

**NCCP Internal Management Forum
NCCP Office
10/10/2023 @ 10.30**

Attendees: R Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, T. McCarthy, C. Mellett (joined remotely), L. Mullen, N. Newcombe

Apologies: P. Heckmann, E. O’Toole

Invited: T. Folliard (for P. Heckmann), D. Love (for E. O’Toole), (Item 2) V. Wilkinson, T. Flattery

	Discussion	Actions
1)	<p>Minutes of 25th September meeting were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>HR Update (V. Wilkinson/P. Cafferty)</p> <p>a) Forsa Notice of Industrial Relations</p> <ul style="list-style-type: none"> - All IMF members advised to familiarise with details contained within National Employee Relations Memo. <p>b) Performance Achievement reporting</p> <ul style="list-style-type: none"> - NCCP are on track for completion of performance achievement meetings <p>c) CARP/NFRs</p> <p>National Financial Regulations Training (NFR) scheduled to take place for all NCCP staff on October 25th</p> <p>Participation in CARP training sessions encouraged for all relevant staff.</p> <p>d) Recruitment</p> <ul style="list-style-type: none"> - Recruitment of all new and replacement posts will be impacted by HSE CEO Memo dated October 4th <p>Action 2(c):</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. 	<p><i>V. Wilkinson</i></p>

3)	NSP 2024 <ul style="list-style-type: none"> NCCP have made a submission based on National Cancer Strategy. The outlook for 2024 remains challenging. 	
4)	Enterprise Risk Management Policy <ul style="list-style-type: none"> A new process for risk management by the HSE will be implemented from November 1st NCCP colleagues at Grade VIII and above are recommended to complete risk management training on new policy Actions: <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 Business and Planning team to circulate details on how to access risk management training courses Process for sharing NCCP Risk Register with CCO office to be clarified 	<p><i>J. Gleeson</i></p> <p><i>P. Cafferty</i></p> <p><i>P. Cafferty</i></p>
5)	Brief Programme Updates – (All) <p>Public Health (T. McCarthy)</p> <ol style="list-style-type: none"> Public Health Cancer Intelligence post (temp) to be filled by November 2023 NCRI strategic plan is at draft stage Draft OECD report “Beating Cancer Inequalities in the EU”: Special focus on cancer prevention and early detection has been circulated for NCCP feedback National Office of Clinical Audit (NOCA) have been in contact regarding opportunity to submit suggestions for audit. <p>Action (d) : NOCA to be invited to facilitate a CPD session</p> <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> NCIS chart update was completed last week , including changes to MDM functionality and AOS telephone triage form Planning for 2 sites (LUH and SVUH) to go live in November is on track <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> Recent meeting with Belfast nursing services (including acute oncology nursing team, clinical trials and haematology) to explore opportunities for cross border collaboration Interviews of senior nursing colleagues are taking place for a Cancer Research Nursing Grant award (joint initiative between NCCP and Irish Cancer Society) Interviews for Cancer Associate Professor, TCD to take place at the end of October Upcoming interview with Irish Examiner on Acute Oncology Service <p>Survivorship (L. Mullen)</p>	<p><i>(d)T. McCarthy</i></p>

