

**NCCP Internal Management Forum
NCCP Office
05/12/23 @ 10.30**

Attendees: P. Cafferty, R. Conway, T. McCarthy (Chair), P. Heckmann, C. Mellett, L. Mullen

Apologies: F. Bonas, T. Hanan, N. Newcombe, R Ó Laoide, E. O’Toole

Invited: N. Keating for F. Bonas, T. Flattery, D. Love for E. O’Toole

	Discussion	Actions
1)	<p>Minutes of 21st November meeting will be agreed at next meeting.</p> <p>Matters Arising – see actions</p>	
2)	<p>Chapter 11 – National Cancer Strategy - Quality & Safety</p> <ul style="list-style-type: none"> • Update provided by N. Keating on ongoing NCCP work on chapter 11. <p>Action: Meeting to be scheduled in January 20024 to discuss the quality agenda, including accreditation.</p>	<p><i>T. Flattery</i></p>
3)	<p>NSP 2024</p> <ul style="list-style-type: none"> • Letter of Determination has been received. HSE are currently working through the details and preparing the National Service Plan. 	
4)	<p>Update on Forsa Action</p> <ul style="list-style-type: none"> • Noted that industrial action includes the participation of members in lunchtime protests on 6th & 7th December in specific locations. 	
5)	<p>Update on Management Consultancy</p> <ul style="list-style-type: none"> • Work is ongoing to wind down use of management consultancy services by end of year in line with HSE guidance. 	
6)	<p>North South Cooperation</p> <ul style="list-style-type: none"> • Proposals for priority projects for NCCP north south cooperation were briefly discussed. <p>Action: Further follow up discussion required to agree priorities.</p>	<p><i>All</i></p>

7)	NCCP SACT Services Team Terms of Reference (TOR) <ul style="list-style-type: none"> • Template was noted 	
8)	Irish Breast Implant Registry Development Project <ul style="list-style-type: none"> • Letter received requesting nomination of NCCP representative Action: <ul style="list-style-type: none"> • Clarification to be sought to confirm if request for clinical or programme manager representative 	T. McCarthy
9)	Brief Programme Updates – (All) <p>Public Health (T. McCarthy)</p> <ul style="list-style-type: none"> • Hereditary Cancer Steering Group meeting will take place on December 11th. <p>Evidence and Quality (D. Love)</p> <ul style="list-style-type: none"> • Breast and prostate modules are currently being updated. • Lung GP guideline is being updated. • Feedback from melanoma guideline is being collated. • Spinal cord compression guideline to be discussed at upcoming NCCP Executive meeting. <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> • No update at this meeting. <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> • No update at this meeting <p>NCIS (P. Heckmann)</p> <ul style="list-style-type: none"> • Two new sites have gone live – University Hospital Kerry and St. Luke’s Kilkenny. • On-Site meeting with E-Health and NCIS office to take place next week. • Request from E-Health to provide high level requirements for scheduling. <p>Systemic Therapy Programme (P. Heckmann)</p> <ul style="list-style-type: none"> • Joint Action on network of Comprehensive Cancer Centres. <ul style="list-style-type: none"> - Crane 2 commencing. Ireland asked to be a pilot for the implementation of a Comprehensive Cancer Care Network (CCCN). Discussion on this started with the cancer centres. • Cancer Patient Experience Survey (CPES). <ul style="list-style-type: none"> - There is a delay to the formation of the advisory group due to project coordinator availability – expected timeline delay ~ 6/12 months • Research on Pharmacist Non-Medical Prescribing. <ul style="list-style-type: none"> - Symposium held in Nov 2023 to get stakeholder input. Submission prepared by RCSI/ TCD which provides interim findings from the research and summary of the stakeholder discussions for presentation to the DoH Taskforce on the expansion of Pharmacy Practice. 	

	<p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> • A commissioned scoping review of the availability of Physical Activity programmes for cancer patients and survivors is nearing completion. Executive summary will be circulated to IMF in 2024. • Work completed by NCRI on metastatic cancers to be reviewed. A number of independent needs assessments of this cohort will come out in 2024. • Alliance meeting of community cancer support centres and services will take place in NCCP offices on December 6th. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> • NCRI has launched its Annual Statistical Report: Cancer in Ireland 1994 – 2021. <ul style="list-style-type: none"> - Early diagnosis is leading to better cancer outcomes. - Late presentation for head and neck, pancreas and lung are leading to poorer outcomes. - Further data analysis shows that the negative impact of Covid 19 on cancer diagnoses is lower than previously reported. <p>Business and Planning (P. Cafferty)</p> <ul style="list-style-type: none"> • CARP process is ongoing. 	
9)	<p>AOB</p> <ul style="list-style-type: none"> • IMF planned holidays for Christmas period to be provided to National Director's office 	All
	Next IMF meeting: Tuesday December 19th at 10.30, NCCP Office	

