



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght University Hospital
15th April 2019
07:30-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Mr. David Seaman (DAS)
 Ms. Anna Lee (AL)
 Mrs. Mairead Shields (MHS)
 Prof. Patricia Barker (PB)
 Mr. Mark Varian (MV)
 Mr. Edward Fleming (EF)
 Dr. Anne-Marie Brady (AMB)

In attendance:

Ms. Lucy Nugent (LN)
 Mr. Dermot Carter (DC)
 Mr. John Kelly (JK)
 Prof. Paul Ridgway (PR)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Archdeacon David Pierpoint (DP)
 Prof. Kathy Monks (KM)
 Prof. John Quinlan (JQ)
 Dr. Catherine Wall (CW)
 Ms. Aine Lynch (ALyn)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
19.03.01	Apologies	Apologies were noted.	
19.03.02	Patient's Story	<p>JK took the Patient's Story in the absence of Alyn.</p> <p>JK advised of Patient X who attended the ED on Friday 4th January 2019. The patient sent an email to members of the Executive Management Team a few weeks later. The patient requested that their gratitude be shared with all staff who looked after them. She noted that the care and attention that she received was first class but what was witnessed also during the time within the Emergency Department was kindness, compassion, good natured friendly banter and reassurance to numerous sick people and their loved ones.</p> <p>Learning:</p> <p>A reminder of the impact that each gesture has on a patient/family who are worried, anxious and uncertain in a strange environment.</p> <p>The importance of team work and aiming to provide a patient/family with the best experience possible in challenging circumstances.</p> <p>An acknowledgement of the full team that contribute to patient and family care including the porter, radiographer, medical and nursing staff and of the powerful impact that these encounters can have on the experience of being a patient in TUH.</p>	

		<p>Adult patient X</p> <p>Patient X was a 16 year old patient of the Adult Services. His mother accompanied him to ED. He had attended his GP prior to attending the ED. His mother forgot to bring the referral letter but she had a copy of the GP receipt. She explained to the ED receptionist that she would bring in the GP referral letter. She came back to the hospital the next day and submitted it to the Patient Accounts department in person. However she received an invoice for presentation to ED.</p> <p>Paediatric patient Y</p> <p>Patient Y had a MRI as an outpatient. The nurse on the day ward told the mother that she would email accounts to confirm patient Y was not admitted to the Paediatric day ward. However the mother received an invoice for the day ward procedure.</p> <p>Outcome:</p> <p>Patient X The ED Administrator reviewed the case and made a recommendation to Patient Accounts that the bill be cancelled. This has occurred.</p> <p>Patient Y The invoice was cancelled as the procedure did not involve a day case bed as per Finance.</p> <p>Recommendations and actions in respect of both cases were noted by the Board.</p>	
19.03.03	New Declarations of Interest	<p>There were no new declarations of interest made.</p> <p>LD reminded Board members of their obligations under the Ethics in Public Office Acts and encouraged everyone to return the completed forms to the Board Secretary at the earliest convenience.</p>	
19.03.04	Minutes of Previous Meeting	Minutes of the meeting held on 25 th March 2019 which were circulated in advance of the meeting were approved for signing.	
19.03.05	Issues Log	<p>The issues log was reviewed and noted.</p> <p>It was agreed that Hospital Board members and committee members will be invited to partake in future Patient Safety Walkarounds at the Hospital. A schedule of dates in this regard will be circulated to the Board.</p> <p>PB advised that the final report in respect of the external review of the Audit committee will be circulated to Hospital Board.</p>	<p>ALyn</p> <p>MO'N</p>
19.03.06	Chairman's Update	<p>LD provided an update to the Board on the following matters:</p> <ol style="list-style-type: none"> 1. Board members and Board committee members were invited to lunch at the Hospital on 2nd April which was an opportunity for everyone to meet on an informal basis and to meet other staff members at the Hospital. It was noted that this was a very successful occasion and dates for future lunches will be proposed and agreed. <p>Board members are invited to feedback with ideas in this</p>	<p>LD</p> <p>All</p>

		<p>regard.</p> <ol style="list-style-type: none"> 2. LD provided an update in respect of Children’s Health Ireland and advised that a meeting of the CHI Board took place at TUH on 29th March 2019. 3. LN advised that the matter of the Hospital Charter and the Ministerial Order will be discussed by the CEO of CHI and the Secretary General of the DoH over the coming period. 4. The proposed moratorium on staff recruitment and in particular Nursing staff was discussed by the Board. 5. LD provided an update with regard to the Voluntary Health Forum and advised that the Forum will meet with the Secretary General of the DoH. It was noted that TUH is very supportive of the Voluntary Health Forum. 	
19.03.07	<p>Regular updates Nominations Committee update</p> <p>Finance committee update</p> <p>Staff & Organisation Development committee update</p> <p>Quality, Safety & Risk Management committee update</p> <p>Audit committee update</p>	<p>LD advised that the external review report for the Nominations committee with proposals will come to the Board for discussion at the May meeting. The Nominations committee will meet on 9th May 2019 to further discuss the Report and it will be circulated to the Board post 9th May meeting.</p> <p>Minutes of the Finance committee teleconference which took place on 5th April 2019 were circulated in advance of the meeting and taken as read. EF advised of the purpose of this teleconference which is explained in detail in the Minutes.</p> <p>The Board agreed to consider where the Risk in respect of TUHF should be formally placed.</p> <p>Minutes of the SODC meeting which took place on 10th April 2019 will be circulated to the Board in due course.</p> <p>DAS advised the Board that the SODC are dealing with ongoing matters which include:</p> <ol style="list-style-type: none"> 1. Absenteeism. 2. Implications for staff for the ICT programme. 3. Annual Report for the committee. 4. HR have been shortlisted for a number of awards. 5. Committee membership. 6. Compliance. 7. HR Projects. <p>MHS advised that the QSRM Board committee have not met since the last meeting of the Hospital Board.</p> <p>Minutes of the Audit committee which took place on 3rd April 2019 were circulated in advance of the meeting and taken as read.</p> <p>PB advised that Mr. Edward Fleming attended some of this meeting and was very welcome.</p> <p>Items discussed at the meeting included:</p> <ol style="list-style-type: none"> 1. Annual Financial Statements. 2. Procurement. 3. Going Concern. 4. Financial Risk Register. 5. Joint meeting of the Audit committee and QSRM Board committee. 	<p>LD</p> <p>All</p>

