INTERREG IVA – GUM
8th Project Board Meeting
Tuesday, 6th October 2009 at 2pm
The Boardroom, Erne Hospital, Enniskillen

Present:
Prof. Wallace Dinsmore Consultant Physician BHSCT
Prof. Sam McConkey Head of International Health and Tropical Medicine (chair) HSE DNE
Mrs Marian Martin GUM Project Manager WHSCT
Dr Nazih Eidin Head of Health promotion HSE DNE
Mr Paul Maguire Senior Executive Officer HSE West
Mr Dermot Monaghan General Manager Cavan/Monaghan HSE DNE
Dr Caroline Mason Principal Medical Officer/community Medicine HSE West
Mrs Kate McDaid Assist. Director of Healthcare (by telelink) WHSCT

In attendance:
Ms Sadie Bergin Communications Manager CAWT
Ms Brigid McGinty Programme Manager CAWT
Mrs Carmel McPeake Finance Manager (by telelink) CAWT

Apologies:
Mrs Pauline Dunlop HR & Workforce Mobility Manager CAWT
Dr Raymond Maw Consultant Physician BHSCT
Ms Anne McVey Assist. Director of Healthcare SHSCT

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<td>Professor McConkey</td>
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<td>Mrs Martin</td>
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2.0 MINUTES OF LAST MEETING Professor McConkey was not happy to approve these as there had been a mistake in the papers issued for the meeting. He suggested that Mrs Martin issue the minutes of the last PB meeting (6th September) to all PB members and that the PB members send their comments to her. She will reissue the final version for approval by Professor McConkey in advance of the next PB meeting. The minutes of subgroup meetings were reviewed and noted.

3.0 HIGHLIGHT REPORT

3.1 Project Status Report – Project manager - See Highlight Report issued with papers for the meeting.

3.2 SHSCT REPORT There was no report from the SHSCT as Ms McVey had sent apologies for the meeting. Mainstreaming of the service in the SHSCT has been agreed. Mrs Martin informed those present that the new specialist nurse for the SHSCT was starting work today 6th October. She has spoken with him and he is attending a meeting Thursday 15th October in Altnagelvin Hospital re the Blithe Lili software system for GUM clinics. He has been using the system in the Royal Victoria Hospital, is familiar with it and should have useful advise to give at the meeting re the possible rollout of the system to the Erne Hospital Enniskillen, Tyrone County Hospital Omagh and to Letterkenny and other sites in Rol. Mrs Martin plans to meet with him shortly re the roll out of the CAWT GUM service in SHSCT.

3.3 HSE- DNE Report Accomodation:- Mrs Martin and Professor McConkey have both
been making enquiries re suitable accommodation in which to run the GUM clinics in Our Lady of Lourdes Hospital Drogheda and in Louth County Hospital Dundalk. Mrs Martin reported that she has spoken with Ms Jackie Rooney administration in Louth County Hospital who states that Friday afternoon 2 – 5pm is the only 9 – 5 slot currently free in their OPD. However the OPD is free every evening from 5-9pm. Ms Rooney stated however that approval would have to be sought form Mr Des O’Flynn to use the premises and that he would wish to see the business case for the GUM service.

Professor McConkey is following up on possible accommodation for the GUM clinic in OLOL Hospital Drogheda as he feels that the OPD space used by he and his team on a Friday morning is free on a Friday afternoon. However he feels that there may be a problem with office space for the GUM staff on OLOL Hospital site. This may need to be secured on another site.

Mr Dermot Monaghan stated that space in Monaghan Hospital OPD would not be a problem. He is awaiting a date for himself, Dr Eldin and Professor McConkey to meet with Mr Stephen Mulvaney re the proposal to proceed with recruitment of the new consultant in infectious diseases and internal medicine for HSE DNE.

Professor McConkey and Mr Monaghan stressed that it is important that they have the cost of mainstreaming the GUM services beyond the life of the INTERREG IVA funds when they meet with Mr Mulvaney. Mrs Carmel McPeake to complete the annual costings for the GUM services in HSE DNE and to send to Mrs Martin who will forward to Professor McConkey and Mr Monaghan.

Cost of pharmaceuticals for GUM clinic:- Mrs Martin told those present that annual drug costs at the GUM clinic at Sligo General Hospital for 1 clinic per week in 2008 was 12,500 Euros. This needs to be factored into the annual running costs for mainstreaming.

Professor McConkey stated that PCCC pay for the cost of drugs used at the GUM clinic in OLOL Hospital.

