



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght University Hospital
27th January 2020
07:30-10:00

Present:

Board member

Mr. Liam Dowdall (LD)
 Mr. Mark Varian (MV)
 Dr. Darach O' Ciardha (DOC)
 Mrs. Mairead Shields (MHS)
 Prof. Kathy Monks (KM)
 Mr. Edward Fleming (EF)
 Archdeacon David Pierpoint (DP)

In attendance:

Ms. Lucy Nugent (LN)
 Mr. Dermot Carter (DC)
 Mr. John Kelly (JK)
 Prof. Paul Ridgway (PR)
 Ms. Aine Lynch (ALyn)
 Mr. Shane Russell (SR)
 Prof. John Quinlan (JQ)
 Prof. Catherine Wall (CW)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Mr. David Seaman (DAS)
 Dr. Anne-Marie Brady (AMB)
 Dr. Peter Lavin (PL)
 Ms. Sharon Larkin (SL)

Awaiting re-appointment

Prof. Patricia Barker (PB)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
20.01.01	Apologies	Apologies were noted. LD welcomed the Hospital Board to the first Board meeting of 2020.	
20.01.02	Patient's Story	ALyn advised that a solicitor's letter was received into the Patient Advice and Liaison Services (PALS) Department (formally known as the Patient Advocacy Department) on 11 th September 2019 wishing to lodge a formal complaint regarding the disposal of personal effects of the late Patient X. They outlined how their client was out of the country when his mother became unwell and brought to Tallaght University Hospital (TUH). On returning to the country, while travelling to TUH, he learned of his mother's death. Patient X's son enquired about his mother's personal effects but the staff member could not confirm what had become of the items. The Solicitors wrote to the Patient Administration department on several occasions. As this department does not exist, the letters were not acknowledged. The solicitor's client had heard nothing from the hospital authorities regarding his mother's jewellery or other items. The correspondence reached PALS who acted to explore the matter.	

Process:

The PALS department immediately contacted the ward that the patient was on and enquired about the personal belongings. These were located in the ward safe. Contact was made with the Solicitors by phone confirming that Patient X's belongings had been located. This was subsequently confirmed in writing. Contact details of the NOK was sought so that direct contact could be made with the family by the hospital and arrangements made to collect these very important and valued items. The family were extremely grateful for the recovery of these personal belongings.

Recommendations/Actions:

- Ongoing End Of Life Care education to staff across all disciplines with particular emphasis on the Hospital's need to ensure that all staff are familiar with end-of-life practices which includes patient's belongings. The importance of staff not discarding soiled/cut/damaged clothes is included as families must be given the opportunity to choose what to do with the patient's belongings.
- The importance of giving personal belongings back in a dignified manner in the End of Life Care (EOLC) property bag is included at Final Journeys and at all EOLC education sessions.
- In recent years, specially designed canvas bags are provided to families with patient belongings post death which is an improvement on the use of patient property plastic bags.
- A project is taking place around the feasibility of providing small valuables and jewellery in a specially designed purse rather than a brown envelope.
- EOLC education focus is on maintaining patient dignity and respect at all times. Staff must be mindful of the need to be sensitive in their interactions with recently bereaved relatives.
- This casebook will be used as a case study at the EOLC education and training programmes.

The importance of the specially designed canvas bag which is provided to families with patient belongings post death is a very welcome and positive step.

It was agreed to make enquiries to ascertain if there are personal belongings of deceased patients at the Hospital which remain unclaimed.

ALyn advised that the son of a patient of Tallaght University Hospital contacted the Director of Nursing in November 2019 via LinkedIn. He outlined his appreciation of the treatment and care afforded to his father.

