

**NCCP SMT
NCCP Offices
14/02/23 @ 10.30am**

Attendees: R Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, P. Heckmann

Apologies: T. McCarthy

Invited: C. Mellett, L. Mullen, E. O'Toole, V. Wilkinson

	Discussion	Actions
1)	<p>Minutes of 17th January and 31st January were agreed.</p> <p>Matters arising</p> <p>1) Accreditation – Current NCCP Guidelines</p> <p>Actions:</p> <p>a) Clarification required around national repository and what documents will be included in this</p> <p>b) Briefing note to be provided to R. Ó Laoide on best approach</p> <p>c) Re. planning for accreditation - list of NCCP EU Guidance/Standards documents to be circulated to all for review and prepare checklist.</p> <p>d) EU iPAAC guidance on colorectal and pancreas cancer to be reviewed in advance of next meet to facilitate discussion</p> <p>e) DOH to be briefed on Accreditation process</p>	<p><i>E. O'Toole</i></p> <p><i>E. O'Toole</i></p> <p><i>P. Heckmann</i></p> <p><i>All</i></p> <p><i>R. Ó Laoide</i></p>
2)	<p>JCH Follow Up</p> <ul style="list-style-type: none"> Attendance at JCH meeting was discussed. <p>Actions:</p> <ul style="list-style-type: none"> Consider Screening Service and Public Health colleagues attending together with NCCP at future sessions. 	<p><i>R. Ó Laoide</i></p>
3)	Terms of Reference	

	<ul style="list-style-type: none"> Current NCCP Fora were discussed in the context of refresh of terms of reference. <p>Action: Feedback to be provided to R. Ó Laoide in advance of next meeting</p>	<i>All</i>
4)	<p>Blended Working Policy</p> <ul style="list-style-type: none"> Application of HSE blended working policy in NCCP was discussed. <p>Action:</p> <ol style="list-style-type: none"> HSE Policy document pack to be circulated to SMT members for review. V. Wilkinson to attend next meeting to provide update Meeting to be arranged with SMT to discuss issues to be considered to implement policy 	<p>V. Wilkinson</p> <p>P. Cafferty</p>
5)	<p>Business & Planning Update</p> <p>NSP is being finalised</p>	
6)	<p>Workshop – Cancer Services in Dublin</p> <p>Action:</p> <p>Meeting to be arranged between R. Ó Laoide, P. Cafferty, P. Heckmann, E. O’Toole and F. Bonas to discuss</p>	<i>T. Flattery</i>
7)	<p>Performance Update</p> <p>Performance Review for all staff</p> <ul style="list-style-type: none"> Performance Review cycle for 2023 has commenced. Review period for NCCP colleagues will be bi-annually, meetings to take place in March and October. 	<i>All</i>
8)	<p>Risk Register</p> <p>Action: To be discussed at next meeting</p>	<i>P. Cafferty</i>
9)	<p>Guidelines</p> <p>Palliative Care guidelines</p> <ul style="list-style-type: none"> Some discussions have taken place, follow up required re. proposed partnership approach. <p>Action: To be explored further, governance and MOU to be agreed</p>	<i>T. Hanan/ E. O’Toole</i>

	Prostate/PSMA -Formal notification to issue to Hospital Groups, c.c. CCO, Acute Operations & Acute Strategy	<i>E. O'Toole</i>
10)	DOH Engagement <ul style="list-style-type: none"> ○ Diagnostics – Action: follow up with Acute Operations <ul style="list-style-type: none"> ○ Medical oncology KPI being included in NCIS ○ Cancer Strategy KPI's –engage with Deirdre Murray ○ 2018 data and evidence to be updated on Surgical Centralisation ○ “As Is” report for Cancer Services to be discussed in meeting with DOH - – engagement ongoing ○ Survey on haemato-oncology infrastructure being undertaken using the agreed specification document 	<i>R. Ó Laoide</i> P Heckmann P Heckmann / T. McCarthy <i>P. Cafferty</i> <i>P. Cafferty</i> <i>P. Heckmann</i>
11)	AOB <ul style="list-style-type: none"> a) NCCP KPI's: <ul style="list-style-type: none"> - Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024 - NCCP KPI's to be reviewed when Cancer Intelligence Lead in place b) MS teams <ul style="list-style-type: none"> - consider including demonstration of application at staff meeting - NCCP colleagues to transition to MS teams by end of March 2023 	M Cox (P Cafferty)/P Heckmann <i>All</i> <i>C. Mellett/L/ Mullen</i> <i>All</i>
	Next SMT meeting: Tuesday 28th February 2023.	

