

**NCCP Internal Management Forum**  
**NCCP Office**  
**21/11/2023 @ 10.30**

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

**Apologies:** P. Heckmann

**Invited:** T. Folliard for P. Heckmann, H. Burns, R. Ryan, S. Fox

	Discussion	Actions
1)	<p><b>Minutes of 07<sup>th</sup> November meeting were agreed subject to agreed amendments.</b></p> <p>Matters Arising – see actions</p>	
2)	<p><b>NSP 2024</b> Letter of Determination, including confirmation of funding for the Community Cancer Support Centres, is awaited.</p>	
3)	<p><b>Governance of Clinical Guidelines (E.O'Toole)</b></p> <p>i. Draft paper for the CCO is being prepared. ii. HSE reviewing National Standards for clinical practice guidance – EOT asked to participate. iii. Internal document governance document being drafted.</p> <p><b>Action:</b> <b>Draft paper on governance of clinical guidelines draft paper to be discussed at next IMF</b> <b>Draft document on internal document governance to be discussed at next IMF</b></p>	<p><i>E. O'Toole</i></p> <p><i>E. O'Toole</i></p>
4)	<p><b>Diagnostics Paper (T.McCarthy)</b></p> <ul style="list-style-type: none"> <li>• Update provided by TMcC on summary paper re new developments with implications for cancer diagnostics.</li> <li>• IMF members to provide input.</li> <li>• NCCP to input into HSE Diagnostics Group.</li> <li>• Further progress update to be provided by TMcC at future meeting.</li> </ul>	<p><i>T. McCarthy</i></p>

	<b>Action: TMcC to provide further update to IMF</b>	
5)	<b>Primary Care Cancer Intelligence Hub* (PC-Can Hub) (H. Burns)</b> <ul style="list-style-type: none"> <li>• HB shared paper on PC-Can Hub and the IMF discussed the proposal.</li> <li>• Paper to be brought to the NCRG on 6<sup>th</sup> Dec.</li> </ul> <b>Action: Paper to be submitted to the National Cancer Research Group for their next meeting.</b>	<i>Heather Burns</i>
6)	<b>NCCP Internal EU Group</b> <ul style="list-style-type: none"> <li>• Membership and ToR have been agreed.</li> </ul>	
7)	<b>Patient Engagement– update (L. Mullen)</b> <ul style="list-style-type: none"> <li>• Work is progressing to implement the NCCP response to HSE “Better Together” roadmap.</li> </ul>	
8)	<b>Brief Programme Updates – (All)</b> <p><b>Public Health (T. McCarthy)</b></p> <ul style="list-style-type: none"> <li>• Update on progress to implement NCS recommendation 4 to be provided at future meeting.</li> <li>• NCRI SOPs developed to support processes with hospitals.</li> <li>• TMcC will check with on status of NCRI tumour-specific factsheets.</li> </ul> <p><b>Evidence and Quality (E. O’Toole)</b></p> <ul style="list-style-type: none"> <li>• Breast – implementation on phased basis to be discussed by group.</li> <li>• Skin – BCC/SCC pathway – Eve/Fiona/Heather to advise on progress</li> <li>• Lung – meetings for GP guidelines – health economist will be invited to join.</li> </ul> <p><b>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</b></p> <ul style="list-style-type: none"> <li>• Meetings with CAYA centres ongoing.</li> <li>• Radiation Oncology – Consideration of implementation of RT report ongoing.</li> <li>• AI subgroup to draft paper on radiation.</li> <li>• Lung surveillance pathways noted as a requirement.</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>• HSE Community funded schemes are progressing with sign off of funding allocation for wigs/hair pieces/prosthetics for breast cancer patients. HSE/ICS/ NCCP and patient representatives working on communications to stakeholders</li> <li>• Opportunities for collaboration with UKONS nursing representatives being progressed.</li> <li>• Patient Safety Act (2023) Implementation Sub Group being established. NCCP nursing representative joining the group.</li> <li>• NCCP Nursing Leads Forum first meeting will take place in March 2024, similar format to the NCCP Clinical lead forum.</li> </ul>	<i>T. McCarthy</i>  <i>E. O’Toole</i>

	<p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>• SVUH have gone live</li> <li>• One further hospital is due to go live in November 2023.</li> </ul> <p><b>Systemic Therapy Programme (T. Folliard)</b></p> <ul style="list-style-type: none"> <li>• Patient assessment documentation – some updates completed, others ongoing.</li> <li>• Cancer intelligence have provided STP with SACT HIPE data for 2023.</li> <li>• Noted that PRRT service has commenced.</li> <li>• Gallium scanning for NETs to be discussed.</li> </ul> <p><b>Survivorship (L. Mullen)</b></p> <ul style="list-style-type: none"> <li>• SSMFU – A presentation and focussed workshop for patient support workers took place during the Urology Audit, Quality and Research Forum</li> </ul> <p><b>Cancer intelligence (R. Conway)</b></p> <ul style="list-style-type: none"> <li>• KPIs – slightly behind on annual reports. Will focus on re-engagement with data managers in lung, breast and prostate.</li> </ul> <p><b>Business and Planning (P. Cafferty)</b></p> <ul style="list-style-type: none"> <li>• CARP process is underway.</li> <li>• Workforce planning – sharepoint to be used.</li> </ul> <p><b>National Directors Office (C. Mellett/R. Ryan)</b></p> <ul style="list-style-type: none"> <li>• Recommendation 45 of the NCS – progressing.</li> <li>• Academic networking – progressing.</li> <li>• NCS Implementation Report 2023 – work is progressing.</li> <li>• Pelvic Exenteration – work in progress.</li> <li>• Geriatric oncology - clinical lead recruitment process underway.</li> <li>• ECHoS – work ongoing</li> </ul>	
9)	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• FOI Manual – noted.</li> <li>• CAR-T – meeting to be arranged.</li> </ul>	
<b>Next IMF meeting: Tuesday December 5<sup>th</sup> at 10.30, NCCP Office</b>		