He advised that his father had been an inpatient for 8 weeks and was coming home the following day for end of life care. He

ALyn

		<p>commented on the excellent care and felt that it was very person centred. He also commented on the efficient discharge plan which he believed was executed professionally. He commended one of the Clinical Nurse Specialists in Palliative Care in particular along with a staff nurse.</p> <p>Process: The Director of Nursing acknowledged receipt of the correspondence and sent a copy to individual staff, along with their line managers, thanking them for their care, compassion and commitment. The Patient Advice & Liaison Service recorded the positive feedback onto the Respond Software System.</p> <p>Recommendations/Actions</p> <ul style="list-style-type: none"> • This casebook will be shared with the EOLC committee as part of feedback and planning in relation to EOLC services. • Continuous review of the feedback mechanisms to facilitate ease of feedback to the hospital. 	
20.01.03	New Declarations of Interest	There were no new declarations of interest made.	
20.01.04	Minutes of Previous Meeting	Minutes of the meeting held on 25 th November 2019 which were circulated in advance of the meeting were approved for signing subject to one amendment.	
20.01.05	Issues Log	The issues log was reviewed by the Board and will be updated accordingly.	
20.01.06	Chairman's Update	<p>LD provided an update to the Board on the following matters:</p> <p>LD advised that a letter from the Minister's office dated 23rd December 2019 in respect of the Ministerial Order advised that a first draft has been completed by the Office of the Parliamentary Counsel in conjunction with Officials from the Department of Health.</p> <p>Once the work is completed Department Officials will be in contact with the Hospital directly.</p> <p>LD, on behalf of the Hospital Board extended sincere sympathies to Professor Eddie Moloney and his family in respect of the recent passing of his parents.</p> <p>Condolences were also extended on behalf of the Hospital Board to Fr. John Kelly and his family on the recent passing of his Mother.</p>	
20.01.07	Regular updates Nominations Committee update	<p>LD advised that Minutes of the Governance and Nominating committee meeting held on 21st November 2019 were circulated in advance of this meeting.</p> <p>LD also advised that the committee approved that he would engage with Boardmatch which is an organisation that specialises in identifying suitable candidates for Boards and Board committees. LD also advised in respect of the following:</p> <ol style="list-style-type: none"> 1 Hospital Board re-appointments for 2019. Prof. Pat Barker Ministerial re-appointment. Mrs. Mairead Shields Meath Foundation re-appointment. 2 Dr. Darach O' Ciardha is now appointed as Board member on the QSRM Board committee. 	

		<p>3 Membership of the Hospital Board and Board committees is under review by the committee.</p> <p>4 Terms of reference of all Board committees will come to the Board for approval in Q2 2020.</p> <p>5 Training and Development for Board members and EMT is under review by the committee.</p> <p>6 An External Review of the QSRM and Finance committees are in progress at present. It is expected to commence an external review of the SODC over the coming weeks.</p> <p>It was agreed to organise a follow up Walkaround of the Hospital Campus over the coming months.</p> <p>EF advised that an update from the November 2019 meeting of the Finance committee was provided at the November Board meeting. EF also advised that the external review of the Finance committee is progressing well. The Annual Report for 2019 for the committee will be available for the March 2020 Board meeting.</p> <p>Minutes of the meeting of the Staff and Organisation Development committee which took place on 15th January will be circulated in due course. KM advised that the next meeting of the committee will largely concentrate on the HR Strategy which will be aligned with the Hospital Strategy and will underpin the Workplan for the committee into the future.</p> <p>MHS advised that the next meeting of the QSRM Board committee will take place on 12th March 2020. The committee has not met since the last meeting of the Hospital Board.</p> <p>MHS advised that the committee is undergoing an external review at present.</p> <p>MHS advised that a joint meeting of the Audit committee and the QSRM Board committee took place on 5th December 2019. Minutes of that meeting have been circulated to the Hospital Board. The Internal Audit Plan for 2020 was agreed at that meeting.</p> <p>DC advised that the new Internal Auditor has commenced in her role. It was noted that the Internal Audit Department is recruiting at present to replace a member of the team who has resigned. DC advised that the Plan of work for 2020 is being reviewed with external consultants to bridge the gap of the workload within the Internal Audit Department. DC advised that the Hospital has received correspondence from the Comptroller and Auditor General in respect of TUH participating in an Audit for Children’s Health Ireland 2019. It was noted that the Hospital is engaging with this process. DC will liaise with PB in this regard.</p>	<p>LD</p> <p>LN</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>		
20.01.08	CEO Report	<p>Revised Integrated Management Report / CEO Report</p> <p>A revised Integrated Management Report/CEO Report was circulated in advance of the meeting and taken as read. LN provided an update on the following Strategic developments:</p>	DC

