



Tallaght University Hospital Board Meeting
Robert Graves Postgraduate Centre
Tallaght Hospital
24th September 2018
08:30-10:00

Present:

Board member

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

In attendance:

Mr. David Slevin (DS)
 Dr. Catherine Wall (CW)
 Ms. Aine Lynch (ALyn)
 Ms. Sharon Larkin (SL)
 Mr. John Kelly (JK)
 Dr. Siobhán Ní Bhrain (SNiB)
 Ms. Lucy Nugent (LN)
 Mr. Dermot Carter (DC)
 Prof. Paul Ridgway (PR)
 Ms. Madeline O' Neill (MO'N), Board Secretary

Apologies

Archdeacon David Pierpoint (DP)

No.	Agenda Items	Decisions Made	Action By
		Board only time	
18.05.01	Apologies	Apologies were noted.	
18.05.02	Patient's Story	<p>Alyn advised the Board in respect of correspondence received from a patient who has been attending TUH for eight years. The patient advised of a poor experience he had while attending the phlebotomy department.</p> <p>Process: The Director of Nursing responded to the complainant on the same date and apologised for the experience that he had while in the Phlebotomy department. She advised that she would have the matter investigated and that Patient Advocacy would communicate with him. She also thanked him for the positive feedback he had also provided. The Patient Advocacy department corresponded with the patient within a ten day period and enclosed a response from the manager in the department.</p> <p>Recommendations/Actions: Patient Advocacy Training to be provided in the Phlebotomy Department with an emphasis on listening to patients and on local resolution.</p>	

		<p>ALyn advised that she received a handwritten card which was dropped into the atrium reception area. The card outlined how Ms. X wished to compliment all the staff for the wonderful care she received.</p> <p>She named nurses from the Emergency Department, the Day ward and Gogarty ward. She also acknowledged the treating Consultant Surgeon.</p> <p>Process: The Director of Nursing sent it to the relevant nurse managers to thank and acknowledge the nursing staff for their care compassion and commitment.</p> <p>She also sent it to the Clinical Director to acknowledge the Consultant Surgeon involved.</p> <p>She wrote to the patient to thank her for the positive feedback and to assure her that her kind words would be acknowledged to the named personnel.</p> <p>Learning: A reminder of the importance a patient and family place on staff demonstrating kindness and caring, effective listening and understanding.</p>	
18.05.03	New Declarations of Interest	There were no declarations of interest made.	
18.05.04	Minutes of Previous Meeting	Minutes of the meeting held on 23 rd July 2018 were approved for signing subject to one amendment.	
18.05.05	Issues Log	<p>The issues log was reviewed and noted.</p> <p>LN provided an update in respect of the Cervical Check Programme and the processes and procedures in place for dealing with this matter. It was noted that Dr. Scally's Report which has fifty recommendations will be brought through the QSRM Board committee for review.</p>	
18.05.06	Chairman's update	<p>LD reminded the Board to complete the Board Evaluation Questionnaire at the earliest convenience.</p> <p>LD advised the Board that the CEO of TUHF has resigned his position and also advised that the Hospital Board is fully committed to the Foundation and the process to fill the role of CEO is underway.</p> <p>LD also advised that a Hospital Board Away Day will be planned over the coming weeks.</p>	
18.05.07	Board Workplan 2018 update	<p>LD advised that the Board has largely covered all areas of the 2018 Board Workplan as planned and it is intended to have a Board Away Day plus two more Board meetings this year. Any outstanding items on the Board Workplan will be covered at the Away Day.</p> <p>More information with regard to the Away Day will be provided in due course.</p>	LD

18.05.08	Letter to the Department of Health regarding Children's Health Ireland	<p>Correspondence to the Department of Health from the CEO including a draft Ministerial Order was circulated in advance of the meeting and taken as read. A briefing paper regarding legal and operational updates in this regard was also circulated.</p> <p>JKie provided a further verbal update advising that the letter to the DoH sets out the Hospital's current understanding of the demerge of the NCH and associated issues, a number of which are unique to the Hospital.</p> <p>LN advised that there is ongoing engagement with the Foundations who have provided feedback on the draft Charter. The desired timeline for the completion of this process is November in order to align with the partial enactment of the Children's Health Bill.</p> <p>LN also updated the Board in respect of the Business Transfer Agreement with progress to date and next steps in this regard.</p>	
18.05.09	Winter Capacity Plan 2018/2019 presentation	<p>A presentation in respect of the Winter Capacity Plan 2018/2019 was circulated in advance of the meeting.</p> <p>JK provided an update to the Board under the following headings:</p> <ol style="list-style-type: none"> 1. Demand and Complexity Trends 2. Managing Growing Bed Requirements 3. Minimising Delayed Discharges 4. Implementing Internal Capacity Initiatives 5. Delivering additional bed capacity <p>This matter was discussed in detail by the Board.</p>	
18.05.10	Review of Clinical and Operational Governance ED out of hours	<p>A briefing paper in respect of a review of Clinical and Operational Governance for the Emergency Department out of hours was circulated in advance of the meeting and taken as read.</p> <p>Alyn provided a background to this matter and advised the Board in respect of improvement actions which have been identified since the July Board meeting, some of which have been fully implemented or are in the process of being implemented under the direction of the Director of Nursing. Some areas identified are:</p> <ol style="list-style-type: none"> 1. Effective communication to patients in the waiting area 2. Evaluating the patient experience 3. Homeless persons taking refuge 4. Establishment of a working group <p>To validate that the plans are improving the experience of patients and families in ED, members of the Executive Management Team will visit the ED on an ad hoc basis over the next ten weeks.</p> <p>The importance of providing patients with a waiting time in ED was agreed by the Board and the Board will be updated in this regard in due course.</p>	<p>EMT</p> <p>JK</p>

