

**NCCP Internal Management Forum**  
**MS Teams**  
**03/09/24 @ 11am**

**Attendees:** R. Ó Laoide (Chair), R. Conway, T. Hanan, P. Heckmann, T. Holohan, L. Mullen, N. Newcombe and E. O’Toole.

**Apologies:** F. Bonas, H. Burns, P. Cafferty, C. Mellett and T. McCarthy,

**Invited:** T. Flattery, R. Ryan, M. Cox ,J. Gleeson and L. Ryan for Item 2.

	Discussion	Actions
1)	<b>Minutes of 13<sup>th</sup> August meeting were agreed.</b>	
2)	<b>Draft NCCP Policy on Cancer Centre Designation</b> <ul style="list-style-type: none"> <li>• Update was provided on approach. IMF membership endorsed the proposal in principle subject to inclusion of feedback as discussed.</li> <li>• Further update to be provided at future meeting.</li> </ul>	
3)	<b>NSP 2024/2025 (J. Gleeson/M/ Cox)</b> <ul style="list-style-type: none"> <li>• Work is ongoing to prepare for NCCP submission for Estimates/NSP 2025.</li> </ul>	
4)	<b>Draft KPI Performance Framework (R. Conway)</b> <ul style="list-style-type: none"> <li>• Work is ongoing. Update will be provided at future meeting.</li> </ul>	
5)	<b>AOB</b> <ul style="list-style-type: none"> <li>• Baxter Ireland Compounding Disruption – issue is being monitored by a HSE-NCCP Oversight Group to determine impact on SACT service.</li> <li>• HSE Overview of Medicines Funding Governance Processes was approved by the HSE Senior Leadership Team in August.</li> <li>• Community Cancer Nursing eLearning Programme launch – September 6<sup>th</sup>.</li> </ul>	
<b>Next IMF meeting: Tuesday 10<sup>th</sup> September 2024 at 10.30, NCCP Office</b>		

## Open actions

No.	Date	Details of action	Responsible	Status
1)	21/11/23	<b>Governance of Clinical Guidelines</b> <ul style="list-style-type: none"> <li>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</li> </ul>	<i>E. O'Toole</i>	Ongoing
2)	12/03/24	<b>NCS Chapter 11</b> <ul style="list-style-type: none"> <li>Quality framework to be discussed at future IMF meeting and will include application to interaction with regions</li> </ul>	<i>E. O'Toole/ R. Conway</i>	Ongoing
3)	04/06/24	<b>Business and Planning</b> <ul style="list-style-type: none"> <li>REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast.</li> </ul>	<i>P. Cafferty</i>	
4)	18/06/24	<b>Health Regions – AND Responsibilities</b> <ul style="list-style-type: none"> <li>R. Ó Laoide outline role and purpose for feedback.</li> </ul>	<i>R. Ó Laoide</i>	Autumn 2024
5)	16/07/24	<b>NCCP generic information mailbox</b> <ul style="list-style-type: none"> <li>P. Cafferty to review process for managing emails.</li> </ul>	<i>P. Cafferty</i>	
6)	13/08/24	<b>Skin KPIs</b> <ul style="list-style-type: none"> <li>Meeting to be arranged to discuss skin pathways. R. Ó Laoide, F. Bonas, R. Conway, E. O'Toole and T. McCarthy to attend.</li> </ul>	<i>F. Bonas</i>	

## Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	02/07/24	<b>Cancer Intelligence</b> <ul style="list-style-type: none"> <li>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</li> </ul>	<i>R. Ó Laoide / T. Holohan</i>	
2)	02/07/24	<b>Oral Anti-Cancer Medicines</b> Meeting to be arranged to discuss	<i>T. Hanan/A.McLoughlin</i>	
3)	30/07/24  13/08/24	<b>Draft Cervical Cancer Elimination Action Plan</b> <ul style="list-style-type: none"> <li>Discussion to take place between the National Screening Service, the National Women and Infants Programme, and the National Cancer Control Programme regarding the resourcing of the Cervical Cancer Implementation Plan.</li> <li>High level feedback on draft CCE Action plan from NCCP perspective to be provided to National Screening Service.</li> </ul>	<i>P. Cafferty</i>  <i>H. Burns</i>	
4)	13/08/24	<b>Cancer Patient Experience Survey (CPES)</b>	<i>P. Heckmann</i>	

		<ul style="list-style-type: none"> <li>Two representatives (one clinical and one representative from NCCP) to be sought for membership of advisory group.</li> </ul>		
5)	13/08/24	<b>Impact of vacant critical nursing posts on cancer services</b> <ul style="list-style-type: none"> <li>Update to be provided to R. Ó Laoide. Issue to be raised wih relevant Regional Executive Officer(s)</li> </ul>	T. Hanan	