

**NCCP SMT
NCCP Offices
14/03/23 @ 10.30am**

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

Apologies: P. Cafferty, T. McCarthy

Invited: N. Keating, C. Mellett, L. Mullen, E. Nolan, E. O'Toole

	Discussion	Actions
1)	<p>Minutes of 14th and 28th February meetings were agreed.</p> <p>Matters arising</p> <p>1) Accreditation – Current NCCP Guidelines</p> <p>An update on NCCP approach to Accreditation was discussed.</p> <p>2) HSE National Repository</p> <p>Actions:</p> <p>a) E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines</p> <p>b) Update on review of iPAAC guidance on colorectal and pancreatic cancer.</p> <p>3) HSE Annual Report 2022 –</p> <p>Action: Update to be provided at the next meeting</p> <p>4) KPIs - medical oncology – The BIU, Cancer Intelligence and PH are meeting with regard to inclusion of the NCCP Medical Oncology KPI in the NSP 2024</p>	<p><i>a) E. O'Toole</i></p> <p><i>b) E. O'Toole, N. Keating and F. Bonas</i></p> <p><i>M. Cox</i></p>
2)	<p>Blended Working Policy</p> <p>Update provided on HSE Blended Working Policy -</p> <ul style="list-style-type: none"> Line Managers are responsible for carrying out health and safety assessment with team member 	

	<p>Actions:</p> <p>a) Q&A document from HSE HR to be circulated and any outstanding queries to be identified.</p>	a)V. Wilkinson
3)	<p>Business & Planning Update</p> <p>No update provided at this meeting</p>	
4)	<p>NCCP Website</p> <p>NCCP section of HSE website was discussed. First priority is to review current content and identify out-dated content for removal.</p> <p>Actions:</p> <p>a) Website Editorial Board to be established and chaired by C. Mellett. Nominees to be sought.</p>	a)C. Mellett
5)	<p>DOH Engagement</p> <ul style="list-style-type: none"> ○ 2018 data and evidence to be updated on Surgical Centralisation ○ “As Is” report for Cancer Services. ○ Survey on haemato-oncology infrastructure being undertaken using the agreed specification document. <p>Action: Document to be circulated to SMT in advance of issue of survey</p> <ul style="list-style-type: none"> ○ North/South Cooperation 	<p><i>P. Cafferty</i></p> <p><i>P. Cafferty</i></p> <p><i>P. Heckmann</i></p> <p><i>F. Bonas</i></p>
6)	<p>FOI Process</p> <p>An update on the current NCCP FOI process was outlined.</p> <p>Actions:</p> <p>a) NCCP FOI process to be discussed at next meeting</p> <p>b) Identify structures in place in HSE clinical programmes for the management of FOI’s</p> <p>c) Review complement of NCCP employees to administer the process</p>	<p><i>a)P. Heckmann</i></p> <p><i>b)N. Keating</i></p> <p><i>c) R. Ó Laoide</i></p>
7)	<p>AOB</p> <p>Cancer Strategy KPIs</p>	

	<ul style="list-style-type: none"> - Cancer Strategy KPIs relating to clinical trials, death within 30 days and referral to palliative care – explore potential collection through NCIS. In terms of palliative care establish the “as is” with the Clinical Leads / Hospital Teams in Medical Oncology and haematology . <p>NCCP Tumour SOP Guidelines</p> <p>Agreed at the March NCCP Executive Team Meeting that:</p> <ul style="list-style-type: none"> - Guideline to be published on NCCP Website - Review the development of tumour-specific tumour conference guidance SOPs documents by the NCCP Tumour Leads Groups 	<p>P. Heckmann</p> <p>F. Bonas/ P.Heckmann to link with relevant programme managers</p>
Next SMT meeting: Tuesday 28th March 2023.		