Open actions

No.	Date	Details of action	Responsible	Status
1	14/02/23	Accreditation – Current NCCP Guidelines – <ul style="list-style-type: none"> a) Clarification required around national repository and what documents will be included in this b) Briefing note to be provided to R. Ó Laoide on best approach 	a)E. O'Toole b)E. O'Toole c)P. Heckmann	

		<ul style="list-style-type: none"> c) Re. planning for accreditation - list of NCCP EU Guidance/Standards documents to be circulated to all for review and prepare checklist. d) EU iPAAC guidance on colorectal and pancreas cancer to be reviewed in advance of next meet to DOH to be briefed on Accreditation process e) DOH to be briefed on Accreditation process 	<ul style="list-style-type: none"> d) All e) R. Ó Laoide 	
2	14/02/23	Blended Working Policy <ul style="list-style-type: none"> 1) HSE Policy document pack to be circulated to SMT members for review. V. Wilkinson to attend next meeting to provide update 2) Meeting to be arranged with SMT to discuss issues to implement policy 	<ul style="list-style-type: none"> 1)V. Wilkinson 2)P. Cafferty 	
3)	14/02/23	JCH Follow Up <ul style="list-style-type: none"> • Consider Screening Service and Public Health colleagues attending together with NCCP at future session of JCH. 	R. Ó Laoide	
4)	14/02/23	Governance Fora <ul style="list-style-type: none"> • Feedback to be provided to R. Ó Laoide in advance of next meeting. 	All	
5)	14/02/23	Workshop – Cancer Services in Dublin <ul style="list-style-type: none"> • Meeting to be arranged between R. Ó Laoide, P. Cafferty, P. Heckmann, E. O’Toole and F. Bonas to discuss 	T. Flattery	
6)	14/02/23	Risk Register <ul style="list-style-type: none"> • To be discussed at next meeting 	P. Cafferty	
7)	14/02/23	Palliative Care Guidelines <ul style="list-style-type: none"> • To be explored further, governance and MOU to be agreed 	T. Hanan/E. O’Toole	
8)	14/02/23	NCCP KPIs <ul style="list-style-type: none"> • Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024 	M Cox (P Cafferty)/P Heckmann	
9)	14/02/23	<ul style="list-style-type: none"> • NCCP KPI’s to be reviewed when Cancer Intelligence Lead in place 	All	
		DOH ENGAGEMENT:		
	14/02/23	<ul style="list-style-type: none"> • Diagnostics - Follow up with Acute Operations. 	R. Ó Laoide	
	14/02/23	<ul style="list-style-type: none"> • Medical oncology KPI being included in NCIS 	P. Heckmann	
	14/02/23	<ul style="list-style-type: none"> • Cancer Strategy KPI’s –engage with Deirdre Murray 	P. Heckmann / T. McCarthy	
	14/02/23	<ul style="list-style-type: none"> • 2018 data and evidence to be updated on Surgical Centralisation 	P. Cafferty	April 2023
	14/02/23	<ul style="list-style-type: none"> • “As Is” report for Cancer Services to be discussed in meeting with DOH 	P. Cafferty	
	14/02/23	<ul style="list-style-type: none"> • Survey on haemato-oncology infrastructure being undertaken using agreed specification document 	P. Heckmann	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	31/01/23	Accreditation – Current NCCP Guidelines – <ul style="list-style-type: none">• P. Heckmann to outline suggested approach to everyone.	P. Heckmann	Completed
2	31/01/23	HSE Service Plan publication & NCCP Input Action: NCCP narrative to be shared with SMT	M. Cox	Completed