

**NCCP Internal Management Forum  
NCCP Office  
10/10/2023 @ 10.30**

**Attendees:** R Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, T. McCarthy, C. Mellett (joined remotely), L. Mullen, N. Newcombe

**Apologies:** P. Heckmann, E. O’Toole

**Invited:** T. Folliard (for P. Heckmann), D. Love (for E. O’Toole), (Item 2) V. Wilkinson, T. Flattery

	Discussion	Actions
1)	<p><b>Minutes of 25<sup>th</sup> September meeting were agreed.</b></p> <p>Matters Arising – see actions</p>	
2)	<p><b>HR Update (V. Wilkinson/P. Cafferty)</b></p> <p><b>a) Forsa Notice of Industrial Relations</b></p> <ul style="list-style-type: none"> <li>- All IMF members advised to familiarise with details contained within National Employee Relations Memo.</li> </ul> <p><b>b) Performance Achievement reporting</b></p> <ul style="list-style-type: none"> <li>- NCCP are on track for completion of performance achievement meetings</li> </ul> <p><b>c) CARP/NFRs</b></p> <p>National Financial Regulations Training (NFR) scheduled to take place for all NCCP staff on October 25<sup>th</sup></p> <p>Participation in CARP training sessions encouraged for all relevant staff.</p> <p><b>d) Recruitment</b></p> <ul style="list-style-type: none"> <li>- Recruitment of all new and replacement posts will be impacted by HSE CEO Memo dated October 4<sup>th</sup></li> </ul> <p><b>Action 2(c):</b></p> <ul style="list-style-type: none"> <li>• <b>V. Wilkinson to provide recruitment status update to each NCCP Assistant National Director and details of net growth to be provided to ND.</b></li> </ul>	<p><i>V. Wilkinson</i></p>

3)	<p><b>NSP 2024</b></p> <ul style="list-style-type: none"> <li>NCCP have made a submission based on National Cancer Strategy. The outlook for 2024 remains challenging.</li> </ul>	
4)	<p><b>Enterprise Risk Management Policy</b></p> <ul style="list-style-type: none"> <li>A new process for risk management by the HSE will be implemented from November 1<sup>st</sup></li> <li>NCCP colleagues at Grade VIII and above are recommended to complete risk management training on new policy</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><b>J. Gleeson from Business &amp; Planning team will work with IMF colleagues to convert existing risks to be compliant with new process</b></li> <li><b>Business and Planning team to circulate details on how to access risk management training courses</b></li> <li><b>Process for sharing NCCP Risk Register with CCO office to be clarified</b></li> </ul>	<p><i>J. Gleeson</i></p> <p><i>P. Cafferty</i></p> <p><i>P. Cafferty</i></p>
5)	<p><b>Brief Programme Updates – (All)</b></p> <p><b>Public Health (T. McCarthy)</b></p> <ol style="list-style-type: none"> <li>Public Health Cancer Intelligence post (temp) to be filled by November 2023</li> <li>NCRI strategic plan is at draft stage</li> <li>Draft OECD report “Beating Cancer Inequalities in the EU”: Special focus on cancer prevention and early detection has been circulated for NCCP feedback</li> <li>National Office of Clinical Audit (NOCA) have been in contact regarding opportunity to submit suggestions for audit.</li> </ol> <p><b>Action (d) : NOCA to be invited to facilitate a CPD session</b></p> <p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>NCIS chart update was completed last week , including changes to MDM functionality and AOS telephone triage form</li> <li>Planning for 2 sites (LUH and SVUH) to go live in November is on track</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>Recent meeting with Belfast nursing services (including acute oncology nursing team, clinical trials and haematology) to explore opportunities for cross border collaboration</li> <li>Interviews of senior nursing colleagues are taking place for a Cancer Research Nursing Grant award (joint initiative between NCCP and Irish Cancer Society)</li> <li>Interviews for Cancer Associate Professor, TCD to take place at the end of October</li> <li>Upcoming interview with Irish Examiner on Acute Oncology Service</li> </ul> <p><b>Survivorship (L. Mullen)</b></p>	<p><i>(d)T. McCarthy</i></p>