Open actions

No.	Date	Details of action	Responsible	Status
1)	29/08/23	<p><b>“As is” Status for Cancer Services</b></p> <ul style="list-style-type: none"> <li>• ROL will meet with LR</li> </ul>	<i>R.O Laoide</i>	
2)	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>	<i>P. Cafferty</i>	In process
3)	10/10/23	<b>Survivorship</b>		

		<ul style="list-style-type: none"> <li>SSMFU business case to be developed for scaled implementation</li> </ul>	<i>L. Mullen/P. Cafferty</i>	
4)	<b>24/10/23</b>	<b>Stratified Self-Management Follow up (SSMFU) / IT System</b> <ol style="list-style-type: none"> <li>To investigate if NSS could advise on systems</li> </ol>	<i>P. Cafferty</i>	
5)	<b>24/10/23</b>	<b>NCCP ICT Developments</b> <ul style="list-style-type: none"> <li>NCCP internal IT committee to be formed</li> </ul>	<i>R. Ó Laoide</i>	
6)	<b>24/10/23</b>	<b>Tumour Conferences SOPs</b> <ul style="list-style-type: none"> <li>Follow up re status of breast tumour conference SOP</li> </ul>	<i>P. Cafferty</i>	L. Ryan to follow up
7)	<b>24/10/23</b>	<b>Proton Information and NCCP Website</b> <ul style="list-style-type: none"> <li>More information to be gathered to clarify request</li> </ul>	<i>F. Bonas</i>	
8)	<b>24/10/23</b>	<b>Rare Cancers</b> <ul style="list-style-type: none"> <li>Follow up on how rare cancer networks operate in Europe</li> <li>Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland.</li> </ul>	<i>F. Bonas</i>	
9)	<b>24/10/23</b>	<b>NCS Chapter 11 and Accreditation – NCCP forward plan</b> <ul style="list-style-type: none"> <li>Document on NCS Chapter 11 recommendations and OECl accreditation to be compiled.</li> </ul>	<i>F. Bonas/Nerissa Keating</i>	To be presented at next IMF
10)	<b>24/10/23</b>	<b>Induction pack for clinical staff new to cancer services</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<i>P. Heckmann/P. Cafferty</i>	T.Folliard will send to P Cafferty
11)	<b>24/10/23</b>	<b>Hotdesks and docking stations</b> <ul style="list-style-type: none"> <li>Clarify if possible to have a docking station at each hotdesk</li> </ul>	<i>P. Cafferty</i>	
12)	<b>24/10/23</b>	<b>NCCP Admin Moratorium</b> <ul style="list-style-type: none"> <li>Work will need to be progressed to reallocate NCCP projects to other team members</li> </ul>	<i>R. Ó Laoide</i>	
13)	<b>07/11/23</b>	<b>Governance Process - Patient Booklets &amp; Guides and national guidelines process</b> <ul style="list-style-type: none"> <li>Proposal to be drafted on national clinical guidelines in consultation with CCO office</li> </ul>	<i>E. O'Toole</i>	
14)	<b>21/11/23</b>	<b>Governance of Clinical Guidelines</b> <ul style="list-style-type: none"> <li>Draft paper on governance of clinical guidelines draft paper to be discussed at next IMF</li> </ul>	<i>E. O'Toole</i>	

		<ul style="list-style-type: none"> <li>Draft document on internal document governance to be discussed at next IMF</li> </ul>		
15)	21/11/23	<b>Diagnostics Paper</b> <ul style="list-style-type: none"> <li>TMcC to provide further update to IMF</li> </ul>	<i>T. McCarthy</i>	
16)	21/11/23	<b>Primary Care Cancer Intelligence Hub* (PC-Can Hub)</b> <ul style="list-style-type: none"> <li>Paper to be submitted to the National Cancer Research Group for their next meeting.</li> </ul>	<i>H. Burns</i>	
17)	21/11/23	<b>Public Health</b> <ul style="list-style-type: none"> <li>Update on progress to implement NCS recommendation 4 to be provided at future meeting.</li> </ul>	<i>T. McCarthy</i>	
18)	21/11/23	<ul style="list-style-type: none"> <li>TMcC will check with on status of NCRI tumour-specific factsheets.</li> </ul>	<i>T. McCarthy</i>	
19)	21/11/23	<b>Radiotherapy, CAYA, Clinical Programmes</b> <ul style="list-style-type: none"> <li>AI subgroup to draft paper on radiotherapy</li> </ul>	<i>F. Bonas</i>	
20)	21/11/23	<b>Systemic Therapy Programme</b> <ul style="list-style-type: none"> <li>Gallium scans for NETS to be discussed</li> </ul>	<i>P. Heckmann/T. Folliard</i>	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	28/03/23	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Paper to be drafted on diagnostics developments in Cancer</li> <li></li> </ul>	<i>T. McCarthy</i>	completed
2	10/10/23	Recruitment update <ul style="list-style-type: none"> <li>V. Wilkinson to provide recruitment status update to each NCCP Assistant National Director and details of net growth to be provided to ND.</li> </ul>	<i>V. Wilkinson</i>	Completed
3	07/11/23	<b>NCCP EU Project Group</b> <ul style="list-style-type: none"> <li>Chair, membership and Terms of Reference for group to be agreed</li> </ul>	<i>R. Ó Laoide</i>	Agreed