

Summary Minutes of the Council Meeting held on 25th & 26th October, 2017

MEMBERS PRESENT – 25th October, 2017

Dr Anthony Breslin (Vice-President)
Dr John Barragry
Ms Katharine Bulbulia
Ms Vicky Blomfield
Ms Anne Carrigy
Dr Sean Curran
Dr Audrey Dillon
Professor Bairbre Golden
Ms Mary Duff

Dr Ruairi Hanley
Mr Seán Hurley
Professor Alan Johnson
Professor Mary Leader
Mr John Nisbet
Professor Colm O’Herlihy
Mr Tom O’Higgins
Dr Consilia Walsh

MEMBERS NOT PRESENT

Professor Freddie Wood (President)
Mr Fergus Clancy
Dr Rita Doyle
Professor Fidelma Dunne
Ms Catherine McKenna
Ms Margaret Murphy
Dr Michael Ryan
Ms Cornelia Stuart

MEMBERS PRESENT – 26th October, 2017

Dr Audrey Dillon (Chair)
Dr John Barragry
Ms Vicky Blomfield
Ms Katharine Bulbulia
Ms Anne Carrigy
Dr Sean Curran
Ms Mary Duff

Dr Ruairi Hanley
Mr Séan Hurley
Professor Alan Johnson
Ms Margaret Murphy
Professor Colm O’Herlihy
Dr Consilia Walsh

MEMBERS NOT PRESENT

Professor Freddie Wood (President)
Dr Anthony Breslin (Vice-President)
Mr Fergus Clancy

Dr Rita Doyle
Professor Fidelma Dunne
Professor Bairbre Golden
Professor Mary Leader
Ms Catherine McKenna
Mr John Nisbet
Mr Tom O'Higgins
Dr Michael Ryan
Ms Cornelia Stuart

In attendance – full meeting

Mr Bill Prasifka (CEO)
Ms Lisa Molloy (Secretary to Council and Head of Corporate Governance)
Ms Jane Horan (Council & Corporate Governance Manager)
Mr William Kennedy (Director of Regulation)
Ms Niamh Muldoon (Head of Investigations & Complaints; Solicitor)

In attendance – for the relevant parts of the meeting

Ms Wendy Kennedy (Director of Corporate Services)
Mr Philip Brady (Director of Registration and Business Process Improvement)
Ms Úna O'Rourke (Head of Education, Training and Professionalism)
Ms Jantze Cotter (Director Professional Competence and Research)
Mr John Sidebottom (Head of Inquiries, Health and Monitoring)
Ms Deirdre Foley (Head of Finance)
Ms Ruth Rock (Head of Investigations & Complaints; Solicitor)
Ms Ciara McMorrow (Head of Procurement & Facilities)
Ms Marion Mitchell (Human Resource Consultant)
Mr Colin Cooper (Head of ICT)
Mr Alan Gallagher (Head of Communications)
Ms Lorna Purcell (Information Governance Officer)

Private Session:

A private session without members of the Executive present was held. A note of this session was taken by a nominated Council member and provided to the Secretary to Council.

CEO's Business

Council noted the number of recent engagements that had medical council participation, in particular:-

- Medical Careers Day in Dublin Castle;
- Patient Safety Conference organised by the Patient Safety Office of the Department of Health on October 25th and 26th at Dublin Castle;
- Medical Council and Pharmaceutical Society of Ireland launch of Joint guidance on the safe prescribing of controlled drugs.

The CEO provided an updated in relation to Procurement and HR matters.

Council noted that the Integra 2 upgrade project is now complete and a service review has been initiated to look at trends, response and resolution times against SLAs, as well as availability against SLAs. The CEO acknowledged the significant commitment and hard work from the staff that went into ensuring this project's success.

The CEO advised that registration applications received remain down significantly at -12.7%. These completion rates are still down slightly on last year. However, Category 4 applications can now be considered under control. This reflects the efforts of staff applying improved business processes and considerable dedication to achieve the turnaround from the "high point" in July 2015 when there were 2,129 "Open" Category 4 applications.

The CEO advised that the amendment to the MPA relating to Professional Indemnity (PI) requirements is coming into effect from 6th November, 2017. Work is being undertaken to determine how best to bring into effect. There are risks associated with this measure regarding potential fall off in "first-time" applications and for voluntary withdrawal from the Register by doctors who hold registration yet don't practice in Ireland. These will be monitored over time.

The CEO further advised that the requirements under the National Vetting Act (Garda Vetting), are being considered, in terms of the Council facilitating vetting for doctors who are wholly self-employed.

Council noted the undergraduate accreditation visit to NUI Galway on 5th & 6th October and a report on this accreditation is currently being drafted. The Executive are also preparing a final response to the US Department of Education / NCFMEA regarding the Medical Council's application for formal recognition of our undergraduate accreditation processes as equivalent to US standards.

