

**Minutes of Monthly Board Meeting held in St. Colmans Hospital, Rathdrum,
Co. Wicklow on Thursday 10th July, 2003 at 6.00p.m.**

In the Chair

Cllr. Tony Fox

Present

Dr. Ray Hawkins
Dr. John Fennell
Cllr. Dr. Bill O'Connell
Cllr. Jane Dillon Byrne
Cllr. Andrew Doyle
Cllr. Laurence Butler
Ms. Noeleen Harvey

Dr. Mick Molloy
Ald. Joe Doyle
Cllr. Pat Doran
Cllr. Olivia Mitchell TD
Mr. John Dolan
Dr. Bernard Murphy
Cllr. Pat Hand

Apologies

Ms. Maria Hoban
Mr. Michael Murphy
Mr. Gerry McGuire

Officers in attendance

Mr. Martin Gallagher, Chief Executive Officer
Dr. Brian Redahan, Assistant Chief Executive Officer
Mr. David Clarke, Assistant Chief Executive Officer
Mr. Gavin Maguire, Director of Finance
Ms. Josephine Roche, Manager, Human Resources
Ms. Aoife O'Sullivan, A/Director of Communications
Mr. John Davis, Board Secretary
Ms. Naomi Boland, P.A. to Chief Executive Officer
Mr. David Walsh, General Manager, CCA 2
Mr. Gerry McKiernan, General Manager, CCA10
Mr. John Broe, Manager, Central Mental Hospital
Mr. John O'Sullivan, Director of Disability Services
Dr. John Ryan, A&E Consultant, St. Columcille's Hospital
Mr. Pat Byrne, Hospital Manager, Newcastle Hospital
Mr. Pat McCreanor, Chief Ambulance Officer
Mr. Tom Mernagh, Hospital Manager, St. Columcilles
Ms. Kathleen Hamill, Financial Accountant
Ms. Valerie Plant, Management Accountant

Opening Prayer

54/2003

Chairman's Business

The Chairman joined with the members in extending a vote of sympathy with the relatives of the list of deceased circulated, in particular with the families touched by the tragic circumstances in Avoca recently. The response of the emergency services was to be commended.

The Chairman proceeded to advise members of the following newsworthy events:

- Congratulated members of the Board on their appointment to Boards in the Region.
- Official opening of the National Training and Development Initiative – Arklow Training Centre on 17th June 2003
- Official opening of Leopardstown park Hospital – Glen Unit for Older People on 18th June 2003
- Opening of New Hospice and Palliative Care Centre, Blackrock on 22nd June 2003
- Official opening of Portview Day Centre, Arklow on 8th July 2003
- Special Olympics – Congratulated the role played by all the volunteers, particularly those from the East Coast Area Health Board on their commitment and willingness to give of their own time to the athletes and making the event such a huge success.

It was agreed that the Board Secretary, on behalf of the Board, would write to the CEO and Host Town Programme Managers to congratulate them on their success.

Report was noted.

55/2003

Minutes

(a) Confirmation of Minutes

Minutes of monthly meeting of Board held on 12th June 2003 having been circulated were adopted on the proposal of Cllr. Dr. Bill O'Connell and seconded by Dr. Ray Hawkins.

(b) Matters Arising

Agenda Item 44/2003 – Questions to the CEO
Amendment – Replacement of “raised” by “tabled” agreed.
The sentence reads Cllr. Jane Dillon Byrne tabled the following questions.

At the request of Cllr. Jane Dillon Byrne, the amended response to question 3 will be recorded in the minutes of the July meeting under agenda item 3

56/2003

Questions to Chief Executive Officer

Cllr. Jane Dillon Byrne tabled the following question:

“Some time ago, a system of Best Practice was to be introduced for privately run nursing homes. Has this been carried out? How many inspections per year, are currently being carried out in privately run nursing homes? Are these inspections done by appointment or ‘on spec’? How many homes have been found to have inadequate processes operating within them and what are they?”

Reply:

Best Practice concerning private nursing homes.

A report on this matter, *Guidelines for the contracting, allocation and utilization of subvented beds*, was debated by the board of the Eastern Regional Health Authority in January 2002 and November 2002. The Authority has now adopted a policy arising from these guidelines in relation to subvention. It is proposed that the new guidelines on subvention will be implemented on 1st September 2003. A draft service level agreement has also been drawn up to address the issue of the obligations of private nursing homes accepting patients under the Nursing Home regulations. This Service level agreement will be finalised in consultation with private nursing homes. A meeting has been scheduled with proprietors, the Eastern Regional Health Authority and the three Area Health Boards on the 14th July 2003.

The registration and monitoring of Private Nursing Homes is governed by the Health (Nursing Homes) Act 1990 and the Nursing Homes (Care and Welfare) regulations No. SI 226/1993.

The Inspection teams in each community services area have responsibility for monitoring standards in Private Nursing Homes registered under the 1990 Act. There are 56 Nursing Homes registered under the Act in the East Coast Area Health Board region and each home was inspected at least once in the period 1st January 2002 and 31st December 2002. 16 homes were inspected twice during this period, giving a total of 72 statutory inspections in 2002. Inspections were done *on spec* without any prior

notice to the proprietor. A report is then forwarded to the proprietor setting out the findings of the inspection. The inspection teams will request verbally on the day of the inspection and in writing following the visit that problems identified be rectified. Follow up visits are arranged in cases where a home has been found to be significantly below standard.

Inadequate Processes.

