

**NCCP Internal Management Forum**  
**NCCP Office**  
**10/09/24 @ 10.30**

**Attendees:** R. Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, P. Heckmann, T. McCarthy, L. Mullen and E. O’Toole.

**Apologies:** R. Conway, H. Burns, T. Holohan, N. Newcombe and C. Mellett.

**Invited:** T. Flattery, R. Ryan.

Discussion	Actions
1) <b>Minutes of 3<sup>rd</sup> September meeting were agreed.</b>	
2) <b>CLIMB Survivorship Programme</b> <ul style="list-style-type: none"> <li>• Programme update was provided by. L. Mullen. Consideration to be given to inclusion of support for programme in MOU with regions.</li> </ul>	
3) <b>NSP 2024/2025 (P. Cafferty)</b> <ul style="list-style-type: none"> <li>• Work is ongoing. There is no formal process for NCCP to submit a service plan for 2025.</li> </ul>	
4) <b>Head and Neck Cancer (F. Bonas)</b> <ul style="list-style-type: none"> <li>• Meeting to be arranged to discuss.</li> </ul>	<i>F. Bonas</i>
5) <b>EU Projects</b> <ul style="list-style-type: none"> <li>• Work on projects is ongoing.</li> <li>• Two NCCP nursing team representatives will attend Digi Can train project mid-September.</li> </ul>	
6) <b>Brief Programme Updates – (All)</b>  <b>Public Health (T. McCarthy)</b> <ul style="list-style-type: none"> <li>• NCCP are working with NSS on a Cervical Cancer Elimination Draft Action Plan, work is in the final stages.</li> <li>• NCCP have submitted two proposed actions (relating to cancer prevention and early diagnosis) to the draft mens health action plan.</li> <li>• Upcoming annual symposium of the Irish Cancer Prevention Network – October 9<sup>th</sup> in person in NCCP.</li> <li>• Regional lung cancer awareness campaign in north Dublin was completed early September. Evaluation commencing.</li> </ul>	

	<p><b>Evidence and Quality (E. O’Toole)</b>  Agreed that clinical guidelines would be submitted to IMF prior to NCCP Executive circulation.  Two national clinical guidelines to be reviewed at next meeting:</p> <ul style="list-style-type: none"> <li>• Diagnosis and staging of patients with breast cancer</li> <li>• Neoadjuvant treatment of patients with locally advanced rectal cancer</li> </ul> <p><b>Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</b></p> <ul style="list-style-type: none"> <li>• Recent meeting to discuss Modernised Care Pathways with strategic programmes office.</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>• Recent meeting with Minister of Health at CPAC.</li> <li>• NCCP nursing team launched Community Cancer Nursing eLearning Programme – September 6<sup>th</sup>.</li> <li>• Attendance at launch of National Adult Palliative Care Policy – September 10<sup>th</sup>.</li> <li>• NCCP Nurse Leaders meeting – September 11<sup>th</sup>.</li> </ul> <p><b>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</b></p> <ul style="list-style-type: none"> <li>• Baxter disruption is expected to impact on KPI from August onwards. Weekly meetings are being held regarding management of disruption. There is a worldwide shortage of Pegasys® . Work is ongoing to assess the impact on relevant patient cohort. CCO office has been advised.</li> </ul> <p><b>Survivorship (L. Mullen)</b></p> <ul style="list-style-type: none"> <li>• Recent attendance at CPAC where update was provided by DOH on patient involvement metrics.</li> </ul> <p><b>Business &amp; Planning (P. Cafferty)</b></p> <ol style="list-style-type: none"> <li>1. NCCP Organogram will be shared at next meeting.</li> <li>2. CARP process to be completed by relevant staff.</li> </ol> <p><b>ND Office (R. Ryan)</b></p> <ul style="list-style-type: none"> <li>• Work is ongoing.</li> </ul>	<p>1.P. Cafferty</p>
<p>5)</p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• IMF agreed National Clinical Guidelines to be discussed at an IMF meeting prior to discussion at an NCCP Executive meeting.</li> <li>• National Haemato-oncology Programme Clinical Advisor to be invited to attend NCCP October Executive meeting.</li> </ul>	
<p><b>Next IMF meeting: Tuesday 24<sup>th</sup> September 2024 at 10.30, NCCP Office</b></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"> <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>	
2)	<b>12/03/24</b>	<b>NCS Chaper 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>	<i>Ongoing</i>
3)	<b>04/06/24</b>	<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)	<b>18/06/24</b>	<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)	<b>16/07/24</b>	<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)	<b>13/08/24</b>	<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>	
7)	<b>10/09/24</b>	<b>Head &amp; Neck Cancer</b> <ul style="list-style-type: none"> <li>Meeting to be arranged</li> </ul>	<i>F. Bonas</i>	
8)	<b>10/09/24</b>	<b>NCCP Organogram</b> <ul style="list-style-type: none"> <li>To be shared at next meeting</li> </ul>	<i>P. Cafferty</i>	