

**NCCP Internal Management Forum
NCCP Office / MS Teams
04/06/24 @ 10.30**

Attendees: R. Ó Laoide (Chair), F. Bonas, H. Burns, P. Cafferty, R. Conway, T. Hanan, P. Heckmann, T. Holohan, C. Mellett, L. Mullen,

Apologies: N. Newcombe, E. O'Toole, T. McCarthy

Invited: T. Flattery, S. Fox, D. Love for E. O'Toole

	Discussion	Actions
1)	Minutes of 21st May meeting were agreed.	
2)	EuCan Project Recruitment, Trinity College Dublin (H. Burns) <ul style="list-style-type: none"> • TCD are conducting research on inequalities in under-served communities especially in the over 65 cohort and physically and mentally disabled patients • Input requested from relevant cancer health professionals. • HB will send to IMF to disseminate as appropriate. 	<i>HB to send to IMF</i>
3)	2025 OECD/EU Country Cancer Profiles/Survey (H. Burns) <ul style="list-style-type: none"> • Information requested from IMF members - responses to be sent to S. Fox for collation by 14th June 	<i>IMF</i>
4)	Induction/Training Sessions: HR Policies/Procedures/Circulars/Memos (P.Cafferty) <ul style="list-style-type: none"> • National HR Induction discussed • NCCP Orientation discussed – P. Cafferty to organise meeting • Organisation chart is being updated. 	<i>P. Cafferty to organise meeting re NCCP orientation & update org chart</i>
5)	Communication pathway with Clinical Leads (P. Heckmann) <ul style="list-style-type: none"> • Discussed appropriate communication pathways between NCCP and Clinical Leads/Advisors 	

	<ul style="list-style-type: none"> • It was agreed that the NCCP Programme Manager should be engaged in discussions pertaining to their clinical leads/groups. 	
6)	<p>European Projects</p> <ul style="list-style-type: none"> • AYA on agenda for World Congress in Geneva in September • Digican Train – 15 trainers needed, some have been recruited. T. Hanan will provide update to IMF • CCI4EU surveys returned 	<p><i>T. Hanan to provide update to IMF</i></p>
7)	<p>Brief Programme Updates – (All)</p> <p>Public Health (H. Burns).</p> <ul style="list-style-type: none"> • Early detection Lung Cancer Campaign to start in Q3 2024 • Paper to be developed on early onset Colorectal Cancer by the end of 2024 • Cervical Cancer elimination plan work ongoing. Early stage cervical cancer guidelines being developed – workshop to take place in Q3 2024. <p>Evidence and Quality (D. Love)</p> <ul style="list-style-type: none"> • Two new guidelines launched on the following: Radiological Staging and Surveillance of Patients with Cutaneous Melanoma National Clinical Guideline Amendment: Diagnosis and staging of patients with prostate cancer • Other guidelines ongoing <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> • Letter of response to be sent to ISRO by F. Bonas re. protons. • Limerick radiotherapy Steering Group meeting to be rescheduled. • UPMC contract responses received • Noted that Surgical Oncology Programme will now come under F. Bonas’s remit and surgical centralisation under T. Holohan’s remit. • AI - confirmed that there is currently no HSE AI group. • Oral Lab Services meeting organised. • F. Bonas to liaise with CCO’s Office on HSE Board Scorecard <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> • AOS meeting took place in Cork with positive feedback <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> • No update <p>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</p> <ul style="list-style-type: none"> • Recent Masterclass programme on the Pharmaceutical Treatment of Cancer took place in TCD 	<p><i>F. Bonas to write letter to ISRO</i></p> <p><i>F. Bonas to liaise with CCO Office on Board Scorecard</i></p>

