

**NCCP SMT
NCCP Offices
28/02/23 @ 10.30am**

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

Apologies: None

Invited: C. Mellett, L. Mullen, E. O’Toole

Discussion	Actions
<p>1) Minutes of 14th February to be reviewed at next meeting.</p> <p>Matters arising</p> <p style="padding-left: 20px;">1) Accreditation – Current NCCP Guidelines</p> <p>SMT discussed the implementation of Innovative Partnership for Action Against Cancer (iPAAC) and ECIBC guidelines.</p> <p>Actions:</p> <p><u>iPAAC Colorectal Guideline:</u></p> <p style="padding-left: 20px;">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.</p> <p style="padding-left: 20px;">b) Meeting with Clinical Leads Group to be arranged to discuss guideline.</p> <p><u>PPG Guidelines:</u></p> <p style="padding-left: 20px;">c) Briefing note to be provided to R. Ó Laoide outlining best approach. R. Ó Laoide to discuss with CCO</p> <p><u>National Repository:</u></p> <p style="padding-left: 20px;">d) Clarify documents to be included in this</p>	<p>a) <i>E. O’Toole</i></p> <p>b) <i>N. Keating (F. Bonas)</i></p> <p>c) <i>E. O’Toole</i></p> <p>d) <i>E. O’Toole</i></p>

	<p><u>Pancreatic Guideline:</u></p> <p>e) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.</p>	e)R. Ó Laoide
2)	<p>Blended Working Policy</p> <p>Action:</p> <ul style="list-style-type: none"> To be discussed at next meeting. V. Wilkinson to advise on next steps. 	All / V. Wilkinson
3)	<p>Business & Planning Update</p> <ul style="list-style-type: none"> NSP 2023 allocations are being finalised NSP 2024 process to commence April 2023. <p>Action:</p> <p>NSP process to be reviewed before commencing NSP 2024 process</p>	P. Cafferty
4)	<p>Risk Register</p> <ul style="list-style-type: none"> NCCP Risk Register was discussed. To be listed for discussion at future meeting <p>Actions:</p> <p>a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting</p> <p>b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting</p> <p>c) Risk matrix coloured chart to be used in future discussions on Risk management process to provide context.</p>	<p>All</p> <p>a) P. Cafferty/F. Bonas/E. O’Toole</p> <p>b)P. Cafferty / T. McCarthy</p> <p>c)P. Cafferty</p>
5)	<p>Comms. from SMT to NCCP Organisation</p> <p>Action:</p> <p>ANDs to carry out timely debrief to teams following NCCP EMT/SMT meetings</p>	All
6)	<p>HSE Board Strategic Scorecard</p> <ul style="list-style-type: none"> Reference to strategic development for Gynae-oncology is included under Women’s Health section 	
7)	NCCP Nomination – DNA CPR Steering Group	

	<p>Action: Discuss with National Clinical Director, Integrated Care</p>	<i>R. Ó Laoide</i>
8)	<p>Research</p> <ul style="list-style-type: none"> • NCCP Clinical Lead for Cancer Research to be appointed shortly. • MOU with AICRI is being developed. • Template for data collection for National Cancer Research Group is being finalised. <p>Action: NCCP ANDs to provide C. Mellett with details on current research involvement for their respective areas of responsibility</p>	<i>All</i>
9)	<p>DOH Engagement</p> <ul style="list-style-type: none"> ○ Diagnostics – <p>Action: follow up with Acute Operations</p> <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. <p>Action: Update on discussions with DOH to be provided to R. Ó Laoide and template to be provided by mid-March</p> <ul style="list-style-type: none"> ○ Survey on haemato-oncology infrastructure being undertaken using the agreed specification document ○ North/South Cooperation <p>Action: Further inputs to be gathered from NCCP ANDs for inclusion in submission to DOH</p>	<p><i>R. Ó Laoide</i></p> <p><i>P Heckmann</i></p> <p><i>P Heckmann / T. McCarthy</i></p> <p><i>P. Cafferty</i></p> <p><i>P. Cafferty</i></p> <p><i>P. Heckmann</i></p> <p><i>F. Bonas</i></p>
10)	AOB	

