

**NCCP Internal Management Forum**  
**NCCP Office**  
**12/09/2023 @ 10.30am**

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

**Apologies:** C. Mellett

**Invited:** T. Flattery, S. Fox, R. Ryan

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	Discussion	Actions
1)	<p><b>Minutes of 28<sup>th</sup> August meeting were agreed subject to minor amendments.</b></p> <p>Matters Arising – see actions</p>	
2)	<p><b>NSP 2024</b></p> <ul style="list-style-type: none"> <li>Unfilled positions from NSP 2023 will be considered part of the NSP 2024 submission</li> </ul>	
3	<p><b>Day Ward Scheduling</b></p> <ul style="list-style-type: none"> <li>NCIS does not provide day ward scheduling – it provides SACT scheduling as per the specification of requirements</li> <li>Issue to be discussed further by NCIS Implementation Group and NCIS Steering Board.</li> </ul>	
4)	<p><b>Cancer Patient Experience Survey (CPES) P.Heckmann</b></p> <ul style="list-style-type: none"> <li>A Project Manager has been recruited by HIQA to manage survey. .</li> <li>HIQA Project Initiation Document to be shared with IMF for information.</li> </ul>	<i>P. Heckmann</i>
5)	<p><b>NCCP Clinical Forum (29<sup>th</sup> September)</b></p> <p>a. <b>Cancer network review meetings (Pat/Fiona/Patricia)</b></p> <ul style="list-style-type: none"> <li>Overview given by P. Cafferty and F. Bonas.</li> </ul>	

	<p>IMF to provide feedback by September 18<sup>th</sup>.</p> <p><b>b. Audit, Quality and Risk Days (Eve/Eileen/Patricia)</b></p> <ul style="list-style-type: none"> <li>Update will be provided post meeting.</li> </ul>	<p><i>F. Bonas</i></p> <p><i>All</i></p>
6)	<p><b>Hereditary Cancer Model of Care (T. McCarthy)</b></p> <ul style="list-style-type: none"> <li>Update provided by T. McCarthy.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li><b>IMF to feedback suggestions for membership of implementation steering group</b></li> </ul>	<p><i>All</i></p>
7)	<p><b>North /South Collaboration (F. Bonas)</b></p> <ul style="list-style-type: none"> <li>Potential areas for North/South collaboration were discussed and agreed for follow up with E. Dornan.</li> </ul>	<p><i>F. Bonas</i></p>
8)	<p><b>Quality Based Funding Framework</b></p> <ul style="list-style-type: none"> <li>A draft framework is being developed by the Healthcare Pricing Office.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Follow up with Healthcare Pricing Office re Framework</b></li> </ul>	<p><i>P. Cafferty</i></p>
9)	<p><b>Brief Programme Updates – (All)</b></p> <p><b>Public Health (T. McCarthy)</b></p> <ul style="list-style-type: none"> <li>Community Health and Wellbeing posts are progressing, there are currently 5 of 6 posts filled.</li> <li>An updated Memorandum of Understanding will be signed in October by partners in the Irish Cancer Prevention Network</li> </ul> <p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>Our lady of Lourdes went live on Sept 6<sup>th</sup> with 2 or 3 more sites due to go live in Q4</li> <li>An upgrade to NCIS Chart to take place on 28/09</li> <li>Two NCIS team members have been invited to speak at upcoming European meetings</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>Acute Oncology Nursing workshop will take place on September 26<sup>th</sup></li> <li>Interviews for Associate Professor post will take place in October.</li> </ul> <p><b>Survivorship (L. Mullen)</b></p>	

	<ul style="list-style-type: none"> <li>• A number of Community Cancer Centres are meeting with the Minister for Health this week re funding bid</li> <li>• Recent newspaper article re Thrive and Survive - The Irish Times</li> <li>• Attendance at the International Psycho-Oncology Society World Congress in Milan, September 1<sup>st</sup></li> </ul> <p><b>Evidence and Quality (E. O’Toole)</b></p> <ul style="list-style-type: none"> <li>• A national open consultation on National Melanoma Guidelines is currently taking place. IMF to provide feedback.</li> </ul> <p><b>Business and Planning (P. Cafferty)</b></p> <ul style="list-style-type: none"> <li>• A communication on recommended NFR/CARP courses will be circulated by Business &amp; Planning</li> <li>• Line Managers to commence scheduling of Performance Review meetings.</li> </ul> <p><b>Radiotherapy, CAYA, Clinical Programmes(F. Bonas)</b></p> <ul style="list-style-type: none"> <li>• New Radiotherapy Centre is due to open in GUH on October 20<sup>th</sup></li> <li>• AYA MDT take place weekly</li> <li>• Urology AQR Day will take place on November 10<sup>th</sup></li> </ul> <p><b>Systemic Therapy Programme (P. Heckmann)</b></p> <ul style="list-style-type: none"> <li>• HRD testing pathway introduced</li> <li>• Update on CPES given</li> </ul>	
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Plan for rollout of Covid/Flu vaccines this year</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>T. McCarthy to follow up and update IMF members.</b></li> <li>• <b>Posters in NCCP office to be updated – to be discussed at Staff Meeting</b></li> </ul>	<p><i>T. McCarthy</i></p> <p><i>P. Cafferty</i></p>
	<p><b>Next IMF meeting: Monday September 25<sup>th</sup> at 2pm via Teams</b></p>	

