

**NCCP Internal Management Forum
NCCP Office
13/02/24 @ 10.30**

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

Apologies: T. McCarthy

Invited: H. Burns, T. Flattery, E. Nolan

	Discussion	Actions
1)	<p>Minutes of 30th January meetings were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>HR Memo 002 2024 – Expressions of Interest Management Administration (Internal Grade to Grade EOI)</p> <ul style="list-style-type: none"> Update was given on impact of HR Memo on internal NCCP recruitment process. Process for clinical posts to be clarified. 	
3)	<p>NSP 2024/2025</p> <ul style="list-style-type: none"> Ongoing work by the Business & Planning team to finalise details for consultant posts. Details awaited on service planning process for 2025 	
4)	<p>NCCP Information Governance</p> <p>Action: IMF to provide feedback to R. Conway on draft Terms of Reference in advance of first meeting of group.</p>	<i>All</i>
5)	<p>Practical considerations for the move to the new health regions</p> <ul style="list-style-type: none"> Process ongoing to collate information for discussion with Acute Operations to inform current planning process by Business and Planning team. <p>Action: Draft proposal on how cancer network meetings should operate in new HSE design to be shared at next meeting.</p>	<i>P. Cafferty/F. Bonas</i>

6)	<p>European Projects</p> <ul style="list-style-type: none"> • Crane 2 – University Hospital Galway has been confirmed as a pilot site under WP9 for implementation of a Comprehensive Cancer Care Network (CCCN). • Jane2 workstream planning and commencement are on-going. 	
7)	<p>Provision of Parenteral SACT and Supportive Care in SACT Outreach and Community Services</p> <ul style="list-style-type: none"> • Guidance document was noted. 	
8)	<p>Brief Programme Updates – (All)</p> <p>Public Health (H. Burns)</p> <ul style="list-style-type: none"> • No update at this meeting <p>Evidence and Quality (E. O’Toole)</p> <ul style="list-style-type: none"> • A candidate has been identified for the HRB grant with IPCOR. <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> • Launch of HSE NCCP Children Adolescent and Young Adult (CAYA) cancer programme Annual Report – February 15th. • Noted that the NCCP had been advised separately that a business case for a radiation oncology data collection system in SLRON is in development. <p>Action:</p> <ul style="list-style-type: none"> • Details to be shared with P. Heckmann. <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> • Upcoming meeting scheduled with National Ambulance Service on AOS service. • Recent presentation by nursing team to the Emergency Medicine Clinical Programme. • National Nursing Forum meeting – February 22nd. • AOS Nursing workshop Feb 22nd • Cancer Genetics in Nursing Conference SVUH (February 9th) was chaired by National Clinical Lead for Cancer Nursing, NCCP. <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> • Tipperary University Hospital have completed Train the Trainer sessions. Go live is planned for March 11th • NCIS team are working with SJH on finalising testing for a production robot. • Ongoing work with E-Health to identify suitable solution to improve dayward scheduling. <p>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</p>	<p><i>F. Bonas</i></p>

	<ul style="list-style-type: none"> • HIQA - Cancer Patient Experience Survey (CPES) recruitment ongoing. • Suspension of flow cytometry in SJH. Outsourcing solution has been confirmed. • Breast screening for patients having received chest irradiation during cancer treatment to be discussed. <p>Action:</p> <ul style="list-style-type: none"> • Meeting to be arranged between P. Heckmann, E. O'Toole and E. Nolan. <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> • Work ongoing on the survivorship programme. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> • No update at this meeting. <p>Business and Planning (P. Cafferty)</p> <ul style="list-style-type: none"> • Main focus is on service planning process. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> • Various projects ongoing. 	<p><i>P. Heckmann/E. O'Toole/E. Nolan</i></p>
9)	<p>AOB</p> <ul style="list-style-type: none"> • ED pressures – all programmes to liaise with hospital colleagues to confirm no impact on cancer services. • OECl pathways – Chairs of Clinical Leads Groups to be convened to discuss OECl pathways and ensuring consistency of approach. • AV System (Dublin Office) – All to provide feedback on proposal. • Docking stations ordered (Dublin Office) have been received and will be issued to relevant team members by Business and Planning team. 	<p><i>All</i></p> <p><i>R. Ó Laoide</i></p> <p><i>All</i></p> <p><i>C. Cahill on behalf of P. Cafferty.</i></p>
Next IMF meeting: Tuesday February 27th 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. 	<i>E. O'Toole</i>	Update due end Jan 2024
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>	

3)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> • TMCC to provide further update to IMF 	T. McCarthy	Update due mid-Jan 2024
4)	19/12/23	Womens Health Taskforce <ul style="list-style-type: none"> • Document to be circulated to IMF to gather feedback on initiatives for return to DoH. 	P. Cafferty/T. Hanan	
5)	19/12/23 16/01/24 13/02/24	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. • Draft proposal on how cancer network meetings should operate in new HSE design to be shared at next meeting. 	All P. Cafferty P. Cafferty/F. Bonas	
6)	30/01/24	Recruitment <ol style="list-style-type: none"> 1. List of posts approved and subsequently impacted by CEO memo regarding recruitment pause to be compiled. 2. List of current vacancies to be compiled. 3. List of posts flagged/to be flagged for derogation to be compiled. 	1,2 & 3 P. Cafferty/V. Wilkinson	
7)	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 complete April 2024
8)	30/01/24	Clinical Guidelines <ul style="list-style-type: none"> • 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	
9)	13/02/24	NCCP Information Governance <ul style="list-style-type: none"> • IMF to provide feedback to R. Conway on draft Terms of Reference in advance of first meeting of group. 	All	
10)	13/02/24	Radiotherapy <ul style="list-style-type: none"> • Details of business case that is in development for a radiation oncology data collection system in SLRON to be shared with P. Heckmann 	F. Bonas	
11)	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 	P. Heckmann, E. O'Toole, E. Nolan	
12)	13/02/24	ED pressures All programmes to liaise with hospital colleagues to confirm no impact on cancer services.	All	

13)	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	
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Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	19/12/23	JANE2 1) All to review JANE2 work packages and consider if NCCP participation would be beneficial and if representation required from NCCP 2) Discuss AYA programme with DOH • Internal NCCP discussions to take place to facilitate feedback.	1) <i>All</i> 2) <i>F. Bonas</i> 3) <i>All</i>	
2	16/01/24	Funding outside NCCP NSP 1) H. Burns and F. Bonas to meet to review potential funding streams 2) Follow up with NSS regarding funding available under Cervical Cancer Elimination initiative for treatment pillar 3) Update to be provided to R. Ó Laoide on Scheduled Care/Waiting List initiative 4) Follow up with cancer policy unit, Department of Health regarding gynaecology funding •	1, 2 and 3. F.Bonas/H. Burns 4. T. Hanan	