	<ul style="list-style-type: none"> - Access to Radiotherapy services to be discussed with CCO - Feedback on Commissioning and Decommissioning paper National Clinical Audits to be provided by 13th March - HIQA Advertisement for Project Lead has been circulated - Mazars report has been published on HSE Drug Reimbursement process 	<p>R. Ó Laoide</p> <p>All</p> <p>P. Heckmann</p> <p>P. Heckmann</p>
Next SMT meeting: Tuesday 15th 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>PPG Guidelines:</p> <ul style="list-style-type: none"> c) Briefing note to be provided to R. Ó Laoide outlining best approach. R. Ó Laoide to discuss with CCO <p>National Repository:</p> <ul style="list-style-type: none"> d) Clarify documents to be included in this <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. 	<p>a) E. O’Toole</p> <p>b) N. Keating (F. Bonas)</p> <p>c) E. O’Toole</p> <p>d) E. O’Toole</p> <p>e) R. Ó Laoide</p>	
2	14/02/23	<p>Blended Working Policy</p> <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 3) To be discussed at next meeting. V. Wilkinson to advise on next steps. 	<p>1) V. Wilkinson</p> <p>2) P. Cafferty</p> <p>3) All</p>	
3)	14/02/23	<p>Governance Fora</p> <ul style="list-style-type: none"> • Feedback to be provided to R. Ó Laoide in advance of next meeting. 	All	
4)	14/02/23	NCCP KPIs	M Cox (P Cafferty)/P Heckmann	

		<ul style="list-style-type: none"> • Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024 		
5)	14/02/23	<ul style="list-style-type: none"> • NCCP KPI's to be reviewed when Cancer Intelligence Lead in place 	All	
6)	28/02/23	Business & Planning Update <ul style="list-style-type: none"> • NSP process to be reviewed before commencing NSP 2024 process 	<i>P. Cafferty</i>	
7)	28/02/23	Risk Register <ol style="list-style-type: none"> NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting Risk matrix coloured chart to be used in future discussions on Risk management process to provide context. 	<i>a) P. Cafferty/F. Bonas/E. O'Toole</i> <i>b)P. Cafferty / T. McCarthy</i> <i>c)P. Cafferty</i>	
8)	28/02/23	Comms. from SMT to NCCP Organisation <ul style="list-style-type: none"> • ANDs to carry out timely debrief to teams following NCCP EMT/SMT meetings 	All	
9)	28/02/23	NCCP Nomination – DNA CPR Steering Group <ul style="list-style-type: none"> • Discuss with National Clinical Director, Integrated Care 	<i>R. Ó Laoide</i>	
10)	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 	All	
		DOH ENGAGEMENT:		
	14/02/23	<ul style="list-style-type: none"> • Diagnostics - Follow up with Acute Operations. 	<i>R. Ó Laoide</i>	
	14/02/23	<ul style="list-style-type: none"> • Medical oncology KPI being included in NCIS 	<i>P. Heckmann</i>	
	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	<ul style="list-style-type: none"> • Survey on haemato-oncology infrastructure being undertaken using agreed specification document 	<i>P. Heckmann</i>	
	28/02/23	<ul style="list-style-type: none"> • North/South Cooperation - 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
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	Completed
4	14/02/23	Workshop – Cancer 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	Completed
5	14/02/23	Accreditation – Current NCCP Guidelines – <ul style="list-style-type: none"> Re. planning for accreditation - list of NCCP EU Guidance/Standards documents to be circulated to all for review and prepare checklist. DOH to be briefed on Accreditation process 	P. Heckmann R. Ó Laoide	Completed Completed
6	14/02/23	Risk Register To be discussed at next meeting	P. Cafferty	Completed
7	14/02/23	Palliative Care Guidelines To be explored further, governance and MOU to be agreed	T. Hanan/E. O’Toole	Completed