

**NCCP SMT
NCCP Office/Hybrid meeting
31/01/23 @ 10.30am**

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

Apologies: F. Bonas, P. Cafferty, T. McCarthy

Invited: M. Cox, C. Mellett, L. Mullen, E. O'Toole

	Discussion	Actions
1)	<p>Minutes of 17th January meeting to be signed off at meeting 14/02/23</p> <p>Matters arising from 17th January meeting addressed under agenda items.</p>	
2)	<p>Meeting Schedule – DOH/NCCP Performance meetings</p> <ul style="list-style-type: none"> DOH to be advised of availability of reports to facilitate scheduling meetings for 2023 	<i>T. Flattery</i>
3)	<p>Accreditation – Current NCCP Guidelines</p> <ul style="list-style-type: none"> It was agreed documentation would be gathered for accreditation processes for OECl and ECC. This will be needed for accreditation and, in the meantime, will inform hospitals seeking accreditation and will help to identify gaps. <p>Actions:</p> <ul style="list-style-type: none"> P. Heckmann to outline suggested approach to everyone. All to provide a list of policies and guidelines in shared folder. 	<p><i>P. Heckmann</i></p> <p><i>All</i></p>
4)	Blended Working Policy	All

	Action: HSE Policy document to be reviewed in advance of next meeting when NCCP implementation of policy will be discussed and agreed	
5)	HSE Service Plan publication & NCCP Input Action: NCCP narrative to be shared with SMT	<i>M. Cox</i>
6)	Q-Pulse <ul style="list-style-type: none"> Work ongoing to create specs for implementation of system at NCCP 	<i>E. O'Toole</i>
7)	DOH Engagement <ul style="list-style-type: none"> Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024 Definitions for medical oncology KPIs for NCIS to be agreed 2018 data and evidence to be updated on Surgical Centralisation “As Is” report for Cancer Services to be discussed in meeting with DOH Meeting to be arranged to discuss separate programme of work on networks/accreditation/strategic capital and research Explore approach in relation to Haematology centralisation survey 	<i>All</i> <i>P. Heckmann</i> <i>P. Cafferty</i> <i>P. Cafferty</i> <i>T. Flattery</i> <i>P. Heckmann / P. Cafferty</i>
9.	AOB <ul style="list-style-type: none"> a) NCCP guidelines - Briefing note on formal process for signing off Guidelines, including re-establishment of NCCP Steering Group, to be provided to R. Ó Laoide b) CraNE– a group has been established at European level to look at accreditation, OECl are involved. Survey is being developed by that group for all countries. Cancer centres in Ireland to be involved in this process; NCCP to coordinate contact. c) Meeting Room Booking System – NCCP Offices Consideration to be given to changing the current process and the impact of this change d) AV Update – Work progressing to advance implementation of new system 	<i>E. O'Toole</i> <i>P. Heckmann</i> <i>All</i> <i>P. Cafferty</i>
	Next SMT meeting: Tuesday 14th February 2023.	

Open actions

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. All to provide a list of policies and guidelines in shared folder. 	P. Heckmann All	
2	31/01/23	Blended Working Policy HSE Policy document to be reviewed in advance of next meeting when NCCP implementation of policy will be discussed and agreed	All	
3	31/01/23	HSE Service Plan publication & NCCP Input <ul style="list-style-type: none"> Action: NCCP narrative to be shared with SMT 	M. Cox	
4		DOH ENGAGEMENT:		
4a		<ul style="list-style-type: none"> Medical Oncology KPIs – exploration work to commence in relation to service plan for 2024 	All	
4b		<ul style="list-style-type: none"> Definitions for medical oncology KPIs for NCIS to be agreed 	P. Heckmann	
4c		<ul style="list-style-type: none"> 2018 data and evidence to be updated on Surgical Centralisation 	P. Cafferty	
4d		<ul style="list-style-type: none"> “As Is” report for Cancer Services to be discussed in meeting with DOH 	P. Cafferty	
4e		<ul style="list-style-type: none"> Meeting to be arranged to discuss separate programme of work on networks/accreditation/strategic capital and research 	T. Flattery	
4f		<ul style="list-style-type: none"> Explore approach in relation to Haematology centralisation survey 	P. Heckmann / P. Cafferty	
5	31/01/23	NCCP Guidelines <ul style="list-style-type: none"> Briefing note on formal process for signing off Guidelines, including re-establishment of NCCP Steering Group, to be provided to R. Ó Laoide 	E. O’Toole	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status