

**NCCP Internal Management Forum
NCCP Office
07/11/2023 @ 10.30**

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

Apologies: P. Cafferty, P. Heckmann

Invited: T. Folliard for P. Heckmann, L. Ryan for P. Cafferty, T. Flattery

	Discussion	Actions
1)	Minutes of 24th October meeting were agreed. Matters Arising – see actions	
2)	NSP 2024 <ul style="list-style-type: none"> Funding for Community Cancer Support Centres “Once off funding” has been announced by government. Letter of determination pending. 	
3)	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> National central repository which will host national clinical guidelines will be launched by HSE on December 5th. Action: <ul style="list-style-type: none"> Update on governance process for NCCP patient booklets and guides will be provided at next IMF meeting Proposal to be drafted on national clinical guidelines in consultation with CCO office 	<i>E. O’Toole</i> <i>E. O’Toole</i>
4)	NCCP EU Project Group <ul style="list-style-type: none"> IMF agreed to set up internal project group Actions: <ul style="list-style-type: none"> Chair, membership and Terms of Reference for group to be agreed 	<i>R. Ó Laoide</i>
5)	Brief Programme Updates – (All) Public Health (T. McCarthy) <ul style="list-style-type: none"> Broad consultation on sunbed legislation 	

- Feedback has been received on OECD cancer inequalities report across Europe

Evidence and Quality (E. O'Toole)

- Breast Family History work ongoing.
- Skin
 - pilot for non-melanoma skin cancer pathway is due to commence soon in DMHG
 - Feedback from melanoma guideline consultation is currently being reviewed
- Lung – GP referral guideline is underway
- Prostate Active Surveillance guideline is being updated
- Radiation Oncology – hypo fractionation document has been signed off

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- AYA: Roadshows are taking place in units, upcoming visits scheduled include SJH, CUH, and Galway
- Letter on re-configuration of gynaecology oncology services has issued
- Radiotherapy: work ongoing to transfer prostate cases from Altnagelvin

Nursing (T. Hanan)

- Recent meeting with Irish Cancer Society (ICS).The following items were agreed for further discussion:
 - Potential for proactive collaborative working
 - Work with the HSE to agree equitable Prosthesis and Wig entitlements nationally
 - Workshop priorities – NCCP to consider key messaging

NCIS (N. Newcombe)

- Update on NCIS rollout:
 - Up-coming go-lives planned in two hospitals in November
 - National Patient Index (NPI) was updated on October 20th.

Systemic Therapy Programme (T. Folliard)

- Newsletter was recently circulated with plan to issue quarterly updates.

Survivorship (L. Mullen)

- Planning underway in relation to distribution of NSP2024 funding for members of the Alliance of Community Cancer Support Centres.
- The first annual report by the Alliance has been published and launched.
- Visit to Recovery Haven Kerry, November 3rd

Business and Planning (L. Ryan)

- Surgical centralisation letters have been issued for gynaecology oncology, sarcoma and skull base.
- Work ongoing with plastics programme in relation to reconstruction services for those undergoing breast risk-reduction surgery. Survey of services completed.

	<ul style="list-style-type: none"> Finance planning for 2024 ongoing and the Internal Commissioner Journals are being prepared at present for Jan 24. 	
6)	<p>AOB</p> <ul style="list-style-type: none"> Non-operative treatment of rectal cancer <p>Action: To be discussed at upcoming NCCP Executive meeting.</p> <ul style="list-style-type: none"> Urology Audit and Quality day, November 10th Welcome to new Cancer Intelligence Lead (interim) – Dr. Robert Conway. Priority areas of focus will include <ul style="list-style-type: none"> - KPI reporting process - Technical specs. issued to data managers - Collaboration with HSE Health Intelligence Unit. 	R. Ó Laoide
	Next IMF meeting: Tuesday November 21st at 10.30, NCCP Office	

