**Head Medical Social Work SIG Meeting Minutes**

**Date:** 28th February 2024 2.30pm

**Location:** Virtual Meeting – MS Teams

**Chair:** Donal Gill/Aoife O’ Neill

**Secretary:** Andrea Ward

|  |  |
| --- | --- |
| **Attendees** | **Apologies** |
| Eimer Gilchrist – Safeguarding Lead | Carol De Wilde - St. Columcille's Hospital |
| Sheila McCrory – CHI Crumlin Hospital | Niamh Finucane – St F |
| Louise Casey - Hospice Harolds Cross and Blackrock |  |
| Andrea Ward – Cappagh Hospital |  |
| Heather Hawthorne – Mater Hospital |  |
| Catherine Walsh – Mayo University Hospital |  |
| Louise Morgan – St Vincent’s University Hospital |  |
| Mary Duffy - Clontarf Hospital |  |
| Mandy Kavanagh – Beacon Private Hospital |  |
| Caroline Quinn – Galway Hospital |  |
| Janice Hanlon – Tallaght Hospital |  |
| Laura Harrington – National Maternity Hospital |  |
| Maria Boyle – St Michael’s Dun Lao |  |
| Anne O’Loughlin National Rehab Hospital |  |
| Sarah Hyland -Naas General Hospital |  |
| Aoife O’Neill – Royal Hospital Donnybrook |  |
| Donal Gill – Galway Hospital |  |
| Jean Roulston -CHI Tallaght Hospital |  |
| Clare Winters – Peaumont Hospital |  |
| Marie Briody – Mater Private Hospital |  |
| Caroline McInerarney Layng – Portiuncula University Hospital |  |

**Previous Minutes:**

The last meeting held was 22/11/2023 – The main discussion item was results of the survey in terms of proceeding with the HMSE as a SIG of IASW. There will be a co-chairperson Donal Gill with Aoife O’ Neill and Secretary Andrea Ward.

**IASW SIG:**

Awaiting a meeting with IASW to discuss further details to have the HMSW group as a SIG. Ther is a significant divergence of specialities across the group and this will need to be discussed with the IASW. Currently there are 46 members, 6 members intend to join and 8 members chose not to join IASW, 3 vacant posts. Once this is finalised this will be shared with the wider group.

**Terms of Reference:**

The TOR will need to be updated if the group is affiliated with IASW – The TOR were last updated in 2012, this is overdue. The SIG will not be an open membership to Medical Social Work this will need to be specified to IASW.

The updated will include a minimum quorum and the agreed number of meetings per year. We will need to hold a yearly AGM with elected officials. This may be in a conference style late Autumn.

Donal to circulate the TOR members to send the suggestions/changes to Donal and responses will be collected. Agreed to include how decisions within the group are made. Donal will seek the template for TOR from IASW

**HMSW Annual Report**

Donal collated details for the annual report. The main aspects of the HMSW meeting last year were deciding on proceeding as a SIG or independently. The report was the last as an affiliation, going forward it will be as a SIG.

**IASW Rep and IASW feedback requests:**

Donal/Aoife will represent the group. Donal will collate a template on items that require feedback from the HMSW group. It is important to notify the Chair’s if members are providing feedback. Currently Tony agreed to provide feedback on expression of interest for Cancer service and Laura is providing feedback on Maternity and Gynaecology guidelines. Carol and Donal submitted feedback on priorities for change in Health and Social Care.

**FORSA Rep:**

Donal agreed to represent the group as a FORSA rep. Donal has attended x2 meetings and the next meeting is 29/02. Donal advised that the HSE embargo is on the agenda and will discuss the recent HSE memo in relation to HSCP new graduates and permanent contracts. Donal agreed to forward this to the wider group. Noted that this is causing disharmony within teams as staff on temporary contracts are not happy with the decision. Donal will discuss this with the union. Discussion held re recruitment processes in hospitals as there is different process and some are advertising vacancies this may be on derogation agreement. The recruitment freeze is impacting services across all disciplines.

**Public Consultation on Adult Safeguarding in Health and Social Care Sector:**

The Department of Health is developing a Safeguarding Policy and seeking feedback. IASW are seeking feedback by 01/03/2024. Donal advised that the HSE closing date is 07/03/2024. Agreed that as a group of HMSW’s that it is important to provide feedback. Anne, Aoife, Catherine, Louise and Eimear agreed to meet a smaller group to coordinate feedback on07/03/2024 at 11am. The mix of hospitals provides feedback from different perspectives. Main focus will be the lack of legislation, issues within the Designated Officer role in acute services and cross over ADMA in Adult Safeguarding.

**HMSW Representation:**

COPD Support Ireland/NCP respiratory and Development of Model of Care for pain services - closing dates was 21/02 – No representation on behalf of HMSW group

**Mandated Persons Management:**

Query to the group – Agreed that most hospitals under Children First have a list of mandated persons, usually held with HR department. Some hospitals HR department write to staff to advise them of their responsibilities as a mandate person. Discussion that a procedure is required to how the mandated person list is managed and the appointment of a relevant person. The role of the relevant person is mixed across the hospitals, some Head MSW and some are CEO’s or Head of Service. This is the first point of contact and is a matter for individual hospitals to decide and include in job descriptions as necessary.

**Electronic Records Management:**

Query to group. Marie advised the hospital is transitioning to electronic records and was seeking advice for management of SW records. Some hospitals have electronic records there can be capacity issues in relation to scanning forms such as HCP’s. Electronic systems may not capture the hours of work and there will be a transition period moving from paper based to electronic records.

**Maynooth University Student Placements:**

Maynooth had requested the support of the HMSW group with student placements, the locations were specific and could not be facilitated by the group. The availability of placements in Medical Social Work is a significant challenge.

**Northern Ireland Services**

Query to group re contacts for services in Northern Ireland. Mary has had contact with services in Northern Ireland and the GP is a good source of information. Mary will circulate her contacts to the group**.**

**Retrospective Abuse Reporting HSE Memo:**

Queries to the group in advance of the memo received by the HSE to advise that the need for reporting to TUSLA is on the grounds of a potential child at risk. This may only be obvious when the alleged perpetrator is RIP. Some confusion with TUSLA who are continuing to request reports. Challenging to determine the risk and further clarity and support for clinicians required as you can never say no risk and ultimately is leaving this to the professional judgement.

**Future of Group/Meetings**

Long discussion held on the benefits of having face to face meetings, at least twice a year if possible and a conference/AGM event. Due to current time frame in lead up to Christmas, unlikely to be able to arrange at this time of year in terms of AGM.

**TCF issues NHSS**:

For discussion at the next meeting

**Draft Guide for Older People and Accessible Public Transport** – Email received from IASW. Agreed no need for discussion

**ADMCA**

Agreed this warrants a great discussion, no time remaining to facilitate discussion, agreed that this will be a rolling agenda item.

**Advanced Supervision Training**

Laura advised that she sent out details to the group on advanced supervision training facilitated by Rebecca Carr-Hopkins, x2 day course 24th April and 5th June, minimum of 15 attendees required and attendees are to have completed the Barnardo’s or Teresa Crawford training. Laura requested anyone interested to contact her. Laura will also review the interest for an additional in person Barnardo’s training.

**Next Meeting**

Next HMSW meeting 30/04/2024 at 10.30 – Andrea will forward a MS Teams link with the agenda closer to the time. For discussion at the next meeting whether a in person meeting is feasible and had previously queried meeting in Athlone/Portlaoise.