

**NCCP Internal Management Forum
NCCP Office
12/03/24 @ 10.30**

Attendees: R. Ó Laoide (Chair), F. Bonas, P. Cafferty, T. McCarthy, R. Conway, T. Hanan, N. Newcombe, L. Mullen, C. Mellett and E. O’Toole

Apologies: P. Heckmann

Invited: H. Burns, T. Folliard and T. Flattery

	Discussion	Actions
1)	Minutes of 27th February meeting were agreed. <ul style="list-style-type: none"> • Matters Arising – see actions 	
2)	Treatment Summary Developments (B. O’Loughlin) <ul style="list-style-type: none"> • B O’Loughlin updated the IMF on patient treatment summary care plan developments made by the NCCP survivorship and nursing teams. • The IMF welcomed this update and noted developments in HSE IT systems and digitisation would determine future progress in this area. Action: Audit to be completed on uptake by patients of national patient passport for colorectal cancer and update to be provided to IMF.	<i>L. Mullen/B. O’Loughlin</i>
3)	HR Update (P. Cafferty) <ul style="list-style-type: none"> • NCCP to highlight critical front-line cancer services posts to REOs to support the case of derogation. 	
4)	Risk Register (P. Cafferty) <ul style="list-style-type: none"> • The NCCP Risk Register was circulated to IMF. Action: NCCP Risk owners to be reviewed and updated document to be discussed at next NCCP Executive meeting.	<i>P. Cafferty</i>
5)	NSP 2024/2025 (P. Cafferty) <ul style="list-style-type: none"> • Business & Planning team will commence work on NSP 2025 at end of March 2024. 	

6)	NCCP Governance and Clinical Guidance (E. O’Toole) <ul style="list-style-type: none"> Work is ongoing on development of a proposal. 	
7)	NCS Chapter 11 (F. Bonas) <ul style="list-style-type: none"> Internal workshop took place at the end of January to discuss. Action: Quality framework to be discussed at future IMF meeting and will include application to interaction with regions.	<i>E. O’Toole/ R. Conway</i>
8)	Practical considerations for the move to the new health regions (P. Cafferty/F. Bonas) Action: Proposal to be presented and discussed at next IMF meeting.	<i>P. Cafferty/ F. Bonas</i>
9)	Protons (F. Bonas) Action: Follow up with Department of Health	<i>F. Bonas</i>
10)	Health technology assessment of extending the BowelScreen programme to those aged 50 to 54 years <ul style="list-style-type: none"> Three clinical nominees sought by HIQA from NCCP to sit on an expert advisory group. Action: Follow up regarding representation from radiation oncology, surgery and medical oncology.	<i>F. Bonas, P. Cafferty, T. Folliard</i>
11)	European Projects <ul style="list-style-type: none"> CCI4EU – recent meeting held with WP3 project team. Questionnaire will issue to NCCP to coordinate data collection. 	
11)	Brief Programme Updates – (All) Public Health (T. McCarthy/ H. Burns) <ul style="list-style-type: none"> Upcoming Inaugural Primary Care Research into Cancer (PRiCAN) Research symposium March 22nd Cases of measles are being kept under review. Social inclusion are providing advice on translation resources available. Evidence and Quality (E. O’Toole) <ul style="list-style-type: none"> Q Pulse have commenced mapping of organisation. Work ongoing on a national statement for HIFU for prostate. Melanoma guideline is due to be signed off mid March. HRB grant is underway with IPCOR. 	

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- National Review of Radiation Therapy has concluded.
- Head and neck dental service challenged by recruitment.
- Work ongoing to develop Saolta prostate pathway with Altnagelvin.

Nursing (T. Hanan)

- Video enabled care pilot for AON is live in hospitals.
- HRB All-Ireland NCI Cancer Consortium (AICC) Research & Innovation Grant Scheme 2024 is now open for applications.
- Progress is being made in radiological procedures nationally for nurses.

NCIS (N. Newcombe)

- Tipperary UH to go live on March 11th.
- Tallaght University Hospital and Cork University Hospital are currently reviewing PIDs.
- Limerick University Hospital and Sligo University Hospital due to go live for MDM only.
- Interface is now live with St. James's Hospital pharmacy robot.
- Upcoming meeting to discuss data exchange between NCIS and swiftqueue.

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

- SACT service capacity challenges are ongoing with staffing challenges compounding the situations.
- The PRRT for NETs service was officially launched on March 1st.
- Three new indications have been approved for reimbursement.
- Work ongoing on the genomic test directory for cancer.

Survivorship (L. Mullen)

- NCCP has developed a standard form to support the administration of reimbursement of patient representative expenses. Form to be circulated to IMF for input.
- Inaugural conference of Psycho-Social Oncology Network is due to take place on March 13th.

Cancer Intelligence (R. Conway)

- KPI Development - work ongoing with Lung Leads group to change lung access KPI

Business & Planning (P. Cafferty)

- AV System (Dublin Office) – System update due to commence April 2024.

