

National Open Disclosure Steering Committee Meeting
11.00am, Wednesday 22nd February 2023
Meeting held via MS Teams
Minutes

In attendance	Margaret Brennan(MB), Cathal O'Keeffe(COK), Colette Brett(CB), Aoife O'Riordan(AOR), Bernadette O'Reilly(BOR), Stephen Teap(ST), Prof Sean Tierney(ST), Kate Killeen White(CKK), Lorraine Schwanberg(LS), Angela Tysall(AT) Sandra Lehmann(SL) (minutes)		
Apologies	Dr. Orla Healy(OH), Eileen Rudden(ER), Dr Noirin Russell(NR), Ciaran McCullagh(CMcC), JP Nolan(JPN), Anne Gallen(AG), Dr Brian Kinirons(BK), Dr David Vaughan(DV), Eilish Hardiman(EH)	Chair	Lorraine Schwanberg(LS) on behalf of Dr. Orla Healy

#	Item and discussion	Agreed Action / Decision	Action by
1	Welcome and Apologies LS welcomed everyone to the meeting. Apologies were noted.		
2	No conflict of interest was declared.		
3	Review minutes from last meeting 23rd November 2022 and update on agreed actions Minutes agreed. Actions update provided in action log below.		
4	Annual Report 2022 Gratitude was expressed to the Open Disclosure Team for completing a second Annual Report in short succession. The Annual Report 2022 was circulated to the committee prior to the meeting. It was agreed to extend the feedback time for a further week and for members to forward any comments to the National Open Disclosure Office. It was highlighted that the Annual Report 2022 included extra sections on the Open Disclosure Themed week and Staff Support. The report will be presented to the Safety and Quality Committee of the HSE Board on 24 March 2023, aligned to the Annual Report requirements as set out in the provisions of the Draft National Open Disclosure Policy Framework. From 2024 onwards the annual report will be submitted to the Department of Health which will be a requirement of the National Open Disclosure Policy Framework. The Framework states that service providers must submit such a report to the Minister of Health in April of each year.	Extend the feedback time for a further week and for members to forward any comments to the National Open Disclosure Office	All

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	The 2022 annual report was aligned to the specific requirements of the Framework except for the requirement to report on the number of OD events. NIMS will be updated to allow for more accurate reporting of such incidents and completion of open disclosure.		
5.	<p>2022 Training Report</p> <p>The Annual Training Report 2022 was presented and accepted by the committee. It was agreed to forward any further formal feedback on the Training Report 2022 to the National Open Disclosure Office.</p> <p>The report will now be circulated to Senior HSE Management, OD leads and trainers and uploaded to the HSE website.</p> <p>Assurances were given to the NODSC that Open Disclosure training is embedded across all HSE and HSE funded services, and there is continuous engagement with various training bodies to further embed the requirement for mandatory Open Disclosure training.</p> <p>It was acknowledged that training uptake is consistent and that the Open Disclosure webinar series and the circulation of a memorandum from National HR “HR Memo - Open Disclosure Training: Mandatory for all Staff” in June 2022 had a very positive impact on raising awareness and compliance rates within all services. The report also outlines any data limitations.</p> <p>The administrative burden on staff was acknowledged, as current applications such as HSeLanD and DIME are not linked with each other. Capability and potential of NiSRP to measure training compliance rates is to be further explored.</p>	<p>Forward any further formal feedback on the Training Report 2022 to the National Open Disclosure Office.</p> <p>Capability and potential of NiSRP to measure training compliance rates is to be further explored.</p>	<p>All</p> <p>AT/LS</p>
6	<p>Patient Safety Bill</p> <p>The PSB passed the final stage in Dail Eireann on 15 February 2023 and has now progressed to the Seanad, where it is currently at second stage.</p> <p>PSB in its current format has been circulated to all members of the committee. The committee was briefed on proposed and incorporated amendments to the PSB during Dail stage.</p> <p>The HSE Open Disclosure policy will need to be aligned with the legislation once enacted and the National Open Disclosure Policy Framework.</p> <p>It is planned to produce a specific training program and develop further documentation to assist with roll out the implementation of the PSB, within the NODO capacity.</p> <p>It was acknowledged that a broader system approach to implement this legislation on all levels of the organization is needed.</p>	<p>Continue to engage with the National Patient Safety Office to seek updates on the PSB and its progress.</p>	<p>LS/AT</p>
7	<p>National Open Disclosure Policy Framework</p> <p>A recent update from the NPSO indicates that the National Open Disclosure Policy Framework is being finalized and is likely to be published in three to four weeks.</p>		



