

**NCCP Internal Management Forum
NCCP Office
29/08/2023 @ 10.30am**

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

Apologies: F. Bonas

Invited: M. Cox (agenda item 4), N. Keating (for F. Bonas), E. Nolan (agenda item 5), Laoise Ryan (agenda item 4) T. Flattery

	Discussion	Actions
1)	<p>Minutes of 15th August meeting were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>NSP 2024</p> <p>No new resources allocated in NSP 2023. Environment will remain challenging into 2024.</p>	
3	<p>Update re possible Industrial Action – Correspondence from Forsa</p> <p>Planned industrial action may commence on 4th September. Updates will be provided when available.</p>	
4)	<p>“As is” Status for Cancer Services</p> <p>Update provided on “As is” cancer services by M. Cox and L. Ryan</p> <p>Actions</p> <ul style="list-style-type: none"> • Data to be validated (L. Ryan) • IMF members interested in data tool to contact L. Ryan to arrange demonstration over next three weeks • Meeting to be arranged with National Director to agree next steps after IMF member input. 	<p><i>L. Ryan</i></p> <p><i>All</i></p> <p><i>L. Ryan</i></p>
5)	<p>NCCP Clinical Leads Advisory Forum</p>	

	<p>Update provided on approach to AQR days by E. O’Toole and E. Nolan</p> <p>Actions</p> <ul style="list-style-type: none"> • Approach to AQR days to be developed further and shared at next IMF meeting • Update on cancer network review meetings to be provided at next IMF meeting 	<p><i>E. O’Toole/E. Nolan</i></p> <p><i>P. Cafferty/F. Bonas</i></p>
6)	<p>NCCP Role in Development of Patient Information</p> <p>IMF discussed NCCP role in development of patient information.</p> <p>Actions</p> <ul style="list-style-type: none"> • T Hanan to present at a future IMF on a generic patient information leaflet being developed by the NCCP acute oncology nursing group • All requests for support in the development of patient information to be considered on a case by case basis. • Existing request for support in developing patient information to be reviewed 	<p><i>T. Hanan</i></p> <p><i>All</i></p> <p><i>R. Ó Laoide/F. Bonas</i></p>
7)	<p>Haemato-oncology</p> <p>Finalised documents were circulated for information</p> <p>There was some discussion of the requirement for patient pathways under OECl and should this be under NCCP</p> <p>Action</p> <ul style="list-style-type: none"> • To be discussed at future NCCP Executive meeting 	<p><i>P. Heckmann</i></p>
8)	<p>Prostate</p> <p>Update provided by E. O’Toole on prostate proposal.</p> <p>Actions:</p> <ul style="list-style-type: none"> • IMF happy to support prostate proposal in principle. Proposal to be discussed at NCCP Executive meeting. • Details to be shared with IMF 	<p><i>E. O’Toole</i></p>
9)	<p>AOB</p> <p>i. Europe’s Beating Cancer Plan – survey to be completed</p> <p>Actions</p> <ul style="list-style-type: none"> - All programmes to provide updates to C. Mellett. 	<p><i>All</i></p>

	<ul style="list-style-type: none"> - Online meeting to take place in November – all interested in attending to notify National Director’s office to facilitate compilation of list of attendees. <p>ii. Invitation to Policy Forum for Ireland</p> <p>Action</p> <ul style="list-style-type: none"> - Interested IMF members to contact National Director’s office <p>iii. Cancer Intelligence Report</p> <p>Action</p> <ul style="list-style-type: none"> - To be reviewed in October 2023 <p>iv. NCCP Clinical Forum</p> <p>Action</p> <ul style="list-style-type: none"> - Further discussion at next IMF meeting <p>Other:</p> <p>Acute Oncology Nurses Update (T. Hanan).</p> <ul style="list-style-type: none"> • A meeting was held recently with the DOH to discuss building resilience in this service. Further meetings on the 19th September (CPAC) 26th September (NCCP AOS Nursing Workshop) <p>NCCP – Staying Connected</p> <ul style="list-style-type: none"> • IMF members to nominate a team representative to participate <p>National Financial Recommendation (NFR)</p> <p>Action</p> <ul style="list-style-type: none"> - Business & Planning team to arrange a briefing session for all NCCP staff to attend. <p>NCIS</p> <ul style="list-style-type: none"> • Two sites have recently gone live (Mercy and Cavan) 	<p><i>All</i></p> <p><i>All</i></p> <p><i>P. Cafferty</i></p> <p><i>All</i></p> <p><i>M. Cox</i></p>
<p>Next IMF meeting: Tuesday September 12th 2023 at 10.30 (In-person)</p>		