	<p>a) Discussions are taking place in phase 2 prostate and phase 1 breast sites for the roll-out of stratified self-managed follow-up (SSMFU). Briefing of clinical leads groups continue.</p> <p>Action (a): SSMFU business case to be developed for scaled implementation</p> <p>b) Presentation and engagement with advocacy and patient group representing patients with Metastatic Cancers. Internal discussions to take place re: scoping experience of this patient cohort in cancer centres/SACT hospitals (2024).</p> <p>Evidence and Quality (D. Love)</p> <ul style="list-style-type: none"> Breast Radiology guideline is being updated Breast Post-Treatment Surveillance/Follow-Up guideline has commenced Prostate Active Surveillance guideline is being updated Lung GP referral guideline is being developed Melanoma (staging & surveillance of patients with cutaneous melanoma) guideline is currently out for consultation AI in Radiation Oncology: concept is currently being explored <p>Business and Planning (P. Cafferty)</p> <p>a) Rollout of IFMS project has been slower than anticipated</p> <p>b) New Wi-Fi system has been activated in the NCCP Dublin office</p> <p>c) Process for procurement of a new VC system for Dublin office is under review</p> <p>d) NCCP Blended Working Policy has been implemented successfully</p> <p>Action (d): Timeline for review of Blended Working policy to clarified with HR</p> <p>Radiotherapy, CAYA, Clinical Programmes(F. Bonas)</p> <p>a) AYA: MDT has been launched. Roadshows are taking place in units.</p> <p>b) A cancer survivorship report has been written by CHI. Report to be reviewed by NCCP</p> <p>c) Radiotherapy: Focus on completion of contracts for 3 sites (UPMC Waterford, Mater Private Limerick and Altnagelvin)</p> <p>d) Proton Beam Therapy: No recent progress</p> <p>Action (d): R. Ó Laoide to discuss process for proton beam therapy with HSE colleagues.</p> <p>Systemic Therapy Programme (T. Folliard)</p> <ul style="list-style-type: none"> Annual Medical Oncology meeting – October 13th Update provided on Baxter compounding services. The CCO and DOH are being kept informed of impact and progress. 	<p>(a) L. Mullen/P. Cafferty</p> <p>(d) P. Cafferty</p> <p>(d)R. Ó Laoide</p>
<p>AOB</p> <ul style="list-style-type: none"> Meeting with Irish Cancer Society – October 25th 		
<p>Next IMF meeting: Tuesday October 24th at 10.30, NCCP Office</p>		

Open actions

No.	Date	Details of action	Responsible	Status
1)	28/03/23	Diagnostics <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	<i>T. McCarthy</i>	
2)	29/08/23	“As is” Status for Cancer Services <ul style="list-style-type: none"> Data to be validated (L. Ryan) IMF members interested in data tool to contact L. Ryan to arrange demonstration over next three weeks Meeting to be arranged with National Director to agree next steps after IMF member input. 	<i>L. Ryan</i> <i>All</i> <i>L. Ryan</i>	
3)	12/09/23	Quality Based Funding Framework <ul style="list-style-type: none"> Follow up with Healthcare Pricing Office re framework 	<i>P. Cafferty</i>	
4)	25/09/23	Radiation Therapy <ul style="list-style-type: none"> Update on Radiation Therapy Review to be provided to R. Ó Laoide 	<i>F. Bonas</i>	
5)	10/10/23	Recruitment Update <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. 	<i>V. Wilkinson</i>	
6)	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 Business and Planning team to circulate details on how to access risk management training courses Process for sharing NCCP Risk Register with CCO office to be clarified 	<i>J. Gleeson</i> <i>P. Cafferty</i> <i>P. Cafferty</i>	
7)	10/10/23	Public Health <ul style="list-style-type: none"> NOCA to be invited to facilitate a CPD session 	<i>T. McCarthy</i>	
8)	10/10/23	Survivorship <ul style="list-style-type: none"> SSMFU business case to be developed for scaled implementation 	<i>L. Mullen/P/ Cafferty</i>	
9)	10/10/23	Business & Planning <ul style="list-style-type: none"> Timeline for review of Blended Working policy to clarified with HR 	<i>P. Cafferty</i>	
10)	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>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	29/08/23	NCCP Role in Development of Patient Information <ul style="list-style-type: none"> T Hanan to present at a future IMF on a generic patient information leaflet being developed by the NCCP acute oncology nursing group All requests for support in the development of patient information to be considered on a case by case basis. Existing request for support in developing patient information to be reviewed 	<i>T. Hanan</i> <i>All</i> <i>R. Ó Laoide/F. Bonas</i>	
2	12/09/23	Plan for rollout of Covid/Flu vaccines this year <ul style="list-style-type: none"> T. McCarthy to follow up and update IMF members 	<i>T. McCarthy</i>	
3	25/09/23	NSP 2024 <ul style="list-style-type: none"> List of patient support worker posts to be provided to R. Ó Laoide 	<i>T. Hanan/L. Mullen</i>	
4	25/09/23	NCCP Clinical Forum <ul style="list-style-type: none"> Updates to be provided to R. Ó Laoide by September 28th 	<i>P. Cafferty/F. Bonas/E. Nolan/E.O'Toole</i>	