

**NCCP Internal Management Forum
MS Teams
04/07/2023 @ 10.30am**

Attendees: R Ó Laoide (Chair), F. Bonas, T. Hanan, P. Heckmann, C Mellett, T. McCarthy, L. Mullen, N. Newcombe and E. O'Toole.

Apologies: P. Cafferty

Invited: M. Cox, T. Flattery

	Discussion	Actions
1)	<p>Minutes of 20th June meeting were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>NCIS Update</p> <ul style="list-style-type: none"> • 2 sites due to 'go live' – Mercy University Hospital (31st July) and Cavan General Hospital (week commencing 14th August) • System has SACT scheduling functionality but does not have dayward scheduling functionality <p>Action: Broader need for separate scheduling project to be discussed with Breda Cagney, OcCIO</p>	<p><i>R. Ó Laoide, P. Heckmann, N. Newcombe, T. Hanan</i></p>
3)	<p>NCCP website process document</p> <ul style="list-style-type: none"> • Document was agreed by IMF subject to minor amendment. 	
4)	<p>Cancer Services Pathology UL</p> <p>Action: P. Heckmann to contact Prof. Louise Burke to clarify requirement from NCCP</p>	<p><i>P. Heckmann</i></p>
5)	<p>Proposed NCCP Report on progress 2017-2023</p> <ul style="list-style-type: none"> • Timeline for completion of report stages was agreed <p>Action:</p> <ul style="list-style-type: none"> • Outline document and timeline to be circulated to IMF membership 	<p><i>C. Mellett</i></p>

<p>6)</p>	<p>DOH Engagement</p> <ol style="list-style-type: none"> 1. KPIs – full review 2. “As is” report for cancer services 3. North/South cooperation <ul style="list-style-type: none"> - DOH has established a group – progress update to be requested from DOH 4. Surgical Centralisation <p>Action:</p> <ol style="list-style-type: none"> 2. M. Cox to collate information on bed and chair numbers in surgery, SACT and radiation oncology 3. F. Bonas to write to E. Dornan (DOH) re. North/South group. <p>All items to be discussed with DOH to close out.</p>	<p><i>M. Cox /F. Bonas/P. Heckmann</i></p> <p><i>F. Bonas</i></p>
<p>6)</p>	<p>AOB</p> <ul style="list-style-type: none"> • Public Health Cancer Intelligence Lead - temporary specialist post being advertised; Consultant post commencing CAAC process • Payment of expenses for patient representatives on HSE groups <p>Action:</p> <p>Follow up with Joe Ryan on new process</p> <ul style="list-style-type: none"> • NSP 2024 <ul style="list-style-type: none"> - NCCP template has been issued. <p>Action:</p> <p>All NCCP programmes to complete and return to Business & Planning by July 14th.</p> <ul style="list-style-type: none"> • UK and Ireland Global Cancer Network <ul style="list-style-type: none"> - IMF agreed support for this initiative • Staff Day <p>Action:</p> <p>NCCP employees to be asked for input</p> <ul style="list-style-type: none"> • Board P&P Committee meeting update was provided by R. Ó Laoide 	<p><i>R. Ó Laoide</i></p> <p><i>All programmes</i></p> <p><i>E. O’Toole/T. Flattery</i></p>

	<ul style="list-style-type: none"> • Regular ICS/NCCP meeting to be arranged. • Consultancy Expenditure – requirements arising from CEO/CFO correspondence to be actioned. • National Review Radiation Therapists <ul style="list-style-type: none"> - draft report due to be completed end July 2023 - NCCP will be required to contribute to workforce planning element of plan • Noted that the NCCP continues to receive details of cases of complex cancer patients potentially needing medical evacuation from Ukraine to EU countries. These are dealt with on a case by case basis depending on the care requirements and individual patient choice • Breast family history – solution focused workshop to take place on 14th July 	
	Next IMF meeting: Tuesday July 18th 2023.	

