

**NCCP Internal Management Forum  
NCCP Office  
24/10/2023 @ 10.30**

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

**Apologies:** None

**Invited:** (Item 2) Clare Leatham, C. Osborne and B O’Loughlin, (Item 3) U. Kennedy and E. Nolan, (Items 5 and 12) Nerissa Keating, T. Flattery

	Discussion	Actions
1)	<p><b>Minutes of 10<sup>th</sup> October meeting were agreed.</b></p> <p>Matters Arising – see actions</p>	
2)	<p><b>Stratified Self-Management Follow up (SSMFU)</b></p> <ul style="list-style-type: none"> <li>• Overview provided of proposal for roll-out of the SSMFU programme, including a proposed IT element to support the remote monitoring of patients on the SSMFU pathway.</li> <li>• Noted that patient support workers are a key requirement for the implementation and expansion of SSMFU and these posts have been impacted by the HSE recruitment freeze.</li> <li>• Further discussions required before proceeding further with the project.</li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) <b>NCCP internal IT committee to be formed</b></li> <li>2) <b>Meeting with Ben Cloney, Head of Digital Communications, HSE to be arranged. R. Ó Laoide, P. Cafferty and members of survivorship and nursing teams to attend.</b></li> <li>3) <b>NCIS to be further evaluated against proposal requirements, including timeline on readiness to deploy functionality</b></li> <li>4) <b>To investigate if NSS could advise on systems</b></li> </ol>	<p>1) <i>R. Ó Laoide</i></p> <p>2) <i>L. Mullen</i></p> <p>3) <i>N. Newcombe</i></p> <p>4) <i>P. Cafferty</i></p>
3)	<p><b>NCCP Patient Booklet: Having your Prostate Checked: A guide</b></p> <ul style="list-style-type: none"> <li>• Purpose of booklet was outlined - to help men make an informed choice about having their prostate checked.</li> </ul>	

	<ul style="list-style-type: none"> <li>IMF approval was given. Booklet will be launched on November 10<sup>th</sup>.</li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li><b>Booklet to be discussed at NCCP Executive November meeting</b></li> <li><b>Governance process for patient booklets and guides to be clarified</b></li> </ol>	<i>2)E. O'Toole</i>
4)	<p><b>NSP 2024</b></p> <ul style="list-style-type: none"> <li>The outlook for 2024 remains challenging. It is expected that there will be limited new funds for cancer services.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>B&amp;P team to outline plan for timing of allocations 2023/4.</b></li> </ul>	<i>P. Cafferty</i>
5)	<p><b>Tumour Conferences SOPs</b></p> <ul style="list-style-type: none"> <li>Minor amendments made to tumour conference SOPs were noted.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Follow up re status of breast tumour conference SOP</b></li> </ul>	<i>P. Cafferty</i>
6)	<p><b>NCCP Social Media SOP</b></p> <ul style="list-style-type: none"> <li>SOP was approved by IMF</li> </ul>	
7)	<p><b>Proton Information and NCCP Website</b></p> <ul style="list-style-type: none"> <li>NCCP have been asked if it would be possible to include a link to criteria for referral process for proton beam therapy on NCCP website</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>More information to be gathered to clarify request</b></li> </ul>	<i>F. Bonas</i>
8)	<p><b>National Cancer Strategy (NCS)</b></p> <ul style="list-style-type: none"> <li>Work is ongoing to collate progress updates on the implementation of the NCS in 2023.</li> <li>KPI update to be led by Cancer Intelligence Lead.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Internal meeting to be arranged to discuss progress and status updates</b></li> </ul>	<i>T. Flattery</i>
9)	<p><b>Rare Cancers</b></p> <ul style="list-style-type: none"> <li>F. Bonas is NCCP designated point of contact for rare cancers</li> </ul>	

