

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 Minutes of 10th October meeting were agreed. 1) Matters Arising – see actions 2) Stratified Self-Management Follow up (SSMFU) 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. 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. Further discussions required before proceeding further with the project. Actions: 1) NCCP internal IT committee to be formed 1)R. Ó Laoide 2) Meeting with Ben Cloney, Head of Digital Communications, HSE to be 2)L. Mullen arranged. R. Ó Laoide, P. Cafferty and members of survivorship and nursing teams to attend. 3) NCIS to be further evaluated against proposal requirements, including 3)N. Newcombe timeline on readiness to deploy functionality 4) To investigate if NSS could advise on systems 4)P. Cafferty 3) NCCP Patient Booklet: Having your Prostate Checked: A guide Purpose of booklet was outlined - to help men make an informed choice about having their prostate checked.

	IMF approval was given. Booklet will be launched on November 10 th .	
	Actions: 1) Booklet to be discussed at NCCP Executive November meeting 2) Governance process for patient booklets and guides to be clarified	2)E. O'Toole
4)	 NSP 2024 The outlook for 2024 remains challenging. It is expected that there will be limited new funds for cancer services. 	
	Action: • B&P team to outline plan for timing of allocations 2023/4.	P. Cafferty
5)	Tumour Conferences SOPs	
	Minor amendments made to tumour conference SOPs were noted.	
	Action: • Follow up re status of breast tumour conference SOP	P. Cafferty
6)	NCCP Social Media SOP	
	SOP was approved by IMF	
7)	Proton Information and NCCP Website	
	 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 	
	Action:	
	More information to be gathered to clarify request	F. Bonas
8)	National Cancer Strategy (NCS)	
	 Work is ongoing to collate progress updates on the implementation of the NCS in 2023. KPI update to be led by Cancer Intelligence Lead. 	
	 Action: Internal meeting to be arranged to discuss progress and status updates 	T. Flattery
9)	Rare Cancers	
	F. Bonas is NCCP designated point of contact for rare cancers	

	 Action: 1) Follow up on how rare cancer networks operate in Europe 2) Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland. 	1) and 2) F. Bonas
10)	NCS Recommendation 45	
	 An overview of a proposed approach to progressing recommendation 45 was given. Discussion with the Department of Health and other stakeholders is required. 	
11)	Networking cancer care and research	
	 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. 	
12)	Accreditation and NCS Chapter 11 – NCCP forward plan	
	 NCCP to respond to the progress against the NCS chapter 11 and will keep up to date with accreditation processes of OECI and ECC 	
	Action: • Document on NCS Chapter 11 recommendations and OECI accreditation to be compiled.	F. Bonas/N. Keating
13)	Clinical Fellowships	
	Clinical fellowship between NCRI and NCCP will launch in July 2024	
14)	Induction pack for clinical staff new to cancer services	
	 Suggestion received from a clinician for NCCP to provide information on composition of NCCP teams and clinical groups to aid effective communication 	
	Action:	P. Heckmann/P.
	 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. 	Cafferty
15)	AOB	
	 Use of logos in email signatures NCCP logo to be used by NCCP employees only. 	
	 Hot desks and docking stations request to have a docking station set up at each hotdesk 	

	Action: P. Cafferty to clarify if possible	P. Cafferty
•	 NCCP Admin Moratorium Work will need to be progressed to reallocate NCCP projects to other team members arising out of current moratorium. 	R. Ó Laoide
	Action: internal discussion to take place	

Open actions

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No.	Date	Details of action	Responsible	Status
1)	28/03/23	 Diagnostics Paper to be drafted on diagnostics developments in Cancer 	T. McCarthy	drafted
2)	29/08/23	 "As is" Status for Cancer Services Meeting to be arranged with National Director to agree next steps after IMF member input. 	L. Ryan	
3)	12/09/23	Quality Based Funding Framework • Follow up with Healthcare Pricing Office re framework	P. Cafferty	
4)	25/09/23	Radiation Therapy • Update on Radiation Therapy Review to be provided to R. Ó Laoide	F. Bonas	
5)	10/10/23	V. Wilkinson to provide recruitment status update to each NCCP Assistant National Director and details of net growth to be provided to ND.	V. Wilkinson	
6)	10/10/23	Interprise Risk Management Policy J. Gleeson from Business & Planning team will work with IMF colleagues to convert existing risks to be compliant with new process Process for sharing NCCP Risk Register with	J. Gleeson P. Cafferty	
		CCO office to be clarified	r. eaglerty	
7)	10/10/23	Survivorship SSMFU business case to be developed for scaled implementation	L.Mullen/P.Cafferty	
8)	10/10/23	Business & Planning Timeline for review of Blended Working policy to clarified with HR	P. Cafferty	
9)	10/10/23	Radiotherapy R. Ó Laoide to discuss process for proton beam therapy with HSE colleagues	R. Ó Laoide	
10)	24/10/23	Stratified Self-Management Follow up (SSMFU)		

14)	24/10/22	 NCCP internal IT committee to be formed 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. NCIS to be further evaluated against proposal requirements, including timeline on readiness to deploy functionality To investigate if NSS could advise on systems 	1)R. Ó Laoide 2)L. Mullen 3)N. Newcombe 4). P. Cafferty
11)	24/10/23	 Patient Booklets Governance process for patient booklets and guides to be clarified 	E. O'Toole
12)	24/10/23	 NSP 2024 B&P team to outline plan for timing of allocations 2023/4. 	P. Cafferty
13)	24/10/23	Tumour Conferences SOPs • Follow up re status of breast tumour conference SOP	P. Cafferty
14)	24/10/23	Proton Information and NCCP Website More information to be gathered to clarify request	F. Bonas
15)	24/10/23	National Cancer Strategy (NCS) Internal meeting to be arranged to discuss progress and status updates	T. Flattery
16)	24/10/23	Rare Cancers Follow up on how rare cancer networks operate in Europe Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland.	F. Bonas
17)	24/10/23	NCS Chapter 11 and Accreditation – NCCP forward plan Document on NCS Chapter 11 recommendations and OECI accreditation to be compiled.	F. Bonas/Nerissa Keating
18)	24/10/23	Induction pack for clinical staff new to cancer services • 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.	P. Heckmann/P. Cafferty
19)	24/10/23	Hotdesks and docking stations Clarify if possible to have a docking station at each hotdesk	P. Cafferty
20)	24/10/23	NCCP Admin Moratorium Work will need to be progressed to reallocate NCCP projects to other team	R. Ó Laoide

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

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No.	Date	Details of action	Responsible	Status	
1	29/08/23	"As is" Status for Cancer Services	L. Ryan		
		Data to be validated (L. Ryan)			
		IMF members interested in the data tool to contact L.			
		Ryan to arrange demonstration over next three weeks	All		
2	10/10/23	Enterprise Risk Management Policy	P. Cafferty		
		Business and Planning team to circulate details on how			
		to access risk management training courses			
3	10/10/23	Public Health	T. McCarthy		
		NOCA to be invited to facilitate a CPD session			