p>19.04.07</p>	<p>Staff & Organisation Development committee Annual Report 2018</p>	<p>The Staff and Organisation Development committee Annual Report for 2018 was circulated in advance of the meeting and was noted by the Board.</p> <p>DAS provided a verbal update in respect of the work carried out by the committee throughout 2018. DAS re-iterated the Chairman’s commendation of the success of the HR Department at the recent HR Leadership Management Awards.</p>	
<p>19.04.08</p>	<p>Presentation and Strategic Plan by the CEO of Tallaght University Hospital Foundation</p>	<p>LD welcomed Mr. Douglas Collins (DC), CEO of Tallaght University Hospital Foundation and invited Mr. Collins to provide a brief synopsis of his background. The Hospital Board introduced themselves also.</p> <p>A briefing presentation was circulated in advance of the meeting and taken as read.</p> <p>DC presented to the Board and provided a progress report in respect of:</p>	

		<ul style="list-style-type: none"> • Recruitment to date in TUHF • Marketing / Communications • Website/ Ecom • Social Media Strategy • Fundraising • Early wins <p>The Board discussed this matter in detail and thanked DC for a very useful and informative briefing in respect of progress he has made to-date in his role as CEO of TUHF.</p> <p>DC left the meeting at this time.</p>	
19.04.09	Annual Compliance Statement for decision and signing	<p>A report from the Audit Committee and further documentation in respect of the Annual Compliance Statement (ACS) was circulated in advance of the meeting and taken as read.</p> <p>AL, on behalf of the Audit committee has reviewed the ACS and looked at the supporting documentation and evidence prepared by the CEO and DOF.</p> <p>The board discussed this matter in detail. It was agreed to amend the content of the footer on page 16 of the ACS.</p> <p>DC advised that the Audit Committee recommends approval of the Annual Compliance Statement by the Hospital Board. This was proposed by EF and seconded by MHS.</p>	
19.09.10	External review Report of the Nominations committee	<p>Documentation in respect of the external review of the Nominations committee was circulated in advance of the meeting and taken as read.</p> <p>LD advised the Board that the final Review Report of the Nominations committee was discussed in detail by the committee, with Mr. David Duffy, The Governance Company in attendance, at a meeting on 21st March 2019. Feedback was provided and a further meeting of the committee took place on 9th May 2019 when it was agreed that the Report should be recommended to Hospital Board for consideration at the Board meeting in May 2019.</p> <p>LD asked the Board to consider and provide feedback, in the first instance, in respect of the attached External Review of the Nominations committee and its findings. This will give Board members the opportunity to fully consider the Report and provide feedback in this regard in advance of the July Board meeting when a formal decision will be taken.</p>	All

19.04.11	External review Report of the Audit committee	<p>An External review Report of the Audit committee was circulated in advance of the meeting and taken as read.</p> <p>LD invited the Hospital Board to provide feedback in respect of the Report.</p> <p>LN advised the Board in respect of a very informative meeting which took place at the Hospital on 1st May 2019 to discuss Internal Audit, Healthcare Audit and Clinical Audit. This meeting was attended by the CEO and colleagues from the Hospital and Ms. Geraldine Smith, National Director, Internal Audit Division, HSE and Ms. Cora McCaughan, Assistant National Director, Healthcare Audit, Quality Assurance and Verification Division, HSE.</p>	
19.04.12	Draft Annual Corporate Report	<p>A draft Annual Corporate Report for 2018 was circulated in advance of the meeting and taken as read.</p> <p>Board members provided some feedback and are asked to feedback any additional comments to the Board Secretary for the attention of JK.</p> <p>LD thanked JK and Ms. Joanne Coffey, Communications Manager for their work in completing a very good Annual Corporate Report for 2018.</p> <p>The final Report will be available at the Hospital Board meeting in July 2019.</p>	
19.04.13	AOB	<p>LN advised the Board that a recent update received from the Department of Health in respect of the Ministerial Order for the Hospital Charter advises that they have been informed by the Office of the Parliamentary Counsel that a first draft is being prepared.</p> <p>There was no further business for discussion and the meeting concluded at this time.</p>	
19.04.14	Next Meeting	22 nd July 2019 at the Robert Graves Postgraduate Centre.	

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