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8	<p>Update of Performance Measurement Work Streams</p> <p>Work on all performance work streams is progressing. An update on the work of each work stream was provided to the committee.</p> <p>Work Stream 1: focuses on the development of a KPI for mandatory Open Disclosure requirements in the PSB for the HSE Service Plan. This will include the adaptation of NIMS system to capture relevant data to support the KPI. Current work is focusing on the mapping of notifiable incidents with the current incidents on NIMS and the identification of data fields for the entry and review screen to capture Open Disclosure data on NIMS.</p> <p>Work Stream 2: focuses on the development and implementation of Open Disclosure Policy Compliance and assurance tools. Significant work has been undertaken to progress the IMF Self-Assessment Audit Tool and the development of an accompanying guidance document. When finalized the next stage will be testing. The second tool “The Open Disclosure Organisation Checklist” with built in QI plan and Annual Report guidance is now in final draft and ready for further testing.</p> <p>Work Stream 3: focuses on measurement of patient experience in relation to open disclosure. Development of a patient experience tool in partnership with UCD who were the successful applicant from the invitation to quote process. This project has progressed to ethics approval stage and ethics approval is currently pending.</p> <p>Work Stream 4: focuses on the development of an indicator to measure the uptake of Open Disclosure Training. Various training data and data sources have been explored and evaluated. Two indicators have been suggested and are currently under discussion by the work stream. These include indicators on the uptake of training by NCHD’s and Consultants.</p>		
9	<p>2023 Training Plans for the Open Disclosure Program</p> <p>A project is currently in development stage to roll out a full NQPSD training programme to include Open Disclosure, Incident Management and other training offered by NQPSD.</p> <p>The National Open Disclosure Office will continue the promotion and roll out of the existing components of Open Disclosure training modules, including E-learning module 1, E-learning module 2, revised Skills Workshops and Train the Trainer programs. Roll out of the Sligo Model to encourage more clinical leadership to be built into the training program.</p> <p>2023 will see the continuation of a monthly webinar series, quarterly newsletters and continued engagement with Open Disclosure Leads including a quarterly update meeting.</p> <p>It is planned to produce a specific training programme and develop further documentation to assist with the roll out the implementation of the PSB, within the NODO capacity.</p> <p>The review of OD training in undergraduate programmes and follow up actions is now complete.</p>		
10	<p>Open Disclosure Themed Week</p> <p>Week confirmed for 02 – 0 October 2023. Early planning stage has commenced and the committee has been invited to revert with any</p>	The committee has been invited to revert with any suggestions	All

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	suggestions for the themed week.	for the themed week.	
11	<p>Open Disclosure Office Developments</p> <p>Grade VIII has been appointed, with a start date discussed for April. A recruitment campaign for a part time Grade VII post has commenced, as two team members have reduced their working hours. Further resources for the implementation of the PSB will be sought again to increase capacity within the team.</p>		

Action Log – Open Actions carried forward from 2022 and new actions arising in 2023

Action	Who	Progress
Meeting: 01/03/2022		
Terms of Reference have been agreed, signed off and now published on Open Disclosure website. CW to seek a Trainee Lead from NDPT.	CW / AT to follow up	Complete
Meeting 31/08/2022		
Provide a high level action point based overview	AT	Complete
Meeting 23/11/2022		
Circulate summary document on Open Disclosure themed week	AT	Complete
Circulate summary report of Open Disclosure Training for medical staff	AT	Complete (Included in End of year training report 2022)
Meeting 22nd February 2023		
Extend the feedback time for a further week and for members to forward any further formal comments to the National Open Disclosure Office	All	Complete
Forward any further formal feedback on the Training Report 2022 to the National Open Disclosure Office.	All	Complete
Action	Who	Progress
Capability and potential of NISRP to measure training compliance rates is to be further explored.	LS/AT	In Progress
Committee members to revert with any suggestions for the themed week.	All	Open