

**NCCP Internal Management Forum
NCCP Office / MS Teams
07/05/24 @ 10.30**

Attendees: P. Heckmann (Chair), F. Bonas, H. Burns, P. Cafferty, R. Conway, C. Mellett, N. Newcombe and E. O’Toole.

Apologies: T. Hanan, T. Holohan, T. McCarthy, L. Mullen and R. Ó Laoide.

Invited: T. Flattery, B. O’Loughlin for L. Mullen, C. Osborne for T. Hanan, L. Ryan

	Discussion	Actions
1)	Minutes of 23rd April meeting were agreed.	
2)	NSP 2024/2025 (P. Cafferty) <ul style="list-style-type: none"> • Business & Planning team have issued a communication to Assistant National Directors, NCCP on the process to follow for Estimates/NSP 2025. Awaiting formal notification from HSE re service planning process for 2025. 	
3)	NCCP Clinical Forum <ul style="list-style-type: none"> • Further discussion required on draft programme. 	
4)	European Projects OriON Joint Action (JA) <ul style="list-style-type: none"> • This is a project linked to the implementation of Europe’s Beating Cancer Plan (EBCP). Survey to be completed. Action: Further follow up required on survey requirements, including response in consultation with Department of Health	H Burns
5)	Brief Programme Updates – (All) Public Health (H. Burns) <ul style="list-style-type: none"> • Cervical Cancer Elimination – workshop to inform ‘treatment’ pillar of Cervical Cancer Elimination Action Plan was held on April 19th. NSS aiming to publish Action Plan in November 2024. Will require input from NCCP to agree actions under ‘treatment’ pillar. 	

- Euro-American Forum meeting – April 25th & 26th – ECO Pulse Country Report for Ireland published
- Draft NCCP Early Diagnosis Plan implementation report – for information.

Evidence and Quality (E. O’Toole)

- Updates have been submitted for Radiology guideline and prostate diagnostic guideline.
- Library meeting took place last week.
- Upcoming meeting to discuss breast radiology diagnostic update.

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- Gynae Oncology Clinical Leads meeting – May 1st
- Recent attendance at REO Performance Oversight meetings.
- Upcoming meeting of Northern Ireland Steering Committee for Cancer – June 6th, Enniskillen

Nursing (C. Osborne)

- NCCP workshop for Nurse Leaders took place on April 25th
- Issue with the supply of interpreters and translators in some parts of the country for provision of cancer services to non-english speakers.

NCIS (N. Newcombe)

- University Hospital Limerick go-live has been agreed for May 17th
- Work underway with Letterkenny University Hospital to switch from IPMS to NCIS
- Recent meeting with Mater University Hospital. Work ongoing to agree PID.

Systemic Therapy Programme (STP) and Molecular (P. Heckmann)

- Measles post exposure guidance and pathways subgroup has been paused.

Survivorship (B. Loughlin)

- Process underway to allocate grant aid funding (€3 million)
- Directory of Community Cancer Support Services will go live on HSE website soon.
- A scoping review has been completed for physical exercise programme for cancer patients, in conjunction with TU Shannon.

Cancer Intelligence (R. Conway)

- Work ongoing to finalise breast cancer report for 2022

Business & Planning (P. Cafferty)

- Blended Working – most Line Managers have completed a return to HR on arrangement in place for teams.
- CARP – process for NCCP has been deferred until mid-year.
- Recruitment of derogated posts is underway
- Pay awards will be implemented by June 2024
- High levels of compliance with completion of Performance Achievement meetings.
- Recent attendance at REO Performance Oversight meetings.

	<ul style="list-style-type: none"> National Strategies Reporting to be discussed at next meeting (J. Gleeson to attend). <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Board Safety & Quality meeting – June 13th 	<i>Action</i>
6)	<p>AOB</p> <ol style="list-style-type: none"> Speaker invitation - The Economist's World Cancer Series Europe 2024 – for information Action: Interested IMF members to contact R. Ó Laoide. Meeting to be arranged to discuss NCIS functionality for Gynae MDM Follow up re notes of meetings from non-IMF members 	<p>1. IMF</p> <p>2. N. Newcombe</p> <p>3. P. Cafferty</p>
Next IMF meeting: Tuesday 21st May 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	07/11/23	<p>Governance Process - Patient Booklets & Guides and national guidelines process</p> <ul style="list-style-type: none"> Feedback to be provided to E. O'Toole. Updated draft document to be shared with IMF. 	<p><i>All</i></p> <p><i>E. O'Toole</i></p>	Ongoing
2)	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 	<i>E. O'Toole</i>	Ongoing
3)	21/11/23 07/05/24	<p>Diagnostics Paper</p> <ul style="list-style-type: none"> TMcC to provide further update to IMF It was agreed to collectively progress identification of requirements, including existing outstanding requirements (e.g. staging scans and scanning required for ongoing support of clinical trials), as well as new developments in diagnostics and associated capacity requirements. Meeting to be arranged to discuss 	<i>T. McCarthy</i>	Ongoing
4)	12/03/24	<p>NCS Chapter 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>	Update will be provided at June IMF meeting.
5)	23/04/24	<p>National Strategies - Information Reporting Structure</p>	<i>P. Cafferty</i>	Update will be provided at May

		<ul style="list-style-type: none"> Update will be provided at next IMF meeting 		21 st meeting – J. Gleeson to attend.
6)	23/04/24	Biobank Development <ul style="list-style-type: none"> IMF to provide feedback to R. Ó Laoide by May 13th 	IMF	
7)	23/04/24	Productivity Action Plan <ul style="list-style-type: none"> IMF to provide feedback to R. Ó Laoide Follow up with Department of Health 	1.IMF 2. R. Ó Laoide	
8)	07/05/24	OriON Joint Action (JA) <ul style="list-style-type: none"> Further follow up required on survey requirements, including response in consultation with Department of Health 	H. Burns	
9)	07/05/24	Speaker invitation - The Economist's World Cancer Series Europe 2024 <ul style="list-style-type: none"> Interested IMF members to contact R. Ó Laoide. 	IMF	
10)	07/05/24	Meeting to arranged to discuss NCIS functionality for Gynae MDM	N. Newcombe	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	11/04/24	Blended Working Arrangements Communication will issue from NCCP HR at the end of May 2024 to review operation of process		
2	23/04/24	Metric for recording chemotherapy “cancellations” (particularly in CHI) <ul style="list-style-type: none"> meeting to be arranged with O. Smith (and others e.g. BIU, as necessary) to discuss. 1. Update to be provided at next IMF meeting.		
3	23/04/24	Urology Service – Galway & Limerick P. Cafferty to follow up with R. Ó Laoide	P. Cafferty	