Council further noted that an implementation plan is being developed for the recently-approved enhanced processes for Speciality Recognition. A presentation from Plymouth University Group was given on 9th October to members of the ETPDC and SPSC to assist them in their understanding of how credentialing might be applied. Preparations are under way for the South / Southwest Regional inspection visits scheduled over the course of 15th – 24th November.

The CEO complimented the Professional Competence team on the successful symposium delivered in partnership with the Forum of Irish Postgraduate Medical Training Bodies held on 24th October, 2017 which focused on addressing the challenge of compliance in the maintenance of professional competence.

The annual Your Training Counts survey went live in July and will run until the end of November. Participation rates are, again, low and the research scope is being extended in an attempt to improve the response rate.

The CEO completed his report with an update on a number of stakeholder meetings of note.

President's Business

The Vice-President informed Council that there are a number of inquiries scheduled that need to be populated and urged members to provide their availability.

Council considered correspondence received from Mr Larry O'Reilly, Office of Chief Nurse seeking a nomination for a replacement member on the Nursing and Midwifery Board of Ireland. Council directed the Secretary to Council that more information be obtained from the NMBI in relation to the term of office and the time commitment. On receipt of this information Ms Molly will circulate an email to the medical members of Council seeking expressions of interest.

Council noted correspondence received from Mr Simon Harris, TD and Minister for Health formally appointing Ms Catherine McKenna to the Medical Council.

Professional Indemnity Bill and Private Members Bill Garda Vetting

Council noted the update provided by Mr Brady in relation to the Professional Indemnity and Private Members Bill Garda Vetting.

Council noted correspondence from the Coroners Society of Ireland this request for a speaker engagement and invited members to contact the Secretary to Council expressing their interest.

Council noted the meetings the Vice-President had attended in particular the IAMRA Conference and the Professional Competence Symposium.

Council discussed correspondence from Ms Bernadette Moran seeking in relation to e-learning radiation protection programmes for medical staff. Council directed that further information be obtained and deferred for further consideration of this matter.

Audit, strategy & Risk Committee (ARSC)

The reports of the Audit, Strategy and Risk Committee held on 7th September and 11th October, 2017 were presented to Council.

Council noted the updated Risk Policy as approved at the last Council meeting, 13th September 2017. Council noted the Q2 Business Plan Update

Council noted that due to constraints such as resources and tight timelines, the launch of a number of projects will be postponed to 2018. These projects include Safe Start; Assessor Training; The Trainer Survey (running alongside Your Training Counts); The Research Programme plan; and 2018 Strategy engagement.

Council further noted that Human Resource contingencies should be in place to prevent any further loss of skills and knowledge within the Council as a result of staff turnover and Council were informed the Committee that Human Resource Succession planning is currently underway.

In relation to the Q2 Management Accounts Council noted a positive variance and Council was informed that it is not envisaged that this surplus would prevail to year end. The voluntary withdrawals and annual removals processes were completed in the intervening months from June to September.

In relation to the flexed budget Council noted that it represents a realistic view of the business plan items and projects that will be delivered prior to year end.

Council noted the mid-year procurement and Corporate Procurement Plan tracker.

Council noted that the Committee had reviewed the draft audit report on IT Governance.

Council noted the Committee's recommendation to approve the ICT Refresh Policy which will ensure that all systems are supported and any unsupported software and hardware is removed or replaced over time. It was noted that where IT systems have reached end of life due to the age profile of the estate, this should be reflected as a risk on the ICT risk register. Council approved the ICT Refresh Policy

Council noted the Committee's recommendation to recruit a new external member of the ASRC would be recruited through the Nominations and Development Committee with a technical ICT skillset. Council approved the recruitment of the additional Committee member.

Council approved the updated Terms of Reference for the Audit Strategy and Risk Committee. Council were advised that a provision for a procedure for Council/Committee members to get independent professional advice is required under Section 3.5 of the Code of Practice for the Governance of State Bodies 2016. Council approved the procedure and noted that it will be appended to the revised Corporate Governance Framework Document.

Risk Update

The Chief Risk Officer, updated Council in relation to the Risk Register.

It was noted that there are currently 70 risk matters reflected on the Risk Register, with 13 items currently rated in red. The Risk Register will be the subject of a comprehensive review in late November, before being reported to the ASRC Committee and Council in December 2017.

Registration and Continuing Practice Committee (RCPC)

The report of the Registration and Continuing Practice Committee meeting held 28th September, 2017 was presented to Council.

Council was advised that a number of practitioners had chosen not to seek a review of the RCPC's decision to refuse registration and the review window has expired. Council confirmed the decision of the RCPC to refuse registration to the practitioners concerned.

Council noted that briefing papers in relation on the Professional Competence Non-Enrolment Analysis.

Council noted that the Committee is awaiting a "Safe Start" report from Professor Suzanne Donnelly and will be considered by the Committee in due course.

Council was updated in relation to the Registration Business Plan. I

Committee noted that the PCS Symposium held on 24th October, 2017 had proved to be a successful event with the major stakeholders in the development and management of the Professional Competence Schemes.