Cost of consumables:- It was decided that for purposes of costing 5,000 Euros per year should be factored in as an estimate for to cover the cost of consumables e.g. laboratory specimen bottles.

Laboratory Specimens:- Professor McConkey stated that all blood and urine specimens from the GUM clinic would be sent to the National Virus Reference Laboratory in Dublin. However some preparatory work may be necessary locally e.g. spinning down of blood samples and packaging of all samples would be necessary prior to transport.

Capital costs:- 2 microscopes will be necessary for each new clinic, also possibly a cryopen which cost in the region of £1,000 each.

A decision has yet to be reached whether there will be new clinics in Drogheda or Dundalk or both. Professor McConkey explained the difficulties of recruiting a new consultant for Louth County Hospital, also that the proposal for the new consultant is on the basis that the new postholder will do oncall on rota in OLOL Hospital. He therefore stated that it needs to be left flexible at present.

3.4 WHSCT Report 1 clinic to run in Omagh and 1 in Enniskillen per week initially. To be reassessed after the first six months with a view to increasing to 2 clinics each per week depending upon demand.

These clinics will be staffed by 1 Band 7 specialist nurse travelling out from Altnagelvin Hospital for the clinic and to run some nurse led clinics as necessary. The remainder of the nurses time will be spent in the GUM clinic at Altnagelvin Hospital. The nurse will be assisted by a Band 3 care worker on the Enniskillen and Omagh sites who will also probably travel out from Altnagelvin. (2 new Band 3 care workers to be employed at Altnagelvin). There will also be a 0.5 WTE clerical/admin officer employed to service the Enniskillen and Omagh clinics.

Accommodation: Mrs McDaid has logged the need for accommodation in both Enniskillen and Omagh OPDs in which to run the clinics. Mrs McDaid to follow up on

| Mrs Martin to follow up with Mr O’Flynn | Mrs Dermot Monaghan | Mrs McPeake | Mrs Martin | Mrs McDaid |
Some discussion took place re the need for liquid nitrogen to be available for each clinic for the treatment of warts. Enniskillen already has a dermatology clinic and therefore has liquid nitrogen.

Enquiries to be made re Omagh site. Some discussion took place around the health and safety requirements for use and storage of liquid nitrogen supplies. It was agreed that sites already using this should have the necessary safety precautions and storage facilities in place.

Mrs Martin to enquire re the availability of liquid nitrogen in the Waterside Health centre.

An alternative as per Professor Dinsmore is to use bottled liquid nitrogen with a cryoprobe.

Computer software: Mrs Martin reported that she has arranged a meeting for next Thursday 15th October re the Blithe Lili software. Those present advised that someone from procurement (Mr Martin McCrory) in the WHSCT should be invited. Mrs Martin to arrange.

Mainstreaming: Mrs McDaid reported that Mr John Doherty has briefed the Trust corporate management team re the new GUM services for the WHSCT.

Laboratory costs in WHSCT: Mrs Kate McDaid to keep the PB updated on progress towards laboratory costs being absorbed by the host organisation or alternatively some of the WHSCT funds being directed towards laboratory costs. Mrs Carmel McPeake stated that costings for the WHSCT CAWT funds which are currently based on 2 and a half years, if this were amended to 2 years it would free up 107,00 Euros which could be used for laboratory costs.

3.5 HSE West Report Mr Paul Maguire stated that the agreed model for the GUM services at Letterkenny General Hospital were as follows; For the first six months there would be 1 clinic per week on a Thursday from 5 until 9pm. It will be staffed by 1 Consultant, 1 GP and 1 specialist nurse Band/Garde 7, all employed on a sessional basis. It may be necessary however to employ the nurse on a 0.5 WTE or a full time basis in order to recruit someone. If this is the case the nurse will be responsible for the management and administration of the service and patient followup.

Dr Caroline Mason stated that if a medical officer/s secured the post it would be a less expensive option that employing GPs on a sessional basis.

The INTERREG funding will fund the GUM services in Letterkenny for 18 months. Following the funding period depending upon the uptake and demand for the service it may be necessary to hold clinics on 2 days per week i.e. Tuesday and Thursday. It was recognised that if the clinic runs for 2 days per week that clerical/admin support would be required. This is to be factored into the mainstream funding projections.

Mainstreaming costs to be prepared for the meeting with Mr John Hayes and Mr Sean Murphy when Mr Paul Maguire, Mrs Martin and Mrs McCrory meet with them on 2nd November in Letterkenny.

Mrs Carmel McPeake to speak with Denise Harkin in HSE recruitment to clarify the standard agreed consultant travel and management arrangements.

