

**NCCP Internal Management Forum  
MS Teams  
25/09/2023 @ 2pm**

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

**Apologies:** P. Cafferty, P. Heckmann

**Invited:** I. Dawkins, J. Gleeson, E. Nolan, T. Flattery, R. Ryan

	Discussion	Actions
1)	<p><b>Minutes of 12<sup>th</sup> September 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>Engagement is ongoing with NCCP teams on priority posts</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Details of patient support worker posts to be provided to R. Ó Laoide</b></li> </ul>	<p><i>T. Hanan/L. Mullen</i></p>
3	<p><b>Cancer Intelligence</b></p> <ul style="list-style-type: none"> <li>Update was provided by I. Dawkins. IMF agreed format for future updates.</li> </ul>	
4)	<p><b>NCCP Clinical Forum</b></p> <p>a. <b>Cancer network review meetings (Pat/Fiona)</b></p> <ul style="list-style-type: none"> <li>Overview given by F. Bonas.</li> </ul> <p>b. <b>Audit, Quality and Risk Days (Eve/Eileen)</b></p> <ul style="list-style-type: none"> <li>Overview given by E. O'Toole and E. Nolan</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Updates to be provided to R. Ó Laoide by Thursday September 28<sup>th</sup></b></li> </ul>	<p><i>P. Cafferty/F. Bonas/E. O'Toole/E. Nolan</i></p>
5)	<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 – fifth post to be filled soon</li> <li>Consideration to be given to allocation of senior programme management support for implementation of Hereditary Cancer Model of Care</li> </ul> <p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>Lesley Foley – new person for contact with the Office of the Chief Information Officer</li> <li>Planning for 2 or 3 more sites due to go live in Q4 is progressing</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>Meeting with CPAC took place on September 19<sup>th</sup></li> </ul> <p><b>Survivorship (L. Mullen)</b></p> <ul style="list-style-type: none"> <li>A physical activity scoping review on cancer survivorship is taking place. First draft of report is underway following feedback from steering group</li> </ul> <p><b>Evidence and Quality (E. O’Toole)</b></p> <ul style="list-style-type: none"> <li>Consultation for National Melanoma guideline is now open.</li> <li>Meeting re clinical governance to take place next week</li> </ul> <p><b>Business and Planning (J. Gleeson)</b></p> <ul style="list-style-type: none"> <li>Focus on improving KPIs for cancer services</li> </ul> <p><b>Radiotherapy, CAYA, Clinical Programmes(F. Bonas)</b></p> <ul style="list-style-type: none"> <li>Deficits in Radiation Therapy remains a critical issue</li> </ul> <p><b>Action: Update on Radiation Therapy Review to be provided to R. Ó Laoide</b></p> <p><b>National Director’s Office (C. Mellett/R. Ryan)</b></p> <ul style="list-style-type: none"> <li>EU Cancer Mission Day – September 26<sup>th</sup></li> <li>AICRI Showcase – September 27<sup>th</sup></li> </ul>	<p><i>F. Bonas</i></p>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Meeting with Irish Cancer Society – date to be confirmed</li> <li>Clinical Care Journal – interested IMF members to follow up with R. Ó Laoide</li> </ul>	
	<p><b>Next IMF meeting: Tuesday October 10<sup>th</sup> at 10.30, NCCP Office</b></p>	

Open actions

No.	Date	Details of action	Responsible	Status
1)	28/03/23	Diagnostics	T. McCarthy	

		<ul style="list-style-type: none"> <li>Paper to be drafted on diagnostics developments in Cancer</li> </ul>		
2)	29/08/23	<b>NCCP Role in Development of Patient Information</b> <ul style="list-style-type: none"> <li>T Hanan to present at a future IMF on a generic patient information leaflet being developed by the NCCP acute oncology nursing group</li> <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>	<i>T. Hanan</i>  <i>All</i>  <i>R. Ó Laoide/F. Bonas</i>	
3)	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 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>	<i>L. Ryan</i> <i>All</i>    <i>L. Ryan</i>	
4)	12/09/23	<b>Quality Based Funding Framework</b> <ul style="list-style-type: none"> <li>Follow up with Healthcare Pricing Office re framework</li> </ul>	<i>P. Cafferty</i>	
5)	12/09/23	<b>Plan for rollout of Covid/Flu vaccines this year</b> <ul style="list-style-type: none"> <li>T. McCarthy to follow up and update IMF members</li> </ul>	<i>T. McCarthy</i>	
6)	25/09/23	<b>NSP 2024</b> <ul style="list-style-type: none"> <li>List of patient support worker posts to be provided to R. Ó Laoide</li> </ul>	<i>T. Hanan/L. Mullen</i>	
7)	25/09/23	<b>NCCP Clinical Forum</b> <ul style="list-style-type: none"> <li>Updates to be provided to R. Ó Laoide by September 28<sup>th</sup></li> </ul>	<i>P. Cafferty/F. Bonas/E. Nolan/E.O’Toole</i>	
8)	25/09/23	<b>Radiation Therapy</b> <ul style="list-style-type: none"> <li>Update on Radiation Therapy Review to be provided to R. Ó Laoide</li> </ul>	<i>F. Bonas</i>	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	04/07/23	<b>DOH ENGAGEMENT:</b> F. Bonas to write to E. Dornan (DOH) re. North/South group.	<i>F. Bonas</i>	
2	15/08/23	<b>Cancer Services Report – Cork (NPOG/P&amp;P Committee)</b> <ul style="list-style-type: none"> <li>Fiona, Terry, Patricia to provide inputs to Marie</li> <li>Business &amp; Planning team to compile information for next IMF meeting, for submission to MPOG and P&amp;P committee early September</li> </ul>	<i>F. Bonas, T. Hanan,</i> <i>P. Heckmann</i>  <i>P. Cafferty/M. Cox/J. Gleeson</i>	
3	29/08/23	<b>EU Bearing Cancer Plan Survey</b> <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>	<i>All</i>	

4	29/08/23	<b>NCCP Clinical Leads Advisory Forum</b> <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>	<i>E. O'Toole/E. Nolan</i> <i>P. Cafferty/F. Bonas</i>	
5	29/08/23	<b>Cancer Intelligence</b> <ul style="list-style-type: none"> <li>• To be reviewed in October 2023</li> </ul>	<i>P. Cafferty</i>	
6	29/08/23	<b>National Financial Recommendation (NFR)</b> <ul style="list-style-type: none"> <li>• Business &amp; Planning team to arrange a briefing session for all NCCP staff to attend</li> </ul>	<i>M. Cox</i>	
7	12/09/23	<b>Hereditary Cancer Model of Care</b> <ul style="list-style-type: none"> <li>• IMF to feedback suggestions on membership for implementation of steering group</li> </ul>	<i>All</i>	
8	12/09/23	<b>Poster Board NCCP Office</b> <ul style="list-style-type: none"> <li>• <b>To be discussed at staff meeting</b></li> </ul>	<i>P. Cafferty</i>	