18.05.11	Outsourcing and Clinical Risk Management	<p>A briefing paper in respect of outsourcing and clinical risk management was circulated in advance of the meeting. The purpose of the paper is provide an overview of the clinical governance arrangements that are in place for the outsourcing of specific clinical services from Tallaght University Hospital where access issues are a challenge.</p> <p>An overview of the arrangements in place with each organisation was provided.</p> <p>Following a comprehensive review, which was conducted by the COO and QSRM department, no gaps in process or safety issues were identified. Relevant procurement and contracting process have been followed and no specific patient complaints have been noted.</p> <p>It was agreed that this matter will be closely monitored.</p>	JK
18.05.12	Surgical Daycare Unit B2, B3, B15 & B16 at Tallaght Cross West	<p>LD welcomed Mr. Ciaran Faughnan, Director of Facilities and Estates and Mr. Stephen O' Riordan, A&L Goodbody to the meeting.</p> <p>A briefing paper in respect of the Tallaght Cross West Day Surgery Unit Proposal was circulated in advance of the meeting.</p> <p>DC advised that at a meeting of the Finance committee on 20th June 2018 the Hospital put forward a proposal to relocate Day Surgery off site. The Finance committee endorsed the proposal and recommended it be brought for Hospital Board approval. At a meeting of the Hospital Board on the 23rd July 2018 the proposal was approved.</p> <p>CF advised the Board that the Hospital has followed an appropriate procurement process with advice from its legal team, A&L Goodbody. Due to the nature and type of turnkey solution that the Hospital is procuring the Hospital published a VEAT notice on European Journal (OJEU) on 7th September 2018.</p> <p>SO'R provided an update to the Board in respect of the contractual legal process in this regard.</p> <p>Given the time critical nature of the project the intention is to move forward and sign the contracts subject to:</p> <ol style="list-style-type: none"> 1. No challenges being notified in respect of the VET Notice which will expire on 8th October 2018.. 2. Conclusion of full agreement in respect of the terms of the Lease Agreement between the Hospital and the Landlord. <p>The Board approved the contracts and instructed the CEO to sign it on behalf of the Board subject to the two conditions above. It was agreed that the Corporate Seal would be applied to the contracts. This was proposed by DAS and seconded by PB.</p>	DS

18.05.13	Draft Corporate Governance Manual update 2018 for Publication	<p>A draft Corporate Governance Manual update was circulated in advance of the meeting and taken as read.</p> <p>MO'N provided an update in respect of the process followed when updating the Manual. The Manual will be reviewed again in 2019.</p> <p>The Board discussed this matter and approved the Manual. This was proposed by JKie and seconded by MHS.</p>	
18.05.14	Application of the Corporate Seal to the Nursing Certificates	<p>Permission was sought from the Board to apply the Corporate Seal to the Nursing Certificates. This was proposed by DAS and seconded by KM.</p>	
18.05.15	Board committee appointment	<p>A paper proposing the appointment of Ms. Anna Lee as a member of the Audit committee while stepping down as a member of the QSRM Board committee was circulated in advance of the meeting. This was proposed by JKie and seconded by DAS.</p>	
18.05.16	IRG Submission	<p>This matter was noted by the Board.</p>	
18.05.17	Contract approved by the urgent decision making process in respect of Unit 14B Tallaght Cross West & Application of the Corporate Seal to the Contract	<p>DC advised that a Board decision was taken by the Hospital Board, by the emergency decision process, at a meeting on 11th September 2018. This decision was in respect of the Award of contract for the lease of Unit B14 at Tallaght Cross West to facilitate the relocation of the CRY Unit.</p> <p>DC advised that at a meeting of the Hospital Board on 21st May 2018 the Board approved the decision to made by the Finance committee subject to</p> <ul style="list-style-type: none"> (i) CRY formally confirm to the Hospital that they will fund the capital element of relocating the service to Unit 14B. (ii) Contract award notice and Board approval at the final stage. <p>DC advised that Management have concluded the various stages to get the contract ready for approval. CRY have now formally accepted and agreed to fund the capital element of relocating the service to Unit 14B. The Hospital has received the final contract from the Hospitals legal team and are awaiting two further appendices in the contract.</p> <p>The Hospital Board at its emergency meeting on 11th September 2018 approved the contract and delegated authority to the CEO of the Hospital to sign the contract. It was also agreed on that date that the Corporate Seal would be applied to the relevant documentation.</p>	
18.05.18	AOB	<p>There was no further business for discussion and the meeting concluded</p>	
18.05.19	Next Meeting	<p>22nd October 2018 at the Robert Graves Postgraduate Centre.</p>	

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