

NCCP Internal Management Forum
NCCP Office
11/04/24 @ 13.00

Attendees: R. Ó Laoide (Chair), F. Bonas, P. Cafferty, R. Conway, N. Newcombe, C. Mellett

Apologies: T. Hanan, P. Heckmann, T. McCarthy, L. Mullen, E. O’Toole

Invited: H.Burns, T. Folliard for P. Heckmann, D. Love for E. O’Toole, C. Osborne for T.Hanan, B O’Loughlin for L. Mullen and T. Flattery.

	Discussion	Actions
1)	Minutes of 26th March meeting were agreed. <ul style="list-style-type: none"> Matters Arising – see actions 	
2)	NSP 2024/2025 (P. Cafferty) <ul style="list-style-type: none"> Business & Planning team will issue update to Assistant National Directors on process for NSP 2025 at the end of April. 	P. Cafferty
3)	Blended Working Arrangements (P.Cafferty) <ul style="list-style-type: none"> Communication will issue from NCCP HR at the end of May 2024 to review operation of process. 	P. Cafferty
4)	National Cancer Strategy Implementation Report <ul style="list-style-type: none"> IMF to review DOH draft report and provide feedback by cob Friday April 12th. 	IMF
5)	Europe’s Beating Cancer Plan (EBCP) - country fact sheet review <ul style="list-style-type: none"> IMF to review and provide feedback by 1pm Monday April 15th. 	IMF
6)	European Projects <ul style="list-style-type: none"> CCI4EU Project: Survey to issue from Trinity St. James’s Cancer Institute who will coordinate the national response on comprehensive cancer infrastructure’s (CCI’s) in Ireland including comprehensive cancer centres and comprehensive cancer care networks. Oversight will be provided by the NCCP and relevant stakeholders will be involved in the completion of the survey. 	

7) **Brief Programme Updates – (All)**

Public Health (H. Burns)

- April – Bowel Cancer Awareness month.
- Cervical Cancer Elimination workshop – April 19th

Evidence and Quality (D. Love)

- Melanoma guideline to be discussed at upcoming NCCP Executive meeting.

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- Upcoming meeting of National Clinical Leads AYA – Daisy Lodge.
- Skull Base Clinical Leads meeting – April 12th
- Upcoming meetings to review and sign off the National Radiation Therapy Review.
- Collaboration with cancer intelligence team on work completed on gynaecology KPIs.
- Men's Health week – June 2024 – Awareness around penile cancer.

Nursing (C. Osborne)

- NCCP nursing team have contributed to recent media articles on acute oncology nursing service.
- Video enabled care is being piloted in Tullamore hospital and University Hospital Limerick as part of AOS service.
- Discussions with CANO to adopt their older persons education programme. Clinical leads are in agreement.
- DOH Nursing office have confirmed that funding is secured to include cancer ambulatory care in the safe Staffing WFP project.

NCIS (N. Newcombe)

- Sligo University Hospital went live with MDM at end of March.
- Train the Train training scheduled for University Hospital Limerick mid-April
- SJH Robot for SACT preparation has gone live.
- PID has been agreed with Tallaght University Hospital.
- Project meetings have commenced at Cork University Hospital
- E-Health has produced a video with Connolly Hospital on their experience of implementing NCIS.

Systemic Therapy Programme (STP) and Molecular (T. Folliard)

- Upcoming meetings include National Clinical Leads group for Neuro-Endocrine Tumours and Haemato-oncology

Survivorship (B.O'Loughlin)

- Work is underway to agree a process for the distribution of the €3M in funding from the Department of Health for alliance members.
- Stratified self-managed follow up – work is in progress to set up a pathway for prostate cancer patients post radiotherapy.

	<p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> The breast KPI annual report has been presented to the clinical leads group. Report to be shared with IMF. <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> AV System (Dublin Office) – System update will be completed by week ending April 19th. Business and planning team continue training on financial management system. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Joint Euro-American Forum on Cancer (April 25th & 26th) – online joining details will be circulated to IMF for dissemination as appropriate. 	
8)	<p>AOB</p> <ol style="list-style-type: none"> Practical Considerations for move to Health Regions <ol style="list-style-type: none"> IMF to provide list of fora linked to Acute Operations to P. Cafferty for collation meeting to be arranged with N. Newcombe to discuss implications for NCIS and other specific areas where funding related to cancer services is routed through Acutes. ICS/NCCP meeting – April 17th Innovate & Connect conference (April 17th) – interested IMF members to contact R. Ryan The Physician Associate Role – communication received was noted. European survey on the experience of cancer workforce – survey details to be passed to P. Cafferty to disseminate through cancer network fora. HSE strategy for laboratory services – IMF to provide feedback to C. Meaney by April 22nd. 	<p>1a)IMF 1b) P.Cafferty</p> <p>5. H. Burns</p>
<p>Next IMF meeting: Tuesday 23rd April 2024 at 10.30, NCCP Office</p>		

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	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 	<i>E. O'Toole</i>	
3)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> TMcC to provide further update to IMF 	<i>T. McCarthy</i>	Ongoing
4)	30/01/24	KPI Update <ul style="list-style-type: none"> Update to be provided to R. Ó Laoide on plan for systemic anti-cancer therapy KPIs 	P. Heckmann/ R. Conway	To be completed April 2024
5)	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 	E. O'Toole/ R. Conway	
6)	11/04/24	Practical considerations for the move to the new health regions <ol style="list-style-type: none"> IMF to provide list of fora linked to Acute Operations to P. Cafferty for collation. Meeting to be arranged with N. Newcombe to discuss implications for NCIS. 	1.IMF 2.P.Cafferty	
7)	11/04/24	NSP 2024/2025 <ul style="list-style-type: none"> Business & Planning team will issue update to Assistant National Directors on process for NSP 2025 at the end of April 	P. Cafferty	
8)	11/04/24	Blended Working Arrangements <ul style="list-style-type: none"> Communication will issue from NCCP HR at the end of May 2024 to review operation of process 	P. Cafferty	
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10)	11/04/24	Europe's Beating Cancer Plan (EBCP) - country fact sheet review <ul style="list-style-type: none"> IMF to review and provide feedback by 1pm Monday April 15th. 	IMF	
11)	11/04/24	European survey on the experience of cancer workforce – <ul style="list-style-type: none"> Survey details to be passed to P. Cafferty to disseminate through cancer network fora. 	H. Burns	
12)	11/04/24	HSE strategy for laboratory services <ul style="list-style-type: none"> IMF to provide feedback to C. Meaney by April 22nd. 	IMF	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
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1	26/03/24	HR <ul style="list-style-type: none"> NCCP staff and projects list to be provided to R. Ó Laoide. 	P. Cafferty	
2	26/03/24	IMF Membership <ul style="list-style-type: none"> Terms of Reference to be circulated to IMF. 	R. Ó Laoide	
3	26/03/24	Practical considerations for the move to the new health regions <ul style="list-style-type: none"> IMF to feedback to P. Cafferty/F. Bonas by April 9th. 	IMF	