ND Office (C. Mellett)

- Board Safety & Quality Committee – awaiting confirmation of meeting date.

	<ul style="list-style-type: none"> NCCP Website – recent meeting with representatives of HSE Communications and HSE Digital. NCS achievements – IMF/Teams to complete 	
12)	AOB <ul style="list-style-type: none"> OECI Pathways – Review and advise on approach. Liaison with OECI as needed. Letter to be drafted to leads in cancer centres. Masterclass programme (2 days) available on Pharmaceutical Treatment of Cancer – Trinity College Dublin. Pharmacists from the CDMP will be presenting. 	<i>F. Bonas/ E. O’Toole</i>
Next IMF meeting: Tuesday March 26th 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	07/11/23	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> Feedback to be provided to E. O’Toole. Updated draft document to be shared with IMF. 	<i>All E. O’Toole</i>	Ongoing
2)	21/11/23	Governance of Clinical Guidelines <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	Diagnostics Paper <ul style="list-style-type: none"> TMCC to provide further update to IMF 	<i>T. McCarthy</i>	Ongoing
4)	19/12/23 16/01/24 12/03/24	Practical considerations for the move to the new health regions <ul style="list-style-type: none"> Areas for communication with the relevant transition planning teams to be identified and shared with P. Cafferty by January 5th Draft documents to be circulated to IMF for feedback. Proposal to be presented and discussed at next IMF meeting 	<i>All P. Cafferty P. Cafferty/F. Bonas</i>	Update at next IMF meeting
5)	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 	<i>P. Heckmann/ R. Conway</i>	To be completed April 2024
6)	13/02/24	Breast screening for patients having received chest irradiation during cancer treatment <ul style="list-style-type: none"> Meeting to be arranged to discuss 	<i>P. Heckmann, E. O’Toole, E. Nolan</i>	Ongoing

7)	12/03/24	Treatment Summary Developments <ul style="list-style-type: none"> Audit to be completed on uptake by patients of national patient passport for colorectal cancer and update to be provided to IMF 	B. O'Loughlin/ L. Mullen	
8)	12/03/24	Risk Register <ul style="list-style-type: none"> NCCP Risk owners to be reviewed and updated document to be discussed at next NCCP Executive meeting 	P. Cafferty	
9)	12/03/24	NCS Chapter 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	
10)	12/03/24	Protons <ul style="list-style-type: none"> Follow up with Department of Health 	F. Bonas	
11)	12/03/24	Health technology assessment of extending the BowelScreen programme to those aged 50 to 54 years <ul style="list-style-type: none"> Follow up regarding representation from radiation oncology, surgery and medical oncology 	F. Bonas P. Cafferty T. Folliard	
12)	12/03/24	OECI Pathways <ul style="list-style-type: none"> Review and advise on approach. Liaison with OECI as needed. Letter to be drafted to leads in cancer centres. 	F. Bonas/ E. O'Toole	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	19/12/23	Women's Health Taskforce <ul style="list-style-type: none"> Document to be circulated to IMF to gather feedback on initiatives for return to DoH. 	<i>P. Cafferty/T. Hanan</i>	
	27/02/24	1. TH to send document to S. Fox for circulation to group	<i>T. Hanan</i>	
2	30/01/24	Recruitment <ol style="list-style-type: none"> List of posts approved and subsequently impacted by CEO memo regarding recruitment pause to be compiled. List of current vacancies to be compiled. List of posts flagged/to be flagged for derogation to be compiled. 	1,2 & 3 P. Cafferty/V. Wilkinson	
	27/02/24	1. V. Wilkinson to be invited to next IMF to update group on HR	S. Fox	
	30/01/24	Clinical Guidelines Update to be provided to R. Ó Laoide on the role of consensus guidelines as an element of the work of the NCCP.	E O'Toole	
	13/02/24	OECI pathways Chairs of Clinical Leads Groups to be convened to discuss OECI pathways and ensuring consistency of approach	R. Ó Laoide	

27/02/24	NCCP Information Governance Draft TOR to be sent before IMF on 12/03/24	R. Conway	
27/02/24	ICS/Beaumont/RCSI meeting T. McCarthy to attend upcoming Irish Cancer Society-Beaumont RCSI Lung Health Check Programme presentation and meeting. Other attendees to be confirmed, as appropriate.	T. McCarthy	
27/02/24	Public Health Coordination with design and innovation office re: funding for potential posts - H. Burns will circulate to group	H. Burns	
27/02/24	Clinical Post derogations <ul style="list-style-type: none"> C. Mellett will discuss process with CCO office 	C. Mellett	
27/02/24	NCS Recommendations to be circulated in relation to implementation of the Quality and Safety section of the NCS	F. Bonas	
27/02/24	Office365 Potential move to O365 and associated implications to be raised with ICT.	P. Heckmann/N. Newcombe/R. Ó Laoide	