Open actions

No.	Date	Details of action	Responsible	Status
1	14/03/23	HSE National Repository		
		a) E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines	a)E. O'Toole	
	14/03/23	Pancreatic Guideline:		
		b) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.	b)R. Ó Laoide	
2)	14/02/23	<ul style="list-style-type: none"> • NCCP KPIs to be reviewed when Cancer Intelligence Lead in place 	All	
3)	25/04/23	National Cancer Strategy – implementation progress <ul style="list-style-type: none"> • Key achievements to be presented at IMF meeting every three months 	<i>All programmes. ND Office to coordinate overall collation.</i>	
4)	09/05/23	HR NCCP Posts <ul style="list-style-type: none"> • All programmes to provide HR with details of narrative on resulting progress of programmes/NCS recommendations from NCS investment by Wednesday 14th June. 	<i>All programmes</i>	
5)	04/07/23	DOH ENGAGEMENT: <ul style="list-style-type: none"> • M. Cox to collate information on bed and chair numbers in surgery, SACT and radiation oncology 	<i>M. Cox</i>	

	04/07/23	<ul style="list-style-type: none"> F. Bonas to write to E. Dornan (DOH) re. North/South group. 	<i>F. Bonas</i>	
6)	28/03/23	Diagnostics <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	<i>T.McCarthy</i>	
7)	21/06/23	Cancer performance and activity report <ul style="list-style-type: none"> Report format to be updated. 	<i>I. Dawkins</i>	
8)	04/07/23	NCIS Update <ul style="list-style-type: none"> Broader need for separate scheduling project to be discussed with Breda Cagney, OcCIO 	<i>R. Ó Laoide, P. Heckmann, N. Newcombe, T. Hanan</i>	
9)	04/07/23	Cancer Services Pathology UL <ul style="list-style-type: none"> P. Heckmann to contact Prof. Louise Burke to clarify requirement from NCCP 	<i>P. Heckmann</i>	
10)	04/07/23	Proposed NCCP Report on progress 2017-2023 <ul style="list-style-type: none"> Outline document and timeline to be circulated to IMF membership 	<i>C. Mellett</i>	
11)	04/07/23	Payment of expenses for patient representatives on HSE groups <ul style="list-style-type: none"> Follow up with Joe Ryan on new process 	<i>R. Ó Laoide</i>	
12)	04/07/23	NSP 2024 <ul style="list-style-type: none"> All NCCP programmes to complete and return to Business & Planning by July 14th. 	<i>All programmes</i>	
13)	04/07/23	Staff Day <ul style="list-style-type: none"> NCCP employees to be asked for input 	<i>E. O'Toole/T. Flattery</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	07/06/23	Website Update Website process document to be discussed at future IMF meeting	<i>C. Mellett</i>	
2	07/06/23	<ul style="list-style-type: none"> CEO Memos re Senior Management and Recruitment Management - Specific implications for NCCP posts to be provided by P. Cafferty at next meeting. 	<i>P. Cafferty</i>	
3	07/06/23	Q-Pulse <ul style="list-style-type: none"> NCCP National Director to be advised in delay to document management system 	<i>All</i>	
4	21/06/23	IFMS Update on progress to be provided at future meeting.	<i>M. Cox</i>	
5	21/06/23	Patient Engagement <ul style="list-style-type: none"> Update on implementation of Patient Engagement plan for NCCP to be provided at future IMF meeting in the Autumn. Feedback on the HSE Better Together to be provided	<i>L. Mullen</i> <i>L. Mullen/R. Ó Laoide</i>	
6	21/06/23	AQR Days <ul style="list-style-type: none"> Proposal on how to move forward to be drafted by team involved Discuss at future clinical forum meeting 	<i>Catherine/Nerissa</i> <i>R. Ó Laoide</i>	

7	21/06/23	Performance management All to provide HR with an update on performance management by 28th June.	<i>All</i>	
8	21/06/23	Internal ICT Information on download metrics and network issues to be provided to Risteárd for discussion with CIO, as appropriate.	<i>P. Cafferty</i>	
9	21/06/23	NCIS Update on query on scheduling functionality to be provided at next meeting.	<i>N. Newcombe</i>	