



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
22nd October 2018
08:30-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Dr. Jim Kiely (JKie)
 Ms. Anna Lee (AL)
 Mrs. Mairead Shields (MHS)
 Archdeacon David Pierpoint (DP)
 Mr. David Seaman (DAS)
 Dr. Anne-Marie Brady (AMB)
 Mr. Mark Varian (MV)
 Prof. Patricia Barker (PB)

In attendance:

Mr. David Slevin (DS)
 Ms. Lucy Nugent (LN)
 Ms. Aine Lynch (ALyn)
 Mr. John Kelly (JK)
 Prof. Paul Ridgway (PR)
 Mr. John Quinlan (JQ)
 Dr. Catherine Wall (CW)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Prof. Kathy Monks (KM)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
18.06.01	Apologies	<p>Apologies were noted.</p> <p>LD welcomed Mr. John Quinlan to the meeting, in his new role of Chair of the Medical Board.</p> <p>LD advised the Board that the CEO is leaving the Hospital and wished David all the best in his new role.</p>	
18.06.02	Patient's Story	<p>Alyn advised the Board in respect of an email of thanks from Fr. John Kelly to three members of the Facilities and Estates team for the excellent work carried out in fitting the mood enhancing lighting and improvements to the chapel with the addition of new LED lighting.</p> <p>Fr. Kelly attached a small card to the email that he received the same week from a patient. The patient hand wrote the card to the priests and chaplains in Tallaght University Hospital to thank them. She outlined that when she was recovering from depression the little church was 'both my rock and my refuge' and that 'the daily mass and the Sunday mass gave me hope and courage to face the future'. She finished by saying that she will be forever grateful for the excellent treatment that she received in TUH.</p> <p>The learning from this is a reminder of the significance of a chapel/contemplation/prayer area to recovery.</p> <p>Inpatients will have remote access to events in the Chapel via</p>	

		<p>the new television system.</p> <p>The importance of having a pastoral care presence available 24/7 to provide a listening ear, a non-judgmental presence, a ministry of hope and healing, a support in decision making, advice to help examine questions of faith, belief and meaning, advocacy and a support to family and friends.</p> <p>Alyn advised the Board in respect of a letter received from the daughter of a patient. She explained that her father was admitted to CCU. She thanked and complimented staff on the wonderful care her father received and advised he was making a good recovery. However, when Patient X was moved from CCU to a general ward his dentures went missing.</p> <p>The learnings from this matter are that more vigilance is required around patients with cognitive impairment who have personal items that are valuable and it is important to note on admission and discharge from an area a list of patient's personal property to include hearing aids and dentures.</p>	
18.06.03	New Declarations of Interest	There were no new declarations of interest made.	
18.06.04	Minutes of Previous Meeting	Minutes of the meeting held on 24 th September 2018 were approved for signing subject to two amendments.	
18.05.05	Issues Log	The issues log was reviewed and noted.	
18.05.06	Chairman's Update	<p>LD acknowledged the commissioning of the Endocrinology Service at the SIMMS building and a note was sent to the Hospital Board last week in this regard.</p> <p>LD advised of his meeting with the Chairman of CRY and his colleagues on 18th October 2018. LD also advised that this is a capital development project that will facilitate the re-location of the Centre for Cardiovascular Risk in Younger Persons (CRYP) services to unit B-14 at Tallaght Cross West.</p> <p>The Renal project was approved by the HSE on 16th October 2018.</p> <p>LD advised that the current Clinical Director in Radiology Dr. Ronan Browne, has come to the end of term in that role and interviews for his replacement are being conducted week commencing 22nd October 2018. LD thanked Dr. Browne for his leadership in this role.</p> <p>The HSE is currently recruiting for Hospital Group CEO's and have advertised for expressions of interest for the re-establishment of the HSE Board.</p> <p>LD advised that the Board Away Day will take place on 17th November 2018.</p>	
18.06.07	<p>Regular updates</p> <p>Nominations Committee update</p> <p>CHG Sub Group</p>	<p>LD advised that the Nominations committee have not met since the last meeting of the Board. LD also advised that he has identified a person for appointment to the Hospital Board from the National Children's Hospital and will formally bring a recommendation to the Nominations committee in this regard in due course.</p> <p>JKie advised that the CHG Sub Group has not met since the last meeting of the Board and plans to meet again shortly.</p> <p>LN advised the Board the Mr. Liam Woods has confirmed to be the contracting party for the Business Transfer Agreement.</p>	LD

