

NCCP Internal Management Forum
NCCP Office / MS Teams
02/07/24 @ 10.30

Attendees: R. Ó Laoide (Chair), F. Bonas, H. Burns, P. Cafferty, R. Conway, T. Hanan, T. Holohan, C. Mellett, L. Mullen, N. Newcombe, E. O'Toole

Apologies: P. Heckmann, T. McCarthy

Invited: N. Keating, A. McLoughlin, T. Flattery

	Discussion	Actions
1)	Minutes of 18th June meeting <ul style="list-style-type: none"> To be reviewed and agreed at July 16th meeting 	
2)	Framework for Cancer Patient Safety and Quality (E. O'Toole/R. Conway) <ul style="list-style-type: none"> Update provided on draft framework. IMF confirmed agreement with next steps proposed. 	
3)	AGREE 2 process for evaluating international guidance (F. Bonas/E. O'Toole) <ul style="list-style-type: none"> An overview of the AGREE 2 process was provided. IMF confirmed agreement to use of this process, where appropriate for specific tumour sites. 	
4)	Draft Terms of Reference NCCP National Executive (R. Ó Laoide) <ul style="list-style-type: none"> An update on proposed change to NCCP Executive Terms of Reference was provided. IMF approved the addition of a National Haemato-oncology Programme Clinical Advisor to NCCP National Executive membership. Action: Any additional feedback on Terms of Reference to be provided to R. Ó Laoide.	IMF
5)	NCS Recommendation 45 (Private Hospitals) (C. Mellett) Noted that DOH had provided agreement on proposed next steps. IMF agreement on internal coordination for implementation of this recommendation.	

6)	<p>Proposed New Risk - NCCP Risk Register (A. McLoughlin)</p> <ul style="list-style-type: none"> IMF noted the clinical concerns raised in relation to access to drugs in proposing this as a risk. Further discussion required on how best to raise this within the existing process for drug approvals. <p>Action:</p> <p>Issue to be raised with Chief Clinical Officer.</p>	R. Ó Laoide
7)	<p>NCCP Lookback Report (C. Mellett)</p> <ul style="list-style-type: none"> Update was provided by C. Mellett on draft proposal to create a lookback report. IMF approved approach. <p>Actions:</p> <p>a) Each IMF member to nominate a representative from their team to work with C. Mellett on this initiative.</p> <p>b) Content to be agreed for inclusion</p>	<p>a)All</p> <p>b)Relevant NCCP programme representative</p>
8)	<p>European Projects</p> <p>Work on projects is ongoing.</p>	
9)	<p>Brief Programme Updates – (All)</p> <p>Public Health (H. Burns).</p> <ul style="list-style-type: none"> Work ongoing – no major updates to report from last meeting. <p>Evidence and Quality (E. O’Toole)</p> <ul style="list-style-type: none"> Consultation is on ongoing regarding the following two guidelines: <ul style="list-style-type: none"> - Diagnosis and Staging of Patients with Breast Cancer - Neoadjuvant Treatment of Patients with Rectal Cancer guidelines to be reviewed IMF members were asked to increase awareness of the consultation process for NCCP guidelines through their relevant networks. <p>Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> Recent meeting with Children’s Health Ireland. CAYA Survivorship meetings have recently commenced. Work on the National Review of Radiation Therapists is ongoing. Ongoing engagement with national procurement to discuss new private contracts. Upcoming meeting with SJH to discuss improvement plan for breast services. 	

Nursing (T. Hanan)

- Acute Oncology Nursing Service – Programme of site visits to nursing teams is ongoing.
- Recent meeting with Mater Hospital.
- Meeting took place with Limerick nursing service on July 1st.
- A common issue raised at site visits is the issue of OAMs and the difficulty in recruiting pharmacists.

Action:

A meeting to be arranged between T. Hanan and A. McLoughlin to discuss.

*T. Hanan/A.
McLoughlin*

NCIS (N. Newcombe)

- An update to NCIS C37 has been successfully completed.
- NCIS team are working with the HSE Transformation and Technology office on a national project for single sign-in for health staff accessing multiple systems.
- Work has commenced to incorporate IHI into NCIS.
- Roll-out of NCIS ongoing. Target to add 1 to 2 sites by year end.

Systemic Therapy Programme (STP) and Molecular (A. McLoughlin)

- Medical oncology KPI performance continues to be challenging.
- Capacity challenges and pharmacy staffing challenges at CHI-Crumlin.
- CHI received a request from Belfast to take transplants during the Bristol service closure for 6 months.
- Recent meeting with the TCD team leading on consultant medical oncology workforce planning on behalf of NDTP.
- Funding for scalp cooling has been received and will be issued to hospitals over the coming weeks

Survivorship (L. Mullen)**NCCP Alliance meeting of Community Cancer Support Centres and Services members (Farmleigh, 27th June)**

- Presentation of plaques by Minister of State Colm Burke TD in recognition of members' service.
- 2nd Annual Report detailing activity of the Alliance 2023 and a report on the 2nd round of the process of Self-Assessment and Peer Review against NCCP Best Practice Guidance were launched [hse.ie/thealliance](https://www.hse.ie/thealliance)

Cancer Intelligence (T. Holohan/R. Conway)

- Upcoming internal meeting to discuss quality improvement framework.
- Business Intelligence Unit, HSE are engaging with NCCP on KPIs to include in National Service Plan.