	<p>a) Discussions are taking place in phase 2 prostate and phase 1 breast sites for the roll-out of stratified self-managed follow-up (SSMFU). Briefing of clinical leads groups continue.</p> <p><b>Action (a): SSMFU business case to be developed for scaled implementation</b></p> <p>b) Presentation and engagement with advocacy and patient group representing patients with Metastatic Cancers. Internal discussions to take place re: scoping experience of this patient cohort in cancer centres/SACT hospitals (2024).</p> <p><b>Evidence and Quality (D. Love)</b></p> <ul style="list-style-type: none"> <li>Breast Radiology guideline is being updated</li> <li>Breast Post-Treatment Surveillance/Follow-Up guideline has commenced</li> <li>Prostate Active Surveillance guideline is being updated</li> <li>Lung GP referral guideline is being developed</li> <li>Melanoma (staging &amp; surveillance of patients with cutaneous melanoma) guideline is currently out for consultation</li> <li>AI in Radiation Oncology: concept is currently being explored</li> </ul> <p><b>Business and Planning (P. Cafferty)</b></p> <p>a) Rollout of IFMS project has been slower than anticipated</p> <p>b) New Wi-Fi system has been activated in the NCCP Dublin office</p> <p>c) Process for procurement of a new VC system for Dublin office is under review</p> <p>d) NCCP Blended Working Policy has been implemented successfully</p> <p><b>Action (d): Timeline for review of Blended Working policy to clarified with HR</b></p> <p><b>Radiotherapy, CAYA, Clinical Programmes(F. Bonas)</b></p> <p>a) AYA: MDT has been launched. Roadshows are taking place in units.</p> <p>b) A cancer survivorship report has been written by CHI. Report to be reviewed by NCCP</p> <p>c) Radiotherapy: Focus on completion of contracts for 3 sites (UPMC Waterford, Mater Private Limerick and Altnagelvin)</p> <p>d) Proton Beam Therapy: No recent progress</p> <p><b>Action (d): R. Ó Laoide to discuss process for proton beam therapy with HSE colleagues.</b></p> <p><b>Systemic Therapy Programme (T. Folliard)</b></p> <ul style="list-style-type: none"> <li>Annual Medical Oncology meeting – October 13<sup>th</sup></li> <li>Update provided on [REDACTED] compounding services. The CCO and DOH are being kept informed of impact and progress.</li> </ul>	<p>(a) L. Mullen/P. Cafferty</p> <p>(d) P. Cafferty</p> <p>(d)R. Ó Laoide</p>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>Meeting with Irish Cancer Society – October 25<sup>th</sup></li> </ul>	
	<p><b>Next IMF meeting: Tuesday October 24<sup>th</sup> at 10.30, NCCP Office</b></p>	

Open actions

No.	Date	Details of action	Responsible	Status
1)	28/03/23	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Paper to be drafted on diagnostics developments in Cancer</li> </ul>	<i>T. McCarthy</i>	
2)	29/08/23	<b>“As is” Status for Cancer Services</b> <ul style="list-style-type: none"> <li>Data to be validated (L. Ryan)</li> <li>IMF members interested in data tool to contact L. Ryan to arrange demonstration over next three weeks</li> <li>Meeting to be arranged with National Director to agree next steps after IMF member input.</li> </ul>	<i>L. Ryan</i> <i>All</i>  <i>L. Ryan</i>	
3)	12/09/23	<b>Quality Based Funding Framework</b> <ul style="list-style-type: none"> <li>Follow up with Healthcare Pricing Office re framework</li> </ul>	<i>P. Cafferty</i>	
4)	25/09/23	<b>Radiation Therapy</b> <ul style="list-style-type: none"> <li>Update on Radiation Therapy Review to be provided to R. Ó Laoide</li> </ul>	<i>F. Bonas</i>	
5)	10/10/23	<b>Recruitment Update</b> <ul style="list-style-type: none"> <li>V. Wilkinson to provide recruitment status update to each NCCP Assistant National Director and details of net growth to be provided to ND.</li> </ul>	<i>V. Wilkinson</i>	
6)	10/10/23	<b>Enterprise Risk Management Policy</b> <ul style="list-style-type: none"> <li>J. Gleeson from Business &amp; Planning team will work with IMF colleagues to convert existing risks to be compliant with new process</li> <li>Business and Planning team to circulate details on how to access risk management training courses</li> <li>Process for sharing NCCP Risk Register with CCO office to be clarified</li> </ul>	<i>J. Gleeson</i>  <i>P. Cafferty</i>  <i>P. Cafferty</i>	
7)	10/10/23	<b>Public Health</b> <ul style="list-style-type: none"> <li>NOCA to be invited to facilitate a CPD session</li> </ul>	<i>T. McCarthy</i>	
8)	10/10/23	<b>Survivorship</b> <ul style="list-style-type: none"> <li>SSMFU business case to be developed for scaled implementation</li> </ul>	<i>L. Mullen/P/ Cafferty</i>	
9)	10/10/23	<b>Business &amp; Planning</b> <ul style="list-style-type: none"> <li>Timeline for review of Blended Working policy to clarified with HR</li> </ul>	<i>P. Cafferty</i>	
10)	10/10/23	<b>Radiotherapy</b> <ul style="list-style-type: none"> <li>R. Ó Laoide to discuss process for proton beam therapy with HSE colleagues</li> </ul>	<i>R. Ó Laoide</i>	

### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	29/08/23	<b>NCCP Role in Development of Patient Information</b> <ul style="list-style-type: none"> <li>T Hanan to present at a future IMF on a generic patient information leaflet being developed by the NCCP acute oncology nursing group</li> <li>All requests for support in the development of patient information to be considered on a case by case basis.</li> <li>Existing request for support in developing patient information to be reviewed</li> </ul>	<i>T. Hanan</i>  <i>All</i>  <i>R. Ó Laoide/F. Bonas</i>	
2	12/09/23	<b>Plan for rollout of Covid/Flu vaccines this year</b> <ul style="list-style-type: none"> <li>T. McCarthy to follow up and update IMF members</li> </ul>	<i>T. McCarthy</i>	
3	25/09/23	<b>NSP 2024</b> <ul style="list-style-type: none"> <li>List of patient support worker posts to be provided to R. Ó Laoide</li> </ul>	<i>T. Hanan/L. Mullen</i>	
4	25/09/23	<b>NCCP Clinical Forum</b> <ul style="list-style-type: none"> <li>Updates to be provided to R. Ó Laoide by September 28<sup>th</sup></li> </ul>	<i>P. Cafferty/F. Bonas/E. Nolan/E.O'Toole</i>	