Mrs Martin agreed to send on mainstreaming costs to Mr Maguire, Mr Murphy and Mr Hayes in advance of the November meeting.

Mainstreaming; Dr Caroline Mason stated that she has met with Mr John Hayes who has agreed mainstreaming in principal.
Accommodation: Mr Maguire stated that the preferred site for the GUM services clinic has been agreed as Letterkenny General OPD. Computer software: Mr Paul Maguire confirmed that the preference is that they use the same software system as the other GUM clinics. The IT officer in Letterkenny General Hospital has already spoken with the Blithe Lili representative re the system. They are aware of the meeting planned for Altnagelvin.

4.0 Recruitment Update Mrs Martin reported that the paperwork for the Health Promotion post for HSE DNE is now complete and has gone to HSE recruitment to proceed. The proposal for the recruitment of the new consultant is now complete and Professor McConkey, Dr Eldin and Mr Dermot Monaghan will meet with Mr Mulvaney re the proposal at the earliest opportunity. Prior to this Professor McConkey and Mrs Martin plan to meet with Dr Hayes in Cavan Hospital and Mr Paul Harrington in OLOL to brief them on the proposed new consultant appointment. Mrs Martin stated that the job descriptions and specifications for all the other new posts in both North and South of Ireland are complete and ready for use when the partner organisations have agreed mainstreaming on the basis of the costed models for mainstreaming.

5.0 Financial Report Mrs Carmel McPeake brought the PB up to date re the funding situation for WHSCT, SHSCT and HSE West. HSE DNE costs and mainstreaming costs to be prepared and forwarded to PB members. Mrs McPeake stated that the current budget as at the end of September 2009 was £5,000 spent. It is in a small overspend situation due to the Project Manager taking up her post 1 month earlier than was planned. Also she stated that it is necessary to deduct £25,000 from the total project budget to pay for 0.5 WTE clerical officer for the Project Manager as agreed at the last PB meeting, also for travel costs for the project manager and secretarial support, as well and mobile telephone as these had not been in the original proposal.

6.0 Risk Log Mrs Martin agreed to add the following to the risk log:
- Human resource issues i.e. the possible difficulties of recruiting sufficiently qualified and experienced staff and in particular to temporary posts.
- Capacity issues i.e the possibility of greater numbers of patients presenting than the system can cope with.
- Also the possibility of less demand for services than planned for.
- Possibility of opposition to new services particularly in RoI.

7.0 Quality Assurance and Post Project Evaluation Professor McConkey reiterated that the internal quality assurance of the clinical work of the GUM clinics would be carried out by the consultants attached to the clinics as discussed at the last PB meeting. Quality assurance of the processes of the project are assured by the minutes of meetings as well as adherence to the CAWT centre protocols for project management. Independent review: Discussion took place re the need for external quality review/assurance. Mrs Brigid McGinty informed those present that SEUPB have regulations regarding independent evaluation of projects, the specifications for which are laid out in CAWT centre documentation. She stated that Mrs Edel O'Doherty deputy CO with CAWT leads on strategic evaluation of all projects. Mrs McGinty agreed to present at the next PB meeting in December re this evaluation process.

7.0 Communications plan/strategy Mrs Sadie Bergin described to the PB the plans which she, Professor McConkey and Mrs Martin have already discussed for the communications plan/strategy for the GUM services. She stated the importance of the INTERREG IVA funding being acknowledged. A plan to be drawn up which will involve input from the communications personnel from the partner organisations and Mrs...
Martin.
Dr Eldin stated that the strategy needs to be positive, state the recognised need for the service, what kind of a service it will provide, what it will not provide, if you think you need the service you can attend, etc.
Mrs Bergin felt that input from a small number of the PB members to the communications strategy / plan would be valuable. To this end it was decided to contact Dr Eldin re his involvement.
Mrs Bergin agreed to present a plan for communications at the next PB meeting.

| 8.0 | AOB | Mrs Brigid McGinty brought up the issue of equality impact assessment. Mrs Kate McDaid had previously made some enquiries re equality screening of the GUM project. Hillary Sidell the Trust Equality and human rights officer is to be asked to liaise with the necessary groups on this and Mrs Martin agreed to invite Ms Sidell to the February PB meeting to present the outcome of her meeting with them. | Mrs Martin
Ms Sidell |

| 9.0 | Date and Time of Next Meeting | Tuesday 8\textsuperscript{th} December at 2pm at the SHSSB HQ Towerhill Room 222. The meeting will be telelinked for those who wish to telelink. |  |