Council was advised that the 2017 annual retention, Postgraduate Training Bodies and Professional Competence date analysis was considered by the Committee. The analysis indicates a small decrease in the non-enrolled numbers.

Council noted that the next meeting of the Performance Assessment Model Refinement Working Group will focus on the model for assessment that is in use in other jurisdictions.

The Vice-President advised Council that a meeting had taken place between the Department of Health (DOH) and members of the Executive to learn more about the Council's Education and Training processes as the Department had been considering the regulation of physician associates and that the DOH was of the opinion that the regulation of this profession probably sits better with the Medical Council than the Nursing Board.

Council was updated in relation to the new criteria documents received from the ICGP for the recently approved specialist training programme in Military Medicine and approved the application pack provided by the training body.

Council was advised that the Executive would prepare a briefing paper in relation to medical practitioners returning to the register following a period of absence.
Council approved the report of the Registration and Continuing Practice Committee.

Education, Training & Professional Development Committee (ETPDC)

The report of the Education, Training and Professional Development Committee meeting held on 10th October, 2017 was presented to Council.

Council considered the revised Guide to Review Procedures for Clinical Site Inspections. For consistency, the Executive revised the first document, to reflect the terminology used in the internal review process for Programme Accreditation. Council approved the revised Guide.

Council was informed that the new Medical Intern Board had met for the first time in October and the Board will commence work on reforming intern medical education and training. Council noted that the Health Service Executive is currently recruiting staff to run the new Medical Intern Unit which will be responsible for coordinating the national intern programme.

Council noted that a research assistant has been recruited to complete research into how outcomes-based medical education and training is at present in Ireland. Council was advised that this research will take approximately six months to complete due to the substantial volume of documentation from the various medical schools, Intern Network Coordinators and postgraduate training bodies.

Council was advised that due to the low participation numbers the annual Your Training Counts Survey, the 2017 deadline has been extended to the end of November and significant work has gone into promoting the survey through various networks. The Chair requested Council members to promote participation in the survey through their own interactions with interns, trainees and trainers.

Council approved the report of the Education, Training and Professional Development Committee.

Nominations & Development Committee (NDC)

The report of the Nominations & Development Committee meeting held on 19th October, 2017 was presented to Council.

Council noted the Committee's recommendation to recruit an additional member to the Audit, Strategy and Risk Committee. The Committee is recommending the additional member have technical

ICT skillset which would benefit the Committee and satisfy the findings of the ICT Governance Audit report. Council also approved the recruitment of the additional member and the amendment of the Terms of Reference to reflect the change in the membership.

Council noted that a Corporate Governance review is underway and that the report from the Review will be finalised in due course

Council noted the dates for the meetings for the remainder of the Council term

Council noted that the discussion on the next away day will focus on capturing the corporate memory to pass on to the next term of Council.

Council approved the report of the Nominations & Development Committee.

Health Committee (HC)

The report of the Health Committee meeting held on 11th September, 2017 was presented to Council

Council noted the number of practitioners supported by the Health Committee.

Council further noted the outcomes of the Committee's ongoing review sessions and the support being provided to each practitioner.

Council noted that arising from one practitioner's most recent review session and the positive medical reports received that the Committee was recommending the release of the practitioner concerned from the support of the Committee. Council approved the release of the practitioner from the support of the Health Committee.

Council noted the number of review sessions carried out and the Committee's recommendation that ongoing support be continued.

Council was advised that two practitioners have been offered the support of the Committee following a referral.

Council further noted that review sessions had not been held in relation to two practitioner and that sessions will be arranged pending confirmation that the practitioners concerned wish to avail of the support of the Committee.

Council approved the report of the Health Committee.

Monitoring Committee (MC)

The report of the Monitoring Committee meeting held on 12th October, 2017 was presented to Council.

Council noted the breakdown of the medical practitioners who have conditions attached to the retention of their name in the Register.

Council noted the Committee's recommendation that one of the conditions attached to a practitioner's registration be removed. Council was advised that the practitioner concerned had provided a signed declaration stating agreeing to comply with the remaining conditions attached to their registration. Council approved the removal of the condition attached to the practitioner's registration.

The Committee further wish the Council to note that practice visits were completed to the practice premises of two practitioners for the purpose of confirming compliance with conditions and/or undertakings given. Reports of such visits were considered by the Committee at its last scheduled meeting.

Council was advised that that the course suggested by one practitioner was accepted by the Committee and reports will be taken up as necessary and appropriately regarding their progress towards achieving the aims set out in the Professional Development Plan.

Council noted that correspondence and documentary evidence of compliance was received, where appropriate, from each of those other practitioners currently practicing within the jurisdiction with conditions attached to the retention of their name in the Register and that such further evidence would be taken up as when required in order to confirm compliance.

Council approved the report of the Monitoring Committee.

Media Log

This Item was noted by Council.

Date and Time of next meeting

Council noted the next meeting will be held on Thursday 14th December, 2017 at 12:30 hrs and Friday 15th December, 2017 at 08:30 hrs.