

National Open Disclosure Steering Committee Meeting
11.00am, Thursday 18th May, 2023
Meeting held via MS Teams
Minutes

In attendance	Dr. Jack McCarthy (JMcC), Cathal O'Keeffe(COK), Colette Brett(CB), Mairead Twohig, Prof Sean Tierney(ST), Eilish Hardiman(EH), Aoife O'Riordan(AOR), Bernadette O'Reilly(BOR), Lorraine Schwanberg(LS), Angela Tysall(AT), Ellie Southgate (ES), Anne Gallen(AG) Sandra Lehmann(SL) (minutes)		
Apologies	Dr. Orla Healy(OH), Eileen Rudden(ER), Dr Noirin Russell(NR), Ciaran McCullagh(CMcC), JP Nolan(JPN), Dr Brian Kinirons(BK), Dr David Vaughan(DV), Grace Rothwell (GR), Margaret Brennan(MB) Stephen Teap(ST)	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 and expressed a particular welcome to Dr Jack McCarthy, a new member to the NODSC. Apologies were noted.		
2	No conflict of interest was declared.		
3	Review minutes from last meeting 22nd February 2023 and update on agreed actions Minutes agreed. Actions update provided in action log below.		
4	Update on Patient Safety Bill and plans for implementation The PSB was signed into law by President Michael D Higgins on 2 May 2023 and its full title is now the Patient Safety (Notifiable Incidents and Open Disclosure) Act 2023. There is ongoing engagement with the National Patient Safety Office to discuss commencement of this legislation. A twelve months' timeframe is currently being suggested by the DoH. A National Implementation Group, chaired by Dr OH is currently being set up and ToR for this group are currently being drafted. Legal clarification on the Act is being sought by the HSE and a detailed implementation plan is being developed to ensure successful implementation of all sections of the Act.		LS / CB



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	<p>Challenges and concerns from National Screening Service on the interpretation of the Act were noted and will be brought to the National Implementation Group for further discussion.</p> <p>The National Open Disclosure Policy will be reviewed to consider the necessary changes in light of the legislation.</p> <p>It was noted that a lot of the foundation work with regards to the new bill has been undertaken since 2018. A number of steps are required to ensure successful implementation, not least the revision of the policy, resource development and specific training programmes to be developed and rolled out to assist the implementation of the Act.</p> <p>Work is ongoing in relation to amending the functionality of NIMS to ensure appropriate measurement of the requirements of the Act. Technical changes will be necessary to the system to ensure NIs can be reported to the regulator.</p>		LS/AT
5.	<p>National Open Disclosure Framework update</p> <p>The National Open Disclosure Framework is currently being finalised by the NPSO in the DOH. The final document, when published by the DOH, will be circulated to the committee members.</p>		AT / LS
6.	<p>National Open Disclosure Policy</p> <p>The National Open Disclosure Policy Framework and Patient Safety Act will further inform the revision of the HSE Open Disclosure Policy which was undertaken in 2022.</p> <p>Guidance was sought from the committee members on an approach to including links in the policy to supporting documentation. It was queried if the policy should be condensed. Feedback noted was that the recently published Enterprise Risk Policy was well received and that although it is comprehensive it is easy to follow. The OD Policy should continue to use content and language which is soft, clear and easy to use.</p> <p>The revised policy will be presented to the NODSC for sign off.</p>		
7.	<p>Update of Performance Measurement Work Streams</p> <p>Work on all performance measurement 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 PS Act for the HSE Service Plan. Two KPI's are proposed by the group to measure (1) if an Open Disclosure Meeting has taken place for a NI within 10/20 working days of the service becoming aware of the incident and (2) if a written record (statement in writing) of the Open Disclosure Meeting is shared with the patient or relevant person within 5 days of the date the meeting took place.</p> <p>It was noted that the roll-out of NIMS Electronic Point of Entry (ePOE) will assist in overcoming some of the administrative challenges with incident entry at the front line.</p> <p>It was acknowledged that technical developments and IT requirements are being discussed by the State Claims Agency with other key stakeholders to create an easy pathway of notification of NIs to different relevant authorities.</p>		

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	<p>Work Stream 2: focuses on the development and implementation of Open Disclosure Policy Compliance and assurance tools.</p> <p>Two tools have now been brought forward by this work stream as follows: (1) “The Open Disclosure Implementation Toolkit” with built in QI plan and annual report guidance was demonstrated to committee members and will be circulated for feedback to the NODSC members.</p> <p>(2) The IMF Self-Assessment Audit Tool and an accompanying guidance document is now at testing stage and an update will be provided once testing has concluded.</p> <p>Work Stream 3: focuses on measurement of patient experience in relation to open disclosure. This work stream are working in partnership with UCD in the development of a patient experience tool. This project has progressed to Ethics approval stage and ethics approval is currently pending. Plan for recruitment of potential patient and healthcare staff participants has been agreed and discussed with key stakeholders in preparation for next stage when Ethics approval confirmed.</p> <p>Work Stream 4: focuses on the development of an indicator to measure the uptake of Open Disclosure Training over a three-year period. Various training data sources have been explored and evaluated. Two proposed indicators have been recommended by the work stream to include (i) %uptake of OD training by NCHDs on the NDTP DIME/NER system and (ii) Uptake of face to face training by Consultants – uptake will be monitored to provide a baseline and inform development of a target indicator in 12 – 24 months.</p>	Feedback on Implementation Toolkit by 16 June 2023	All
8.	<p>Quarter 1 Training Report</p> <p>The Quarter 1 / 2023 Training Report was presented to the committee.</p> <p>The report will now be circulated to HSE Senior Management, OD leads and OD trainers. Consideration to be given to include training uptake based on area headcounts.</p>		
9	<p>Open Disclosure Themed Week</p> <p>Week confirmed for 02 – 06 October 2023. The week’s theme is aligned to the WHO National Patient Safety Day theme “Elevating the voice of patients”. Early planning stage has commenced.</p>		
10	<p>Open Disclosure Office Developments</p> <p>Ellie Southgate has been welcomed to the National Open Disclosure Office as Grade VIII Open Disclosure Manager.</p> <p>A recruitment campaign for a part time Grade VII post has commenced, as two team members have reduced their working hours.</p> <p>Further resources for the implementation of the PS Act will be sought again to increase capacity within the team through the estimates process.</p>		
11	<p>AOB</p> <p>At the request of the CCO a Field Safety Notice was brought to the attention of the committee members to share the advice that was given and for committee members to give some consideration around policy. This was an international</p>		

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	<p>issue with the risk of a potential false negative testing result. A SIMT was established and NCCP took the lead in the Incident Management. A small number cases were identified in Ireland and the Incident Management and Open Disclosure process was followed.</p> <p>It was noted that openness and transparency have to be practiced to their full extent and a consistent approach for these incidents has to be followed. It was noted that the committee members had no strong reservations on the process that was followed.</p>		

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

Action	Who	Progress
Meeting: 01 March 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 August 2022		
Provide a high level action point based overview	AT	Complete
Meeting 23 November 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 22 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. This is being pursued on a national level, outside of the scope of the National Open Disclosure Office.	LS/AT	Complete
Committee members to revert with any suggestions for the themed week.	All	Open
Meeting 18 May 2023		
Forward concerns in relation to the implementation of the Patient Safety Act, raised by National Screening Service to the National Patient Safety Office, DoH	LS/CB	Open
Forward any further formal feedback on the Implementation Toolkit to the National Open Disclosure Office by 16 June 2023.	All	Complete