

National Open Disclosure Steering Committee Meeting
11.00am, Wednesday 30 August, 2023
Meeting held via MS Teams
Minutes

In attendance	<ul style="list-style-type: none"> • Colette Brett (CB), • Irene O'Hanlon, • Dr Brian Kinirons (BK), • Dr Cathal O'Keeffe (COK), • Mairead Twohig, • Aoife O'Riordan (AOR), • Anne Gallen (AG), • Bernadette O'Reilly (BOR), • Lorraine Schwanberg (LS) - Chair, • Angela Tysall (AT), • Mary Friel (MF) • Florina Rizoica (FR) • Ellie Southgate (ES) – minutes.
Apologies	<ul style="list-style-type: none"> ○ Dr. Orla Healy (OH), ○ Eilish Hardiman (EH), ○ Eileen Rudden (ER), ○ Dr Noirin Russell (NR), ○ Ciaran McCullagh (CMcC), ○ Dr. Jack McCarthy (JMcC), ○ JP Nolan (JPN), ○ Dr David Vaughan (DV), ○ Grace Rothwell (GR), ○ Margaret Brennan (MB)

#	Item and discussion	Agreed Action / Decision	Action by
1	<p>Welcome and Apologies</p> <p>The Chair (LS) welcomed everyone to the meeting. LS spoke in recognition of the valuable contribution to NODSC of Prof Sean Tierney, late member of the Committee, who had sadly passed away since the last meeting and condolences were expressed to Professor Tierney's family and work colleagues.</p> <p>Apologies were noted.</p>		
2	No conflicts of interest were declared.		
3	<p>Review of minutes of last meeting (18 May 2023)</p> <p>Minutes agreed.</p> <p>Update on agreed actions</p> <p>Actions update provided in action log below.</p>		
4	<p>Update on the Patient Safety Act (PSA) and plans for implementation</p> <p>The National Implementation Group has held two virtual meetings and one full-day in person meeting. The latter, which took place on 17 August 2023, generated invaluable discussion of the points of the legislation that require</p>		

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	<p>legal clarifications from the DoH, as well as the opportunity to discuss possible interpretations of those points with representatives of DoH. It also offered a chance for attendees to discuss the work-streams for implementation of the Act, and their objectives.</p> <p>LS outlined how the finalised legal clarification document is being prepared through comprehensive consultation with our stakeholders and will be presented to the DoH within the next few weeks.</p>		
5.	<p>National Open Disclosure Framework update</p> <p>The launch for the National Open Disclosure Framework was postponed from 29 August 2023 and the new date is TBC.</p> <p>CB highlighted that NSS had sent a communication to the DOH querying if the Framework would set out the difference in the definition of Open Disclosure of a patient safety incident and Open Disclosure of a patient requested review. This has not been reflected in the most recent draft Framework shared. AT indicated that the policy revision would then be able to address this in line with the Framework. LS indicated that the document was already fairly well advanced by the DoH in terms of its finalisation and changes to it at this stage seemed unlikely.</p> <p>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>LS, AT and ES met recently to review the alignment of the existing OD Policy with the provisions of the PSA. There is still some work to do to assess the alignment with the National Open Disclosure Framework, the Patient Safety Act and the Scally Recommendations.</p> <p>The Committee were invited to offer their opinion on whether a comprehensive Policy should be published, or one which is topline and references/links to a guideline document which encompasses all related subject matter. CB outlined how useful a comprehensive document can be, with all of the relevant information in one place, with the clear Policy preceding more complete guideline section.</p> <p>The Policy will be revised in line with the national developments and presented at a forthcoming NODSC meeting.</p>		
7.	<p>Update of Performance Measurement Work Streams</p> <p>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 PSA for the HSE Service Plan. Two KPIs are proposed by the group to measure (1) if an Open Disclosure Meeting has taken place for a NI within 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>LS highlighted how the target for the first KPI will reduce, in number of days, once services have had time to fully implement the requirements of the new legislation.</p> <p>MT asked whether NIMS could be used to audit the KPI, and whether it will be included within the National Service Plan (NSP). LS stated that the target will be for the technical developments to be made for 2024 and to potentially measure the KPI for NSP from 2025 onwards, once it has been comprehensively trialed. LS acknowledged that local data validation can be</p>		