	<p>Finance committee update</p>	<p>JKie advised the Board that the Finance committee met on 11th October 2018 and that the Chairman attended this meeting in accordance with the terms of reference of the committee. It was noted that the Hospital's allocation for 2018 was €228m. There is a projected spend of €245m by year end with a projected deficit of €16.5m. It was noted that the run rate is in line with the plan at the beginning of 2018. Discussions with the HSE are ongoing in respect of this matter. JKie provided an update in respect of Headcount at the Hospital and advised that Headcount is stable at present and congratulated all involved in achieving this.</p>	
	<p>Staff & Organisation Development committee update</p>	<p>Minutes of the Staff and Organisation Development committee meeting which took place on 29th August 2018 were circulated to Board members in advance of the meeting and taken as read. DAS thanked SL and her Team for the quality of work and professionalism in respect of the support provided to the committee. LD thanked the committee for its commitment and support throughout the year.</p>	
	<p>Quality, Safety & Risk Management committee update</p>	<p>MHS advised that there has not been a meeting since the last meeting of the Board. A meeting is planned to take place on 1st November 2018.</p>	
	<p>Audit committee update</p>	<p>Minutes of the recent meeting of the committee will be circulated in due course.</p> <p>PB advised that the committee has been working to develop a Fraud Policy which is now concluded.</p> <p>PB advised that concerns in respect of Order Communications was raised again at the committee meeting and LD advised that this matter will be addressed under Board agenda item 5.1 when the Director of ICT and Director of Finance will be present.</p> <p>PB advised that the Comptroller and Auditor General issued a Financial Maturity Model over the past three months and it was confirmed that the Hospital is in a good place in this regard.</p> <p>A review of Internal Audit effectiveness was circulated in advance of the meeting and taken as read. PB further updated the Board in this regard.</p> <p>It was noted that the Audit committee is confident that the Internal Audit function is being carried to an efficient and very professional level.</p>	

18.05.08	Integrated Management Report	<p>CEO Report</p> <p>DS provided an update to the Board in respect of Capital development plans in line with TH's Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. The SIMMS Building. DS acknowledged the support from CW and JK and their teams. 2. ICU 12 bed extension. 3. New Renal Development. 4. New National Children's Hospital. 5. Proposed offsite Surgical Daycare unit at Tallaght Cross West (B2/3/15/16). 6. Proposed relocation of the CRY Unit at Tallaght Cross West (B14). 7. Development of Primary Care Diagnostic centre at Tallaght Cross. 8. Tymon North HSE Community 100 bedded Development 9. Proposed 6 floor development 10. Redevelopment front entrance of site and building. <p>LN provided a Performance overview to the Board in line with TH's Clinical Services Strategy under the following headings:</p> <ol style="list-style-type: none"> 1. Operations. 2. Quality Safety and Risk Management. 3. Finance. 4. Human Resources. 	
18.06.09	Risk mitigation proposals in respect of the Order Communications System	<p>LD welcomed the Director of ICT and the Finance Director to the meeting.</p> <p>A briefing paper which details the Hospital's proposal to address the clinical, patient safety and operational risks posed by the three end of life systems was circulated in advance of the meeting and taken as read. This proposal was presented to the Board in July and the request from the TUH Board was that the Director of ICT would prepare a proposal to mitigate these risks and report back to the Board.</p> <p>DW provided a further verbal briefing to the Board in relation to this matter.</p> <p>The Board is asked to approve the plan to procure and award contracts to the preferred vendors, in a manner compliant with public procurement in the best interests of patient safety and in keeping with the financial plan referred to in the briefing paper.</p> <p>The Board discussed this matter in detail and agreed to the proposal as outlined in the briefing paper. This was proposed by DP and seconded by PB.</p>	
18.06.10	Contract Award for new Renal build	<p>A briefing paper was circulated in advance of the meeting and taken as read.</p> <p>DC advised that on 16th October 2018 the Hospital received confirmation from the HSE that the Renal Dialysis Capital build can proceed immediately.</p>	

		The Board is requested to approve the award of the contract for the construction of a new Renal Dialysis unit at TUH. This was proposed by DAS and seconded by MHS.	
18.06.11	Communications update	<p>LD welcomed Joanne Coffey, Communications Manager to the meeting to present an update with regard to Communications activity since her last presentation to the Board.</p> <p>A document detailing a summary of activity and highlights from January 2018 to September 2018 was circulated in advance of the meeting and a presentation in respect of upcoming activity was tabled.</p> <p>It was agreed that Board members will be informed of upcoming events.</p> <p>LD thanked JC for a very informative and useful presentation and commended JC for her commitment to and passion for the Hospital.</p>	
18.06.12	S&OD committee Annual Report 2017	<p>An Annual report for 2017 for the Staff and Organisation Development committee was circulated in advance of the meeting and taken as read.</p> <p>DAS commended the work carried out by SL and the HR Team in supporting the committee.</p>	
18.06.13	Annual Review of the Effectiveness of Internal Audit 2018	<p>An Annual Review of the Effectiveness of Internal Audit was circulated in advance of the meeting and taken as read.</p> <p>PB advised that it is the responsibility of the Audit committee to evaluate, on behalf of the Board, the effectiveness of the internal audit function. It is a feature of good corporate governance that this assessment should be performed formally annually. The attached paper presents to the Board the outcome of the annual review of the effectiveness of the Internal Audit function for 2018.</p> <p>PB advised that the Audit committee is confident that the work being carried out by the Internal Audit function is done so to a very professional standard.</p>	
18.06.14	Medical Board Report	LD once again welcomed Mr. John Quinlan Chair of the Medical Board to the meeting. Mr. Quinlan provided a verbal update to the Board.	
18.06.15	TUH Quality Report 2017	It was noted that the TUH Quality Report 2017 which was circulated in advance of the meeting will proceed to print.	
18.06.16	AOB	There was no further business to conduct and this concluded the business of the meeting.	
18.06.17	Next Meeting	26 th November 2018 at the Robert Graves Postgraduate Centre.	

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