#### Open actions

No.	Date	Details of action	Responsible	Status
1)	28/03/23	<p><b>Diagnostics</b></p> <ul style="list-style-type: none"> <li>• Paper to be drafted on diagnostics developments in Cancer</li> </ul>	<i>T. McCarthy</i>	
2)	04/07/23	<p><b>DOH ENGAGEMENT:</b></p> <p>F. Bonas to write to E. Dornan (DOH) re. North/South group.</p>	<i>F. Bonas</i>	
3)	29/08/23	<p><b>NCCP Role in Development of Patient Information</b></p> <ul style="list-style-type: none"> <li>• T Hanan to present at a future IMF on a generic patient information leaflet being</li> </ul>	<i>T. Hanan</i>	

		<p>developed by the NCCP acute oncology nursing group</p> <ul style="list-style-type: none"> <li>All requests for support in the development of patient information to be considered on a case by case basis.</li> <li>Existing request for support in developing patient information to be reviewed</li> </ul>	<p><i>All</i></p> <p><i>R. Ó Laoide/F. Bonas</i></p>	
4)	15/08/23	<p><b>Cancer Services Report – Cork (NPOG/P&amp;P Committee)</b></p> <ul style="list-style-type: none"> <li>Fiona, Terry and Patricia to provide inputs to Marie.</li> <li>Business and Planning Team to compile information for next IMF meeting, for submission to NPOG and P&amp;P Committee early September.</li> </ul>	<p><i>F. Bonas, T. Hanan, P. Heckmann</i></p> <p><i>P. Cafferty/M. Cox/J. Gleeson</i></p>	
5)	29/08/23	<p><b>EU Beating Cancer Plan Survey</b></p> <ul style="list-style-type: none"> <li>Online meeting to take place in November – all interested in attending to notify National Director’s office to facilitate compilation of list of attendees.</li> </ul>	<p><i>All</i></p>	
6)	29/08/23	<p><b>“As is” Status for Cancer Services</b></p> <ul style="list-style-type: none"> <li>Data to be validated (L. Ryan)</li> <li>IMF members interested in data tool to contact L. Ryan to arrange demonstration over next three weeks</li> <li>Meeting to be arranged with National Director to agree next steps after IMF member input.</li> </ul>	<p><i>L. Ryan</i></p> <p><i>All</i></p> <p><i>L. Ryan</i></p>	
7)	29/08/23	<p><b>NCCP Clinical Leads Advisory Forum</b></p> <ul style="list-style-type: none"> <li>Approach to AQR days to be developed further and shared at next IMF meeting</li> <li>Update on cancer network review meetings to be provided at next IMF meeting</li> </ul>	<p><i>E. O’Toole/E. Nolan</i></p> <p><i>P. Cafferty/F. Bonas</i></p>	
8)	29/08/23	<p><b>Cancer Intelligence</b></p> <ul style="list-style-type: none"> <li>To be reviewed in October 2023</li> </ul>	<p><i>P. Cafferty</i></p>	
9)	29/08/23	<p><b>National Financial Recommendation (NFR)</b></p> <ul style="list-style-type: none"> <li>Business &amp; Planning team to arrange a briefing session for all NCCP staff to attend.</li> </ul>	<p><i>M. Cox</i></p>	
10)	12/09/23	<p><b>Hereditary Cancer Model of Care</b></p> <ul style="list-style-type: none"> <li>IMF to feedback suggestions on membership for implementation steering group</li> </ul>	<p><i>All</i></p>	
11)	12/09/23	<p><b>Quality Based Funding Framework</b></p> <ul style="list-style-type: none"> <li>Follow up with Healthcare Pricing Office re framework</li> </ul>	<p><i>P. Cafferty</i></p>	
12)	12/09/23	<p><b>Plan for rollout of Covid/Flu vaccines this year</b></p> <ul style="list-style-type: none"> <li>T. McCarthy to follow up and update IMF meeting</li> </ul>	<p><i>T. McCarthy</i></p>	
13)	12/09/23	<p><b>Poster Boards NCCP Office</b></p> <ul style="list-style-type: none"> <li>To be discussed at staff meeting</li> </ul>	<p><i>P. Cafferty</i></p>	

### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	14/03/23	<b>HSE National Repository</b> <ul style="list-style-type: none"> <li>E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines</li> </ul>	<i>E. O'Toole</i>	
2	29/08/23	<b>EU Beating Cancer Plan Survey</b> <ul style="list-style-type: none"> <li>All programmes to provide updates to C. Mellett</li> </ul>	All	
3	29/08/23	<b>Invitation to Ireland Policy Forum</b> <ul style="list-style-type: none"> <li><b>Interested IMF members to contact National Director's office</b></li> </ul>		
4	29/08/23	<b>Prostate</b> <ul style="list-style-type: none"> <li>IMF happy to support prostate proposal in principle. Proposal to be discussed at NCCP Executive meeting.</li> <li>Details to be shared with IMF</li> </ul>	<i>E. O'Toole</i>	