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	<p>required when utilising data from NIMS but in this circumstance, the KPI only requires that an entry indicates if the OD meeting has happened or not and that the record of the meeting is sent the patient or relevant person within 5 days of the OD meeting and applies to NIs only. The Open Disclosure Framework will require reporting of all open disclosure events.</p> <p>Work Stream 2: focuses on the development and implementation of Open Disclosure Policy compliance and assurance tools. There have been seven meetings of the Work Stream Group since June 2022.</p> <p>Two tools have now been brought forward by this work stream as follows: (1) The Open Disclosure Implementation Toolkit was approved by the Committee at the last meeting. The plan is now for it to be officially launched during Open Disclosure Themed Week (2-8 October 2023).</p> <p>(2) The IMF Self-Assessment Audit Tool A demonstration of the Audit Tool was provided to the Committee by MF and FR. The Audit Tool was updated and tested by members of the Work Stream Group. Members included representatives of QPS, voluntary and acute services. They found the Audit Tool to be fit for purpose for Category 1 and 2 incidents.</p> <p>MT asked for details of the Audit Tool to be shared with Acutes and CHOs including information on where it was tested and by whom, how long the audit takes to complete and how implementation of the tool will be supported e.g. training. It was agreed that the summary information would be recirculated and that Committee members would have until 15 September to offer feedback.</p> <p>MF also indicated that a Webinar may be facilitated and recorded on 28 September 2023 to introduce the tool to OD and QPS Leads. The Webinar will give an opportunity for members of the group who have tested the Audit Tool to talk about their experience and findings. The tool will be available on the HSE OD webpages following its launch.</p> <p>Work Stream 3: focuses on measurement of patient experience in relation to open disclosure. This Work Stream Group is working in partnership with UCD in the development of a patient experience tool. The project has been recruiting to two subject groups seeking 7-10 participants per group - a staff group and a patient/service user group. These subjects are surveyed on their open disclosure experiences, which will inform the development of an open disclosure experience survey. The data will be collated by UCD, in work that is independent of the HSE.</p> <p>There have been difficulties recruiting to the patient/service users group and members of the Committee were asked to support this recruitment by sharing the information pamphlet with relevant parties.</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. 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. In the case of the latter, the first year will focus on establishing a trend upon which an indicator can then be reasonably developed.</p> <p>Annual training data will then be captured on an annual basis which, will be particularly relevant in order to understand the impact of the inclusion of OD in the education programmes provided at medical schools. UCD have approached the OD Team to request support regarding the introduction of</p>		<p>MF/AT</p> <p>AT</p>

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	practical training on OD and how to examine this through the objective structured clinical examinations (OSCEs). This training will incorporate training on the PSA and other legislation related to OD.		
8.	<p>Quarter 2 Training Report</p> <p>The Committee heard how the positive trend for Module 1 completions continued through Quarter 2 with uptake this year to date at 26% of the 30% annual target. Progress was also noted in the uptake of the face-to-face Skills Workshop.</p> <p>These positive results were attributed to the excellent work of promotion of the training by the OD leads, OD trainers as well as by the OD Team working proactively to maintain the trainer numbers nationwide and to identify areas of limited training provision and recruiting trainers.</p> <p>The Quarter 2 Training Report will be shared with the Committee.</p>		AT
9	<p>Open Disclosure Themed Week</p> <p>OD Themed Week will take place on 02 – 08 October 2023.</p> <p>The Committee heard about the range of engagement activities, both for national-level promotion of the Week, and those to be delivered by OD Leads in services (facilitated by the OD Team).</p> <p>A webpage for all audiences will be going live in the next week that will outline these activities and signpost staff to where they can obtain promotional materials.</p> <p>Members of the Committee were invited to support the messaging of the Week, that will be shared on social media, and/or to share the activities of their service with the OD Team, for further promotion via the NQPS social media channels.</p> <p>BK, COK and CB offered to promote the Themed Week posts via their own organisations social media. Contact will be made with the relevant parties in order to share the social media content.</p>		LS/AT/ ES
10	<p>Open Disclosure Office Developments</p> <p>LS offered an update regarding the HSE-wide Grade VII and VIII recruitment pause and how it has affected the OD Office, specifically how the recruitment campaign for a part time Grade VII post has been paused. The Committee heard how this post was not a new one to the team, but to pick-up the capacity lost when two team members of the team reduced their working hours.</p> <p>LS outlined how planning and risk mitigation was mindful of the impact on the team of this reduced capacity and of the increased training demand necessitated by the implementation of the PSA.</p> <p>LS described how a number of requests have been submitted to increase the training capacity of the team, however they have been unsuccessful.</p> <p>Further updates concerning recruitment and the corporate centre review is expected from the CEO in September.</p> <p>COK asked if there was anything that the membership of the Committee could do to support. LS replied that she would enquire with OH whether there was any appropriate action the Committee could take to support the cases already put forward for greater support for the OD Team.</p>		LS

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11	AOB No further items for discussion were raised.		

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

Action	Who	Progress
Meeting 22 February 2023		
Committee members to revert with any suggestions for the themed week.	All	Complete
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	CB	Complete
Forward any further formal feedback on the Implementation Toolkit to the National Open Disclosure Office by 16 June 2023.	All	Complete
Meeting 20 August 2023		
AT to write to David Vaughan again to establish if he wishes it remain a member if the committee.	AT	Open
LS and AT to review membership and identify any gaps in representation of the sector as a result of reduced membership. Replacement members will be identified and approached, with sufficient time left for sensitivity before contacting colleagues of Prof Tierney at RCSI.	LS/AT	Open
Meeting 30 August		
IMF Audit Tool and guidance is to be recirculated and Committee members have until 15 September to offer feedback.	MF/AT	Open
The National Open Disclosure Framework will be circulated to members, once published.	LS/AT	Open
The Information pamphlet for recruitment to the subject groups in the Work Stream 3 project is to be circulated to the Committee.	AT	Open
The Quarter 2 Training Report will be shared with the Committee.	AT	Open
Contact will be with the relevant parties at the organisations of COK, BK and CB in order to share the social media content for Themed Week.	LS/AT/ES	Open
LS to enquire with OH whether there was any appropriate action the Committee could take to support the cases already put forward for greater support for the OD Team.	LS	Open