

**NCCP Internal Management Forum  
MS Teams  
18/07/2023 @ 10.30am**

**Attendees:** R Ó Laoide (Chair), F. Bonas, P. Cafferty T, C Mellett, L. Mullen, D. Love and C. Osborne

**Apologies:** T. Hanan, P. Heckmann, T. McCarthy, N. Newcombe, E. O’Toole

**Invited:** D. Love for E. O’Toole, C. Osborne for T. Hanan, T. Flattery

	Discussion	Actions
1)	<p><b>Minutes of 4<sup>th</sup> July meeting were agreed.</b></p> <p>Matters Arising – see actions</p>	
2)	<p><b>NSP 2024</b></p> <ul style="list-style-type: none"> <li>• Information is being collated by Business &amp; Planning team</li> </ul> <p><b>Action:</b>  <b>All ANDs to consider impact on services and Cancer Strategy implementation depending of level of funding in 2024</b></p>	<p><i>All ANDs</i></p>
3)	<p><b>Waterford Gynae-oncology services</b></p> <ul style="list-style-type: none"> <li>• Update was provided on recent discussions.</li> </ul> <p><b>Action:</b>  <b>Meeting to be arranged between R. Ó Laoide and J. Higgins (also to include Acute Operations) to discuss cancer services for SSWHG, after SSWHG have progressed with internal considerations.</b></p>	<p><i>T. Flattery</i></p>
4)	<p><b>DOH Engagement</b></p> <ol style="list-style-type: none"> <li>1. KPIs – full review</li> <li>2. “As is” report for cancer services               <ol style="list-style-type: none"> <li>a. Dashboard analysis complete</li> <li>b. Details of current infrastructure/facilities is to be compiled.</li> </ol> </li> <li>3. North/South cooperation</li> </ol>	

	<ul style="list-style-type: none"> <li>- DOH has established a group – progress update to be requested from DOH</li> </ul> <p>4. Surgical Centralisation</p> <p><b>All items to be discussed with DOH to close out.</b></p>	
5)	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Proton Beam Therapy – Recent correspondence and discussions with HSE partners were outlined. This is within in the context of previous work led by the NCCP standardised approach to referral for patients to receive proton beam therapy through the Treatment Abroad Scheme, overseen by an expert proton beam panel and the defining of service specifications for proton beam therapy services. Noted that the HSE is exploring a potential expression of interest invitation to market for these services and any responses to enquiries to advise of this.</li> <li>• Staff Day – item referred to possible new staff committee for consideration.</li> <li>• International conferences – guidelines for approval of attendance circulated by CCO office.</li> </ul>	
	<b>Next IMF meeting: Tuesday August 15<sup>th</sup> 2023.</b>	

#### Open actions

No.	Date	Details of action	Responsible	Status
1	14/03/23	<b>HSE National Repository</b>		
	14/03/23	<ul style="list-style-type: none"> <li>a) E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines</li> </ul> <p><b>Pancreatic Guideline:</b></p> <ul style="list-style-type: none"> <li>b) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.</li> </ul>	<p>a)E. O'Toole</p> <p>b)R. Ó Laoide</p>	
2)	14/02/23	<ul style="list-style-type: none"> <li>• <b>NCCP KPIs</b> to be reviewed when Cancer Intelligence Lead in place</li> </ul>	All	
3)	25/04/23	<p><b>National Cancer Strategy – implementation progress</b></p> <ul style="list-style-type: none"> <li>• Key achievements to be presented at IMF meeting every three months</li> </ul>	All programmes. ND Office to coordinate overall collation.	
4)	09/05/23	<p><b>HR</b></p> <p><b>NCCP Posts</b></p>	All programmes	

		<ul style="list-style-type: none"> <li>All programmes to provide HR with details of narrative on resulting progress of programmes/NCS recommendations from NCS investment by Wednesday 14th June.</li> </ul>		
5)	04/07/23  04/07/23	<b>DOH ENGAGEMENT:</b> <ul style="list-style-type: none"> <li>M. Cox to collate information on bed and chair numbers in surgery, SACT and radiation oncology</li> <li>F. Bonas to write to E. Dornan (DOH) re. North/South group.</li> </ul>	M. Cox  F. Bonas	
6)	28/03/23	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Paper to be drafted on diagnostics developments in Cancer</li> </ul>	T.McCarthy	
7)	04/07/23	<b>Cancer Services Pathology UL</b> <ul style="list-style-type: none"> <li>P. Heckmann to contact Prof. Louise Burke to clarify requirement from NCCP</li> </ul>	P. Heckmann	
8)	04/07/23	<b>NSP 2024</b> <ul style="list-style-type: none"> <li>All NCCP programmes to complete and return to Business &amp; Planning by July 14<sup>th</sup>.</li> </ul>	All programmes	
9)	04/07/23	<b>Staff Day</b> <ul style="list-style-type: none"> <li>NCCP employees to be asked for input</li> </ul>	E. O'Toole/T. Flattery	
10)	18/07/23	<b>NSP24</b> <ul style="list-style-type: none"> <li>All ANDs to consider impact on services and Cancer Strategy implementation depending of level of funding in 2024</li> </ul>	All ANDs	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	21/06/23	<b>Cancer performance and activity report</b> Report format to be updated.	I. Dawkins	21/06/23
2	04/07/23	<b>NCIS Update</b> Broader need for separate scheduling project to be discussed with Breda Cagney, OcCIO	R. Ó Laoide, P. Heckmann, N. Newcombe, T. Hanan	04/07/23
3	04/07/23	<b>Proposed NCCP Report on progress 2017-2023</b> Outline document and timeline to be circulated to IMF membership	C. Mellett	
4	04/07/23	<b>Payment of expenses for patient representatives on HSE groups</b> Follow up with Joe Ryan on new process	R. Ó Laoide	