	<ul style="list-style-type: none"> • New Haemato-Oncology Clinical Lead to be sought. <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> • Allocations have commenced for relevant Community Cancer Support Centres and Services. • Cancer Patient Advisory Committee (DOH) meeting to take place • L. Mullen to provide details re the impact the moratorium is having for Patient Support Workers <p>Cancer Intelligence (T. Holohan/R. Conway)</p> <ul style="list-style-type: none"> • Centralisation – Work ongoing to update definitions of cancer centres and other providers. • Cancer intelligence - review of role and purpose is ongoing • Monthly performance (up to April) discussed • Quality Management Process Framework update to be provided to R. Ó Laoide <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> • NSP 2025 internal process discussed • No updates on ANPs included in Letter of Determination. P. Cafferty confirmed that the NCCP request had been submitted to relevant team in the HSE to ensure cancer is reflected in overall distribution, if possible. • SSWHG report – P. Cafferty awaiting response from R. Kidd. P. Cafferty to revert to R. Ó Laoide with update • Internal post list to be sent to R. Ó Laoide <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> • Productivity to be discussed with DoH • NCS Implementation Report – publication date awaited from the DOH • Further request for front-line clinical post derogations discussed with CCO office 	<p><i>L. Mullen to provide details re moratorium</i></p> <p><i>Quality Management Process Framework update to be sent to R. Ó Laoide (R. Conway/E. O’Toole)</i></p> <p><i>P. Cafferty to revert to R. Ó Laoide with update Internal post list to be sent to R. Ó Laoide</i></p>
6)	<p>AOB</p> <ul style="list-style-type: none"> • Discussions ongoing re paediatric ophthalmic oncology inpatient care. • Consideration to be given to inclusion of appropriate clinical leads on National Executive membership – to be discussed with Executive. • The issues with the @cancercontrol domain should now be fixed, this will be tested and once confirmed that the domain has been added staff will be migrated to Office365 • 	
<p>Next IMF meeting: Tuesday 18th June 2024 at 10.30, NCCP Office</p>		

Open actions

No.	Date	Details of action	Responsible	Status
1)	21/11/23	Governance of Clinical Guidelines		Ongoing

		<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>	
2)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> This work, along with relevant guidelines (e.g. Prostate, Breast, PSMA) to be linked with HSE Radiology Review 	<i>T. McCarthy N. Keating/L. Mullen/ H. Burns</i>	Ongoing
3)	12/03/24	NCS Chaper 11 <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>	Quality Management Process Framework to be sent to R. Ó Laoide
4)	23/04/24	Biobank Development <ul style="list-style-type: none"> Discussions continuing. 	IMF	Ongoing
5)	21/05/24	Productivity Action Plan <ul style="list-style-type: none"> Follow up with Department of Health 	<i>R. Ó Laoide</i>	Update at 18/06 IMF
6)	21/05/24	NSP 2024/2025 <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. 	IMF	Ongoing
7)	21/05/24	Urgent Press/Parliamentary Queries <ul style="list-style-type: none"> To be discussed at NCCP/DoH meeting 	<i>R. Ó Laoide</i>	Update at 18//06 IMF
8)	04/06/24	EuCan Project Recruitment, Trinity College Dublin (H. Burns) <ul style="list-style-type: none"> H. Burns to send information to IMF IMF to forward on to relevant staff 	<i>H. Burns IMF</i>	
9)	04/06/24	2025 OECD/EU Country Cancer Profiles/Survey <ul style="list-style-type: none"> Responses to be sent to S. Fox by 14th June 	IMF	Update at 18/06 IMF
10)	04/06/24	Induction/Training Sessions: HR Policies/Procedures/Circulars/Memos <ul style="list-style-type: none"> P. Cafferty to organise meeting re NCCP orientation Organisation Chart to be updated 	<i>P. Cafferty P. Caffety (/HR)</i>	Update at 18/06 IMF
11)	04/06/24	European Projects – DigiCan <ul style="list-style-type: none"> T. Hanan to send update to IMF 	<i>T. Hanan</i>	
12)	04/06/24	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 	<i>F. Bonas</i>	

13)	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 	L.Mullen	
14)	04/06/24	Cancer Intelligence <ul style="list-style-type: none"> Cancer Intelligence role and purpose review – update to be provided 	T. Holohan	
15)	04/06/24	Business and Planning <ul style="list-style-type: none"> REO Performance and NCCP (Pat Cafferty) still waiting on plan from SSWHG to address non-urgent Breast Internal post list to be sent to R. Ó Laoide 	P. Cafferty	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	07/05/24	OriON Joint Action (JA) Further follow up required on survey requirements, including response in consultation with Department of Health	H. Burns	
2)	07/05/24	Speaker invitation - The Economist's World Cancer Series Europe 2024 SF to respond	S. Fox	Completed
3)	21/05/24	Staff Meeting Survey sent to staff.	S. Fox	Completed