Open actions

No.	Date	Details of action	Responsible	Status
1)	14/03/23	Pancreatic Guideline:	R. Ó Laoide	

		<ul style="list-style-type: none"> To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed. 		
2)	28/03/23	Diagnostics <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	<i>T. McCarthy</i>	15/08 Update at next IMF meeting
3)	29/08/23	NCCP Role in Development of Patient Information <ul style="list-style-type: none"> T Hanan to present at a future IMF on a generic patient information leaflet being developed by the NCCP acute oncology nursing group All requests for support in the development of patient information to be considered on a case by case basis. Existing request for support in developing patient information to be reviewed 	<i>T. Hanan</i> <i>All</i> <i>R. Ó Laoide/F. Bonas</i>	
4)	15/08/23	Cancer Services Report – Cork (NPOG/P&P Committee) <ul style="list-style-type: none"> Fiona, Terry and Patricia to provide inputs to Marie. Business and Planning Team to compile information for next IMF meeting, for submission to NPOG and P&P Committee early September. 	<i>F. Bonas, T. Hanan, P. Heckmann</i> <i>P. Cafferty/M. Cox/J. Gleeson</i>	
5)	29/08/23	EU Beating Cancer Plan Survey <ul style="list-style-type: none"> Online meeting to take place in November – all interested in attending to notify National Director’s office to facilitate compilation of list of attendees. 	<i>All</i>	
6)	29/08/23	“As is” Status for Cancer Services <ul style="list-style-type: none"> Data to be validated (L. Ryan) IMF members interested in data tool to contact L. Ryan to arrange demonstration over next three weeks Meeting to be arranged with National Director to agree next steps after IMF member input. 	<i>L. Ryan</i> <i>All</i> <i>L. Ryan</i>	
7)	29/08/23	NCCP Clinical Leads Advisory Forum <ul style="list-style-type: none"> Approach to AQR days to be developed further and shared at next IMF meeting Update on cancer network review meetings to be provided at next IMF meeting 	<i>E. O’Toole/E. Nolan</i> <i>P. Cafferty/F. Bonas</i>	
8)	29/08/23	Cancer Intelligence <ul style="list-style-type: none"> To be reviewed in October 2023 	<i>P. Cafferty</i>	
9)	29/08/23	National Financial Recommendation (NFR) <ul style="list-style-type: none"> Business & Planning team to arrange a briefing session for all NCCP staff to attend. 	<i>M. Cox</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	14/02/23	NCCP KPIs to be reviewed when Cancer Intelligence Lead in place	All	
2	04/07/23	DOH ENGAGEMENT: <ul style="list-style-type: none"> M. Cox to collate information on bed and chair numbers in surgery, SACT and radiation oncology 	M. Cox	
3	15/08/23	Alliance draft annual report <ul style="list-style-type: none"> L Mullen to circulate report. Feedback due 29/08/23. Report to presented to the NCCP Executive 	L Mullen	
4	15/08/23	"As is" Status for cancer services <ul style="list-style-type: none"> M. Cox to arrange internal meeting. Update at next IMF meeting. 	M Cox M Cox/L Ryan	
5	15/08/23	Possible industrial action – Correspondence from Forsa <ul style="list-style-type: none"> L Mullen to circulate union memo from FORSA M Cox to link with National HR. Update to be provided next IMF meeting 	L Mullen M Cox	
6	15/08/23	National Service Plan 2024 <ul style="list-style-type: none"> M. Cox. and J. Gleeson to follow up with CCO's office. Meeting with CCO's office to be arranged for next week to discuss submission. 	M. Cox/J. Gleeson/R. Ó Laoide	