

## MINUTES

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| <b>Date of Meeting</b> | 08/04/2019   | <b>Ref</b>          | 19/02/PMcN |
| <b>Meeting</b>         | <b>IBTS Board</b>  |                     |            |
| <b>Present</b>         | Linda Hickey, Chairperson; Deirdre Cullivan; Yvonne Traynor; Kate Williams; Dr Sarah Doyle; Dr Satu Pastila; Dr Liz Kenny Dr Ronan Desmond; Brian O'Mahony; Deirdre Ann Barr   |                     |            |
| <b>In attendance</b>   | Andy Kelly, Chief Executive; Dr Stephen Field, Medical & Scientific Director; Patricia McNally, Acting Secretary to the Board  |                     |            |
| <b>By Audio-link</b>   |  |                     |            |
| <b>Apologies</b>       | John Malone; David Gray  |                     |            |
| <b>#</b>               | <b>Item</b>  | <b>Notes/Action</b> |            |
| <b>2.</b>              | <b>Conflicts of Interest</b> – There were no conflicts of interest.  |                     |            |
| <b>2.0</b>             | <b>Minutes of the meeting on 11/02/19</b>  |                     |            |
| <b>2.1</b>             | The minutes of the Board meeting on 11/02/19 were agreed without amendment.  |                     |            |
| <b>3.0</b>             | <b>Matters arising</b>   |                     |            |
| <b>3.1</b>             | There were no matters arising  |                     |            |
| <b>4.0</b>             | <b>Items for discussion</b>  |                     |            |
| <b>4.1</b>             | <p><b>Chief Executives Report</b></p> <p><i>Shareholder / Government</i> – It was noted that Craig Spalding, QR&amp;CD was leaving his post in June to take up a new position as Director of SNBTS. A business case is being developed for the supply of allogeneic tear drops. The Fetal Genotyping laboratory is being merged with HLA to form a Molecular Biology and Genetics Department. Making Safety Visible campaign was outlined noting that the IBTS has set a target to reduce reportable accidents by 30% in 2019 and the initiative was well received in Dublin and Cork where it is being trialled on a pilot basis for three months. Brexit is being kept under constant review by R&amp;R Manager and Procurement Manager. It was noted that the R&amp;R Manager attended a meeting in HSE recently for “Massive Trauma” planning and protocols for such an event are being developed by HSE. A letter from the ACSLM was noted and their agreement to the suggestion of a utilisation survey on usage patterns. This will be explored and discussed with HSE at the scheduled meeting in coming weeks. This is a very positive step forward.</p> <p><i>Clients &amp; Partners</i> – Supply is good at present. The OpsD is monitoring supply for Easter and May Bank Holiday. The funding of .25 Consultant post has been agreed with the HSE who are funding the other .25 for the National Clinical Programme in Transfusion Medicine and this will be advertised shortly subject to review of Job Description as it currently includes HH.</p> |                     |            |

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|            | <p><i>Building a High Performance Organisation</i> - GPTW survey results being rolled out to the organisation. The IT Managed Services contract is being tendered for in the next number of weeks.</p> <p><i>Effective Relationships &amp; Collaborations</i> – The Project and Strategy Officer will present to Board in September on the current IBTS Project Management System. There have been major changes in senior posts in the laboratories with the appointment of 4 new Chiefs who will be supported and mentored in their new positions.</p>   |   |
| <b>4.2</b> | <b>Medical &amp; Scientific Directors Report</b>   |   |
|            | The M&SD report was noted covering vCJD, Transfusion Transmitted Infections, Donor Selection Criteria and Pathogen Reduction. The Board appreciated the report of the M&SD and it was noted that this will be a standing item on the Board Agenda.   |   |
| <b>4.3</b> | <b>Presentation on re-establishing the Cornea Bank.</b>  |   |
|            | <p>Mr Barry Quill Consultant Ophthalmologist, RVEEH and Ms Sandra Shaw, Chief Medical Scientist, IBTS joined the meeting for this item. Mr Quill presented to the Board on the re-establishment of the Irish Eye bank. He noted that the IBTS Board Minutes of January 2004 stated “a 100% importation from USA until Ireland has the expertise to harvest Corneas in situ without manipulation of the optic nerve as is currently the case”. He indicated that there seems little reason not to restart the Irish Eye Banking service ~ this would be run in tandem with importation from the US until the Irish Eye Bank had enough of a local programme to meet demand. The risk of vCJD does not appear to have materialised in transmission via corneal transplants and this will be discussed further at the review of vCJD meeting on 29<sup>th</sup> April. Techniques and skills of in situ corneal retrieval are available by the Medical Laboratory Scientists in the IBTS. He confirmed that having a locally sourced supply would also make it easier for surgeons to offer patients the newest transplantation techniques and also allow the surgeons a source of tissue to refine and practise their technique. Self-sufficiency and maintaining expertise in the country would benefit from an indigenous supply of corneas. It was agreed that Mr Quill and Ms Shaw will develop a business case for this and present it to EMT in the IBTS. The Chairperson thanked Mr Quill for his presentation.</p> | Business Case to be developed regarding the re-establishment of the Cornea Bank |

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| <b>4.4</b>  | <b>Vision for Quality</b>  |  |
|             | The QR&CD updated the Board on changes in the Quality Department to ensure that the Vision for Quality was achieved. He noted that the key issues / topics facing the IBTS is (i) supporting manufacturing as a number of issues have occurred which require support and resolving; (ii) Laboratory Review ~ Quality Manager is providing expertise in review and redesign of laboratories and (iii) HPRA Audits ~ increase in major deficiencies of which some are warranted but perhaps some are not but this will need close work with the HPRA inspectors. |  |
| <b>4.5</b>  | <b>Communications with MAC / Consultants</b>   |  |
|             | The letter from Consultants to the Chair of the Board was noted and it was agreed that the Chairperson would meet with the four Consultants and the Chair of the MAC to enable dialogue on this issue.   | Chairperson of Board to meet with 4 Consultants and Chair of the MAC |
| <b>5.0</b>  | <b>Items for decision</b>  |  |
| <b>5.1</b>  | <i>Statement on Internal Financial Controls and Internal Controls</i> ~ both Internal Audit documents were reviewed and approved by the Board  |  |
| <b>5.2</b>  | <i>Cork Centre</i> ~ There was a discussion on the proposal regarding the development of a new centre in Cork including 6 issues to be addressed. The Board agreed with the options as proposed. The CE is to meet with the Department of Health and inform them of the Board decisions in relation to the Cork Centre and thereafter he will contact CUH / HSE.   | CE to discuss Board decision with DOH / CUH / HSE                    |
| <b>6.0</b>  | <b>Items for Information</b>   |  |
| <b>6.1</b>  | <i>Minutes of the MAC 11<sup>th</sup> February and 11<sup>th</sup> March 2019</i> – discussed under item 4.5   |  |
| <b>6.2</b>  | <i>Minutes of the Audit, Risk &amp; Compliance Committee 5<sup>th</sup> February 2019 and the Annual Report for Audit, Risk &amp; Compliance Committee</i> ~ Both were noted.  |  |
| <b>11.0</b> | <b>Date of next meeting</b>  |  |
| <b>11.1</b> | The next meeting of the Board will take place on <b>Monday 17<sup>th</sup> June 2019 at 12 noon in the NBC.</b>  |  |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_