	<ul style="list-style-type: none"> Discussion needed with the DOH on the appropriate forum and format for discussion of performance monitoring, in line with accountability framework for both the HSE and Department. <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Work is ongoing on NSP 2025. <p>Action: IMF members were asked to identify critical cancer services posts for inclusion in NCCP submission and return to NCCP Business & Planning team.</p> <ul style="list-style-type: none"> Performance Achievement meetings (2nd meeting) to commence July 2024. CARP process for NCCP is almost complete. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Updates provided under meeting agenda items. 	R. Ó Laoide / T. Holohan
10)	<p>AOB</p> <ul style="list-style-type: none"> Two new Public Health Specialist Registrars will commence rotation placement with NCCP on July 8th. 	All
	Next IMF meeting: Tuesday 16th July 2024 at 10.30, NCCP Office	

Open actions

No.	Date	Details of action	Responsible	Status
1)	21/11/23	<p>Governance of Clinical Guidelines</p> <ul style="list-style-type: none"> Proposal to be drafted on national clinical guidelines approval in consultation with CCO office – meeting to take place with CCO, update to be provided at next IMF 	<i>E. O'Toole</i>	Ongoing
2)	12/03/24	<p>NCS Chaper 11</p> <ul style="list-style-type: none"> Quality framework to be discussed at future IMF meeting and will include application to interaction with regions 	<i>E. O'Toole/ R. Conway</i>	<i>Ongoing</i>
3)	21/05/24	<p>NSP 2024/2025</p> <ul style="list-style-type: none"> Group asked to consider priority areas for remaining years of the Strategy, in the context of the Estimates for 2025. 	<i>IMF</i>	<i>Ongoing</i>
4)	04/06/24	<p>Business and Planning</p> <ul style="list-style-type: none"> REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast. Internal post list to be sent to R. Ó Laoide 	<i>P. Cafferty</i>	

5)	18/06/24	Health Regions – AND Responsibilities <ul style="list-style-type: none"> R. Ó Laoide outline role and purpose for feedback. 	R. Ó Laoide	
6)	02/07/24	Draft Terms of Reference NCCP National Executive <ul style="list-style-type: none"> Any additional feedback on Terms of Reference to be provided to R. Ó Laoide. 	All	
7)	02/07/24	Proposed New Risk - NCCP Risk Register <ul style="list-style-type: none"> Issue to be raised with CCO 	R. Ó Laoide	
8)	02/07/24	NCCP Lookback Report <ol style="list-style-type: none"> Each IMF member to nominate a representative from their team to work with C. Mellett on this initiative. Content to be agreed for inclusion 	a) All B) Relevant NCCP programme representative	
9)	02/07/24	Issue of OAM's <ul style="list-style-type: none"> Meeting to be arranged to discuss 	T. Hanan/A. McLoughlin	
10)	02/07/24	Cancer Intelligence <ul style="list-style-type: none"> Discussion needed with the DOH on the appropriate forum and format for discussion of performance monitoring, in line with accountability framework for both the HSE and Department 	R. Ó Laoide / T. Holohan	
11)	02/07/24	NSP 2025 <ul style="list-style-type: none"> IMF members to identify critical cancer services posts for inclusion in NCCP submission and return to NCCP Business & Planning team 	All	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	23/04/24	Biobank Development <ul style="list-style-type: none"> Discussions continuing. 	IMF	
2)	04/06/24 18/06/24	Radiotherapy, CAYA, Clinical Programmes <ul style="list-style-type: none"> F. Bonas to respond to ISRO re. protons F. Bonas to liaise with CCO Office on Board Scorecard F. Bonas to clarify funding with TAS for paediatric patients Radiotherapy specialised services – intracranial stereotactic services. F. Bonas to send information to R. ÓLaoide F. Bonas will provide update on draft AI position and working group Update on SJH/Dublin Midlands meeting 	F. Bonas/S. Fox F. Bonas F. Bonas F. Bonas F. Bonas F. Bonas	
3)	04/06/24	Survivorship		

		<ul style="list-style-type: none"> L. Mullen to provide details to R. Ó Laoide re moratorium and the impacts on Patient Support worker posts 	<i>L.Mullen</i>	
4)	18/06/24	Cancer Intelligence <ul style="list-style-type: none"> Internal meeting to discuss role of Cancer intelligence function Definition of designated centres and satellite units - update to be provided before next IMF. 	<i>T. Holohan</i> <i>T. Holohan</i>	
5)	18/06/24	Public Health Hereditary Cancer Model of Care - P. Cafferty to include requirements in service plan	<i>P. Cafferty</i>	
6)	18/06/24	NCCP Risk Register – addition of risk (Access to Drugs) <ul style="list-style-type: none"> P. Heckmann and J. Gleeson to discuss with M. Keane 	<i>P. Heckmann</i>	
7)	18/06/24	Nursing Emergency Medical Programme MOC feedback to be sent to S. Fox to collate - deadline 20/07/24	<i>IMF/S. Fox</i>	
8)	18/06/24	NCIS The NCIS Implementation Group chair to be invited to provide update to NCCP Executive	<i>T. Flattery/S. Fox</i>	
9)	18/06/24	HSE data developments <ul style="list-style-type: none"> Health Visualisation Platform (HPVP) Productivity Dashboards (IIS) – P. Heckmann/ T. Holohan to discuss Access to National Bed Management System (BMS) Project – P. Heckmann/T. Holohan to discuss 	<i>P. Heckmann/ T. Holohan</i> <i>P. Heckmann/T. Holohan</i>	
10)	18/06/24	Shared Island Funding <ul style="list-style-type: none"> Funding for capital projects to be discussed by R. Ó Laoide and F. Bonas 	<i>S. Fox</i>	