		<p>Capital Programme</p> <ul style="list-style-type: none"> • ICU • Six storey build • Renal Build • Aseptic Unit • Endoscopy • Project Synergy <p>LN provided an update on the following Governance matters:</p> <ul style="list-style-type: none"> • HSE update • SLAs • CHI • Trinity Health Sciences Centre agreement <p>LN provided an update on Communication and Engagement and Staff Engagement in respect of:</p> <ul style="list-style-type: none"> • Hospital Visits • Arts Programme • Values in Action • Staff Town Hall Briefings <p>Operations</p> <p>JK provided and update in respect of the following matters:</p> <ul style="list-style-type: none"> • QSRM • Operations • Finance • Human Resources <p>It was noted that a separate comparisons document as an exceptional report on TUH performance against other level four Hospitals will be available for the next meeting of the Hospital Board.</p> <p>LN provided an update in respect of a recent Inquest. It was noted that the Coroner commended the Hospital on how it deals with vulnerable patients who present at the Emergency Department.</p> <p>It was agreed that JK and EF, in consultation with the Finance committee will discuss how to provide the Hospital Board with relevant information in respect of the financial position of the Hospital.</p> <p>The Hospital Board noted and commended staff for their exceptional efforts during the Christmas and New Year period and in the current challenging environment in respect of waiting times and capacity shortages.</p> <p>Other reports within the Integrated Management Report from the Director of Estates and Facilities, the Director of QSRM and the Director of ICT were noted by the Board.</p>	<p>JK</p> <p>DC/EF</p>
20.01.09	Medical Board update	JQ provided an update in respect of the Trauma submission and advised that the Hospital will be notified in due course.	
20.01.10	Board Workplan for 2020	A draft Board Workplan for 2020 was circulated in advance of the meeting. Board members are invited to provide input and feedback in this regard. Subject to this feedback and ongoing monitoring the Board Workplan for 2020 was approved by the Board having been proposed by MV and seconded by MHS.	

20.01.11	Business case / presentation for Robotic Surgery	This matter was deferred to the March meeting of the Hospital Board.	
20.01.12	Presentation regarding year end activity	<p>A presentation in respect of year end activity was circulated in advance of the meeting.</p> <p>JK presented to the Board in respect of year end activity for 2019 and priority areas were noted.</p> <p>It was noted that the 2020 Annual Report will have the same format as this presentation to the Board.</p> <p>JK provided an update and review in respect of the following matters:</p> <ol style="list-style-type: none"> 1. Research and Innovation 2. People 3. Access and how it was delivered 4. Integrated Care 5. Patient and Community Advisory Council. 6. Enhanced Infrastructure 7. Digital Enabled Care 8. Awards received 9. Finance review for 2019 10. Engagement with the Community / Community Talks / Health Fair 11. Engagement with the Media 12. Opening of CRY 13. End of Life and family experience <p>It was noted that five Slaintecare projects are being implemented at the Hospital.</p> <p>JK was commended on aligning the presentation and future activity with the Hospital Strategy.</p> <p>The Hospital Board thanked JK for a very interesting presentation and it was agreed to have another review in June 2020.</p>	JK
20.01.13	Staff & Organisation Development committee Annual Report 2019	The Annual Report for 2019 for the Staff and Organisation Development committee was circulated in advance of the meeting and was noted by the Hospital Board.	
20.01.14	Finance committee Annual Report 2018	The Annual Report for 2018 for the Finance committee was circulated in advance of the meeting and was noted by the Hospital Board.	
20.01.15	Net Outturn v Allocation 2007-2018	A briefing note in respect of the net outturn v allocation for 2007-2018 was circulated in advance of the meeting and was noted by the Hospital Board.	
20.01.16	AOB	There was no further business to conduct and this concluded the business of the meeting.	
20.01.17	Next Meeting	30 th March 2020 at the Robert Graves Postgraduate Centre	

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