The majority of nursing homes are reported to comply with the Nursing Home Regulations without breaches of the regulations being identified. Breaches are noted on the report of the inspection teams, which is made available to the Nursing Home. Some examples of breaches are as follows:

- Temperature of home below satisfactory level in bedrooms and day areas.
- Proper recording of administration of drugs and prescriptions obtained for patients.
- Lighting facilities inadequate.
- Non-availability of drinking water on all floors within the home
- Medical records not signed by patients GP.
- The dispensing of drugs of patients and records kept concerning the dispensing of these drugs.
- Proper recording of information concerning medical equipment and maintenance of the equipment on a register.
- Protocols concerning controlled drugs inadequate or not being adhered to.
- Poor record keeping in relation to individual patients

Other recommendations of the inspection teams include provision of appropriate equipment, restructuring facilities for the comfort of patients, variety in menus and diaries of food given to patients, regular fire drills. Teams have also recommended that patients should be seen by their own GP on a monthly basis.

Follow up letters from the inspection team and the Nursing Home registration office are issued to seek confirmation from the home that all deficiencies identified during the inspection by the inspection teams have been rectified. Where prosecution is recommended by the ACEO, proceedings are initiated through the boards law agents.

57/2003

Chief Executive Officers Report

The Chief Executive Officer's Report (copy appended to Official Minutes) was circulated. The Report dealt with the following items:

- Public Health Doctors Strike

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- Contracts for non-national nurses
- Drugs Payment Scheme Refunds
- Consultant Staff Appointments
- St. Vincents/Clonskeagh Psychiatric Services
- Central Mental Hospital Dundrum
- Code of Governance for Disclosing of Interests by Board Members and Employees

There followed a debate on the Chief Executive Officers Report to which the following members contributed, Ms. Noeleen Harvey, Cllr. Laurence Butler, Cllr. Andrew Doyle, Ald. Joe Doyle, Mr. John Dolan, Dr. John Fennell, Dr. Ray Hawkins, and Cllr. Tony Fox and to which the Chief Executive Officer replied.

The following key points were noted:

- Members welcomed the resolution of the Public Health Doctors dispute and noted that discussions with a view to achieving a structured interim out of hours service would be concluded not later than 30th September 2003.
- It was noted that the 5 multidisciplinary consultant led teams proposed for the Central Mental Hospital would provide services nationally.
- Members welcomed the renewal of contracts for all non-national staff at St. Columcille's Hospital for a further 2 years.
- Concerns were expressed at the closure of 15 beds at St. Columcille's Hospital and the day care unit for older people. An implementation group has been established to process this matter and ensure that alternative services are available in the community. Members will be kept apprised of developments
- Proposals in relation to the Acute Unit at Clonskeagh Hospital are under consideration by the Board and will include a rehabilitation and training facility.

Report was noted and agreed.

58/2003

Report of Standing Committees

On the proposal of Cllr. Laurence Butler and seconded by Cllr. Jane Dillon Byrne progress reports from the following committees were adopted:

- Acute Services and Primary Care Committee 19th June 2003
- Continuing Care Committee 26th June 2003
- Child Care Advisory Committee 30th June 2003

- Protocol and Procedures Committee 30th June 2003
- Finance and Property Committee 4th July 2003

The following points were noted:

- The adoption of the revised 2001 Annual Financial Statements by the Board following the recommendation of the Finance and Property committee was agreed.
- The approval of the Board in relation to interest in properties at Coolamber Manor, Longford, the Marist Rehabilitation Centre, Athlone and Peter Bradley Foundation Ltd. Glenageary were agreed.

59/2003

Presentation on Trauma Bypass Protocol – St. Columcille’s Hospital

There followed a presentation by Dr. John Ryan, Consultant in Emergency Medicine, St. Columcille’s Hospital on Trauma Bypass Protocol.

The report dealt with the following issues:

- Aims
- Review of the needs for Trauma Bypass drivers for change including:
 - Regionalisation of services, risk management and the Health Strategy.
- Major trauma requirements
- Trauma protocols
- Impact on region
- Clinical Governance
- Next steps

There followed a discussion on the report to which the following members contributed, Cllr. Andrew Doyle, Dr. John Fennell, Dr. Ray Hawkins and Cllr. Tony Fox.

Members thanked Dr. Ryan for his comprehensive report and noted the next steps in development of this service included:

- Education of ambulance staff
- On-line medical support
- Continuous audit
- Development of a trauma service

Report was noted and agreed

60/2003

Disability Federation of Ireland – Budget 2004

Mr. John Dolan, Chief Executive outlined proposals in relation to their budget campaign for 2004.

The range of issues, which needed to be addressed, included:

- Mental Health
- Disabled Persons Housing Grant
- Community Employment
- Children as Carers
- Young Chronic Sick
- Income for People with Disabilities
- Publication of Disability Bill

The Chairman and members thanked the Chief Executive for his presentation and agreed to take on board the issues highlighted in his report.

It has been agreed that a further presentation would be brought to the Continuing Care Committee.

61/2003

Staff Handbook and Managers Induction Pack

Ms. Josephine Roche, Learning and Development Officer, Human Resources Department distributed the new managers induction pack and staff handbook for the information of members.

Members complimented Ms. Roche on developing this guide for staff and will go a long way towards commencing a long-term successful induction programme.

It was noted that it was the intention to develop an induction pack for Board Members in the future.

62/2003

Notice of Motions

No Motions Tabled

63/2003

Correspondence

Correspondence circulated

- Disability Federation Budget Campaign 2004 (newsletter 2003)
- Health Services Response to Special Olympics and SARS (letter dated 3/7/03)

In conclusion the Chairman thanked the Director of Nursing, Manager and Catering Staff for facilitating the Board Meeting.

Meeting concluded at 8.00p.m.

Correct:

MARTIN A. GALLAGHER
CHIEF EXECUTIVE OFFICER

DATE

Signed:

Cllr. TONY FOX
CHAIRMAN

DATE