Open actions

No.	Date	Details of action	Responsible	Status
1)	28/03/23	<p>Diagnostics</p> <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	T. McCarthy	drafted
2)	29/08/23	<p>“As is” Status for Cancer Services</p> <ul style="list-style-type: none"> Meeting to be arranged with National Director to agree next steps after IMF member input. 	L. Ryan	
3)	12/09/23	<p>Quality Based Funding Framework</p> <ul style="list-style-type: none"> Follow up with Healthcare Pricing Office re framework 	P. Cafferty	
4)	10/10/23	<p>Recruitment Update</p> <ul style="list-style-type: none"> V. Wilkinson to provide recruitment status update to each NCCP Assistant National Director and details of net growth to be provided to ND. 	V. Wilkinson	
5)	10/10/23	<p>Survivorship</p> <ul style="list-style-type: none"> SSMFU business case to be developed for scaled implementation 	L. Mullen/P.Cafferty	
6)	24/10/23	<p>Stratified Self-Management Follow up (SSMFU)</p> <ol style="list-style-type: none"> NCCP internal IT committee to be formed To investigate if NSS could advise on systems 	1)R. Ó Laoide 2). P. Cafferty	
7)	24/10/23	<p>NSP 2024</p> <ul style="list-style-type: none"> B&P team to outline plan for timing of allocations 2023/4. 	P. Cafferty	
8)	24/10/23	Tumour Conferences SOPs	P. Cafferty	

		<ul style="list-style-type: none"> Follow up re status of breast tumour conference SOP 		
9)	24/10/23	Proton Information and NCCP Website <ul style="list-style-type: none"> More information to be gathered to clarify request 	<i>F. Bonas</i>	
10)	24/10/23	Rare Cancers <ul style="list-style-type: none"> Follow up on how rare cancer networks operate in Europe Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland. 	<i>F. Bonas</i>	
11)	24/10/23	NCS Chapter 11 and Accreditation – NCCP forward plan <ul style="list-style-type: none"> Document on NCS Chapter 11 recommendations and OECl accreditation to be compiled. 	<i>F. Bonas/Nerissa Keating</i>	
12)	24/10/23	Induction pack for clinical staff new to cancer services <ul style="list-style-type: none"> P. Heckmann to provide example of current information for SACT programme to P. Cafferty, who will work with NCCP HR to consider how this could be progressed. 	<i>P. Heckmann/P. Cafferty</i>	
13)	24/10/23	Hotdesks and docking stations <ul style="list-style-type: none"> Clarify if possible to have a docking station at each hotdesk 	<i>P. Cafferty</i>	
14)	24/10/23	NCCP Admin Moratorium <ul style="list-style-type: none"> Work will need to be progressed to reallocate NCCP projects to other team members arising out of current moratorium. 	<i>R. Ó Laoide</i>	
15)	07/11/23	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> Update on governance process for NCCP patient booklets and guides will be provided at next IMF meeting Proposal to be drafted on national clinical guidelines in consultation with CCO office 	<i>E. O'Toole</i> <i>E. O'Toole</i>	
16)	07/11/23	NCCP EU Project Group <ul style="list-style-type: none"> Chair, membership and Terms of Reference for group to be agreed 	<i>R. Ó Laoide</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	25/09/23	Radiation Therapy	<i>F. Bonas</i>	

		<ul style="list-style-type: none"> Update on Radiation Therapy Review to be provided to R. Ó Laoide 		
2	10/10/23	Enterprise Risk Management Policy <ul style="list-style-type: none"> J. Gleeson from Business & Planning team will work with IMF colleagues to convert existing risks to be compliant with new process. Process for sharing NCCP Risk Register with CCO office to be clarified 	<i>J. Gleeson</i> <i>P. Cafferty</i>	
3	10/10/23.	Business & Planning <ul style="list-style-type: none"> Timeline for review of Blended Working policy to be clarified with HR 	<i>P. Cafferty</i>	
4	10/10/23	Radiotherapy <ul style="list-style-type: none"> R. Ó Laoide to discuss process for proton beam therapy with HSE colleagues 	<i>R. Ó Laoide</i>	
5	24/10/23	Stratified Self-Management Follow up (SSMFU) <ol style="list-style-type: none"> Meeting with Ben Cloney, Head of Digital Communications, HSE to be arranged. R. Ó Laoide, P. Cafferty and, members of nursing and survivorship teams to attend NCSI to be further evaluated against proposal requirements, including timeline on readiness to deploy functionality 	<i>1)L.Mullen</i> <i>2)N. Newcombe</i>	
6	24/10/23	National Cancer Strategy (NCS) <ul style="list-style-type: none"> Internal meeting to be arranged to discuss progress and status updates 	<i>T. Flattery</i>	