		<p>PB advised that she attended the Clinical Audit and Quality Improvement Symposium on 12th April 2019 and commended all concerned for contributing to a very successful event.</p> <p>LN thanked the Meath Foundation for sponsoring this event.</p> <p>It was agreed that the Clinical Audit committee should present to the Hospital Board this year.</p> <p>It was also agreed to circulate to the Board the Annual Report for the Clinical Audit committee.</p>	<p>ALyn</p> <p>Alyn</p>
19.03.08	CEO Report	<p>CEO Report</p> <p>A CEO Report was circulated in advance of the meeting and taken as read.</p> <p>LN advised that given the recent Board meeting in April and the early date for the May meeting there will be no IMR this month. The CEO Report relates to the period from 26th March 2019 to date and briefs the Board on specific strategic, governance and specific operational matters.</p> <p>LN provided an update in respect of</p> <ol style="list-style-type: none"> 1. The ICU Build. 2. Tallaght Cross West Day Surgical Unit. 3. CRY. 4. Primary Care Radiology Centre. 5. Trinity Centre Agreement. 6. SLAs. 7. EMT Recruitment. 8. Slaintecare. 9. Staff Engagement. 10. CHI Engagement. <p>LN advised that she gave a presentation to the Children's Health Ireland Board of Directors regarding the general developments at TUH which was followed by a short tour of the CHI at the Tallaght facilities. LD commended LN on a very impressive presentation to the CHI Board of Directors.</p>	
19.03.09	Medical Board update	<p>This matter was deferred to the next meeting.</p>	
19.03.10	Contracts	<p>A briefing paper in respect of Contracts for approval by the Board was circulated in advance of the meeting and taken as read. Following discussion the Board approved the relevant contracts (<i>proposed by DAS and seconded by MHS</i>).</p> <p>It was noted that appropriate clinical and technical oversight was carried out in this regard.</p> <p>It was agreed that a briefing paper to provide assurance to the Hospital Board in respect of savings made in relation to contracts will be prepared for the June meeting of the Board.</p>	<p>DC</p>

19.03.11	Capital Programme presentation	<p>A presentation in respect of the Capital Programme at TUH was tabled at the meeting.</p> <p>LN presented to the Hospital Board in this regard and provided an update in respect of the major projects underway at the Hospital. These include:</p> <ol style="list-style-type: none"> 1. CHI Urgent Care Centre. 2. Renal Unit. 3. ICU. 4. Day Surgery. 5. CRY. <p>LN provided a timeline for the completion of these projects.</p> <p>LN also highlighted and provided an update in respect of fourteen minor projects which are progressing at the Hospital.</p> <p>LN also advised the Hospital Board with regard to proposed Capital Developments for 2019-2024 which include:</p> <ol style="list-style-type: none"> 1. Redeveloped front entrance of the Hospital. 2. Six floor development. 3. Energy Performance Contracting – It was agreed to bring a paper to the Hospital Board in this regard for the June meeting. <p>PR provided a further update to the Hospital Board from a Clinical perspective in respect of the developments in progress at the Hospital and provided assurance to the Hospital Board that the ongoing developments are being managed competently by the EMT.</p> <p>LN provided an update in respect available car parking on the Hospital campus.</p>	LN/CF
19.03.12	Clinical Governance Framework	<p>AMBr advised the Board that a meeting of the Clinical Governance Framework Group took place on 25th March 2019 and a very comprehensive gap analysis was presented by Ms. Mary Hickey. AMBr also advised that the Group is following the HSE framework in this regard and work is progressing well.</p> <p>It is expected to bring this matter to the Hospital Board at the May meeting.</p>	AMB
19.03.13	Corporate Strategy	<p>LN provided an update of progress made to date in respect of the establishment of a Corporate Strategy and advised that the EMT had a Corporate Strategy Planning afternoon on 27th March 2019. It was noted that access is still a priority underpinned to include an integrated model of care and a culture of innovation.</p> <p>A draft Corporate Strategy will be brought before the Board at the June 2019 Board meeting.</p>	LN/KM
19.03.14	AOB	<p>There was no further business to conduct and this concluded the business of the meeting.</p>	
19.03.15	Next Meeting	<p>20th May 2019 at the Robert Graves Postgraduate Centre.</p>	

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