Open actions

No.	Date	Details of action	Responsible	Status
1)	29/08/23	<p>"As is" Status for Cancer Services</p> <ul style="list-style-type: none"> • ROL will meet with LR 	<i>R.O Laoide</i>	
2)	12/09/23	<p>Quality Based Funding Framework</p> <ul style="list-style-type: none"> • Follow up with Healthcare Pricing Office re framework 	<i>P. Cafferty</i>	In process
3)	10/10/23	<p>Survivorship</p> <ul style="list-style-type: none"> • SSMFU business case to be developed for scaled implementation 	<i>L. Mullen/P. Cafferty</i>	
4)	24/10/23	<p>Stratified Self-Management Follow up (SSMFU) / IT System</p> <ul style="list-style-type: none"> • To investigate if NSS could advise on systems 	<i>P. Cafferty</i>	
5)	24/10/23	<p>NCCP ICT Developments</p> <ul style="list-style-type: none"> • NCCP internal IT committee to be formed 	<i>R. Ó Laoide</i>	
6)	24/10/23	<p>Tumour Conferences SOPs</p>	<i>P. Cafferty</i>	L. Ryan to follow up

		<ul style="list-style-type: none"> Follow up re status of breast tumour conference SOP 		
7)	24/10/23	Proton Information and NCCP Website <ul style="list-style-type: none"> More information to be gathered to clarify request 	<i>F. Bonas</i>	
8)	24/10/23	Rare Cancers <ul style="list-style-type: none"> Follow up on how rare cancer networks operate in Europe Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland. 	<i>F. Bonas</i>	
9)	24/10/23	Induction pack for clinical staff new to cancer services <ul style="list-style-type: none"> P. Heckmann to provide example of current information for SACT programme to P. Cafferty, who will work with NCCP HR to consider how this could be progressed. 	<i>P. Heckmann/P. Cafferty</i>	T.Folliard will send to P Cafferty
10)	24/10/23	Hotdesks and docking stations <ul style="list-style-type: none"> Clarify if possible to have a docking station at each hotdesk 	<i>P. Cafferty</i>	
11)	24/10/23	NCCP Admin Moratorium <ul style="list-style-type: none"> Work will need to be progressed to reallocate NCCP projects to other team members 	<i>R. Ó Laoide</i>	
12)	07/11/23	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> Proposal to be drafted on national clinical guidelines in consultation with CCO office 	<i>E. O'Toole</i>	
13)	21/11/23	Governance of Clinical Guidelines <ul style="list-style-type: none"> Draft paper on governance of clinical guidelines draft paper to be discussed at next IMF Draft document on internal document governance to be discussed at next IMF 	<i>E. O'Toole</i>	
14)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> TMcC to provide further update to IMF 	<i>T. McCarthy</i>	
15)	21/11/23	Primary Care Cancer Intelligence Hub* (PC-Can Hub) <ul style="list-style-type: none"> Paper to be submitted to the National Cancer Research Group for their next meeting. 	<i>H. Burns</i>	
16)	21/11/23	Public Health <ul style="list-style-type: none"> Update on progress to implement NCS recommendation 4 to be provided at future meeting. 	<i>T. McCarthy</i>	
17)	21/11/23	<ul style="list-style-type: none"> TMcC will check with on status of NCRI tumour-specific factsheets. 	<i>T. McCarthy</i>	
18)	21/11/23	Radiotherapy, CAYA, Clinical Programmes	<i>F. Bonas</i>	

		<ul style="list-style-type: none"> AI subgroup to draft paper on radiotherapy 		
19)	05/12/23	Chapter 11 – National Cancer Strategy - Quality & Safety <ul style="list-style-type: none"> Meeting to be scheduled in January 2024 to discuss the quality agenda, including accreditation. 	<i>T. Flattery</i>	
20)	05/12/23	North South Cooperation <ul style="list-style-type: none"> Further follow up discussion required to agree priorities 	<i>All</i>	
21)	05/12/23	Irish Breast Implant Registry Development Project <ul style="list-style-type: none"> Clarification to be sought to confirm if request for clinical or programme manager representative 	<i>T. McCarthy</i>	