	<p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1) Follow up on how rare cancer networks operate in Europe</li> <li>2) Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland.</li> </ol>	1) and 2) F. Bonas
10)	<p><b>NCS Recommendation 45</b></p> <ul style="list-style-type: none"> <li>• An overview of a proposed approach to progressing recommendation 45 was given. Discussion with the Department of Health and other stakeholders is required.</li> </ul>	
11)	<p><b>Networking cancer care and research</b></p> <ul style="list-style-type: none"> <li>• An overview of a proposed approach to improving networking of cancer services and research was provided. Policy direction to be sought from the Department of Health.</li> </ul>	
12)	<p><b>Accreditation and NCS Chapter 11 – NCCP forward plan</b></p> <ul style="list-style-type: none"> <li>• NCCP to respond to the progress against the NCS chapter 11 and will keep up to date with accreditation processes of OECl and ECC</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Document on NCS Chapter 11 recommendations and OECl accreditation to be compiled.</b></li> </ul>	F. Bonas/N. Keating
13)	<p><b>Clinical Fellowships</b></p> <ul style="list-style-type: none"> <li>• Clinical fellowship between NCRI and NCCP will launch in July 2024</li> </ul>	
14)	<p><b>Induction pack for clinical staff new to cancer services</b></p> <ul style="list-style-type: none"> <li>• Suggestion received from a clinician for NCCP to provide information on composition of NCCP teams and clinical groups to aid effective communication</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> </ul>	P. Heckmann/P. Cafferty
15)	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Use of logos in email signatures</b> <ul style="list-style-type: none"> <li>- NCCP logo to be used by NCCP employees only.</li> </ul> </li> <li>• Hot desks and docking stations <ul style="list-style-type: none"> <li>- request to have a docking station set up at each hotdesk</li> </ul> </li> </ul>	



		<ol style="list-style-type: none"> <li>1) NCCP internal IT committee to be formed</li> <li>2) Meeting with Ben Cloney, Head of Digital Communications, HSE to be arranged. R. Ó Laoide, P. Cafferty and members of survivorship and nursing teams to attend.</li> <li>3) NCIS to be further evaluated against proposal requirements, including timeline on readiness to deploy functionality</li> <li>4) To investigate if NSS could advise on systems</li> </ol>	<p>1)R. Ó Laoide 2)L. Mullen</p> <p>3)N. Newcombe 4). P. Cafferty</p>	
11)	24/10/23	<b>Patient Booklets</b> <ul style="list-style-type: none"> <li>• Governance process for patient booklets and guides to be clarified</li> </ul>	E. O'Toole	
12)	24/10/23	<b>NSP 2024</b> <ul style="list-style-type: none"> <li>• B&amp;P team to outline plan for timing of allocations 2023/4.</li> </ul>	P. Cafferty	
13)	24/10/23	<b>Tumour Conferences SOPs</b> <ul style="list-style-type: none"> <li>• Follow up re status of breast tumour conference SOP</li> </ul>	P. Cafferty	
14)	24/10/23	<b>Proton Information and NCCP Website</b> <ul style="list-style-type: none"> <li>• More information to be gathered to clarify request</li> </ul>	F. Bonas	
15)	24/10/23	<b>National Cancer Strategy (NCS)</b> <ul style="list-style-type: none"> <li>• Internal meeting to be arranged to discuss progress and status updates</li> </ul>	T. Flattery	
16)	24/10/23	<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>	F. Bonas	
17)	24/10/23	<b>NCS Chapter 11 and Accreditation – NCCP forward plan</b> <ul style="list-style-type: none"> <li>• Document on NCS Chapter 11 recommendations and OEI accreditation to be compiled.</li> </ul>	F. Bonas/Nerissa Keating	
18)	24/10/23	<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>	P. Heckmann/P. Cafferty	
19)	24/10/23	<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>	P. Cafferty	
20)	24/10/23	<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</li> </ul>	R. Ó Laoide	

		members arising out of current moratorium.		
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**Actions completed since previous meeting**

No.	Date	Details of action	Responsible	Status
1	29/08/23	<b>“As is” Status for Cancer Services</b> <ul style="list-style-type: none"> <li>Data to be validated (L. Ryan)</li> <li>IMF members interested in the data tool to contact L. Ryan to arrange demonstration over next three weeks</li> </ul>	L. Ryan  All	
2	10/10/23	<b>Enterprise Risk Management Policy</b> <ul style="list-style-type: none"> <li>Business and Planning team to circulate details on how to access risk management training courses</li> </ul>	P. Cafferty	
3	10/10/23	<b>Public Health</b> <ul style="list-style-type: none"> <li>NOCA to be invited to facilitate a CPD session</li> </ul>	T. McCarthy	