Open actions

No.	Date	Details of action	Responsible	Status
1	14/02/23	<p>Accreditation – Current NCCP Guidelines – iPAAC Colorectal Guideline:</p> <ul style="list-style-type: none"> a) EOT’s team to review guideline, collaborate internally and identify questions/issues for discussion with Leads Group, in the context of the accreditation process and alignment with NCIS. b) Meeting with Clinical Leads Group to be arranged to discuss guideline. 	<p>a) E. O’Toole</p> <p>b) N. Keating (F. Bonas)</p>	
	14/03/23	<p>HSE National Repository</p> <ul style="list-style-type: none"> c) E. O’Toole to give an update on national central repository and provide briefing on PPG guidelines 	c)E. O’Toole	
	14/03/23	<ul style="list-style-type: none"> d) Update on review of iPAAC guidance on colorectal and pancreatic cancer. 	d) E. O’Toole, N. Keating and F. Bonas	
		<p>Pancreatic Guideline:</p> <ul style="list-style-type: none"> e) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed. 	e)R. Ó Laoide	
2	14/02/23	<p>Blended Working Policy</p> <ul style="list-style-type: none"> 1) Meeting to be arranged with SMT to discuss issues to implement policy 	1)P. Cafferty	
	14/03/23	Q&A documentation HSE HR to be circulated.	2) V. Wilkinson	
3)	14/02/23	<ul style="list-style-type: none"> • NCCP KPI’s to be reviewed when Cancer Intelligence Lead in place 	All	
4)	28/02/23	Business & Planning Update	P. Cafferty	

		<ul style="list-style-type: none"> NSP process to be reviewed before commencing NSP 2024 process 		
5)	28/02/23	Risk Register <ul style="list-style-type: none"> a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting 	<i>a) P. Caffery/F. Bonas/E. O'Toole</i> <i>b)P. Cafferty / T. McCarthy</i>	
6)	28/02/23	Research <ul style="list-style-type: none"> NCCP ANDs to provide C. Mellett with details on current research involvement for their respective areas of responsibility. C. Mellett to provide template. 	<i>All</i>	
7)	14/03/23	NCCP Website <ul style="list-style-type: none"> Editorial Board to be established and chaired by C. Mellett. Nominees to be sought. 	<i>C. Mellett</i>	
8)	14/03/23	NCCP FOI Process <ul style="list-style-type: none"> a) NCCP FOI process to be discussed at next meeting b) Identify structures in place in HSE clinical programmes for the management of FOI's c) Review complement of NCCP employees to administer the process 	<i>a)P. Heckmann</i> <i>b)N. Keating</i> <i>c)R. Ó Laoide</i>	
9)	14/03/23	HSE Annual Report 2022 <ul style="list-style-type: none"> Update to be provided at next meeting from feedback received 	<i>M. Cox</i>	
		DOH ENGAGEMENT:		
	14/02/23	<ul style="list-style-type: none"> Cancer Strategy KPI's –engage with Deirdre Murray 	<i>P. Heckmann / T. McCarthy</i>	
	14/02/23	<ul style="list-style-type: none"> 2018 data and evidence to be updated on Surgical Centralisation 	<i>P. Cafferty</i>	April 2023
	14/02/23 28/02/23	<ul style="list-style-type: none"> “As Is” report for Cancer Services to be discussed in meeting with DOH Update on discussions with DOH to be provided to R. Ó Laoide and template to be provided by mid-March 	<i>P. Cafferty</i>	
	14/02/23 14/03/23	<ul style="list-style-type: none"> Survey on haemato-oncology infrastructure being undertaken using agreed specification document Document to be shared with TH 	<i>P. Heckmann</i> <i>P. Heckmann</i>	
	28/02/23	<ul style="list-style-type: none"> North/South Cooperation <ul style="list-style-type: none"> Further inputs to be gathered from NCCP ANDs for inclusion in submission to DOH 	<i>F. Bonas</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	14/02/23	Accreditation – Current NCCP Guidelines –		completed

		PPG Guidelines: c) Briefing note to be provided to R. Ó Laoide outlining best approach. R. Ó Laoide to discuss with CCO	<i>c) E. O'Toole</i>	
2	14/02/23	Blended Working Policy 1) HSE Policy document pack to be circulated to SMT members for review. V. Wilkinson to attend next meeting to provide update	<i>1) V. Wilkinson</i>	completed
3)	14/02/23	Governance Fora • Feedback to be provided to R. Ó Laoide in advance of next meeting.	<i>All</i>	completed
4)	14/02/23	NCCP KPIs • Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024	<i>M Cox (P Cafferty)/P Heckmann</i>	completed
5)	28/02/23	NCCP Nomination – DNA CPR Steering Group Discuss with National Clinical Director, Integrated Care	<i>R. Ó Laoide</i>	Completed
6)	28/02/23	Comms. from SMT to NCCP Organisation ANDs to carry out timely debrief to teams following NCCP EMT/SMT meetings	<i>All</i>	Completed
		DOH ENGAGEMENT:		
1	14/02/23	• Diagnostics Follow up with Acute Operations.	<i>R. Ó Laoide</i>	Completed
2	14/02/23	• Medical oncology KPI being included in NCIS	<i>P. Heckmann</i>	Completed