

**NCCP Internal Management Forum  
NCCP Office  
13/08/24 @ 10.30**

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

**Apologies:** P. Cafferty, T. Holohan

**Invited:** T. Flattery, R. Ryan, J. Gleeson for P. Cafferty, F. Murphy for Item 3.

Discussion	Actions
1) <b>Minutes of 30<sup>th</sup> July meeting were agreed.</b>	
2) <b>Draft Cervical Cancer Elimination (CCE) Action Plan (H. Burns)</b> <ul style="list-style-type: none"> <li>• Update on suggested approach to the treatment pillar of the CCE project and draft Action Plan was outlined by Dr. H. Burns.</li> </ul> <b>Action:</b> <b>High level feedback on draft CCE Action plan from NCCP perspective to be provided to National Screening Service.</b>	H. Burns
3) <b>Cancer Patient Experience Survey (CPES) (F. Murphy/P. Heckmann)</b> <ul style="list-style-type: none"> <li>• Update was provided on HIQA work to develop a CPES. IMF confirmed agreement to progress with initiative as discussed.</li> </ul> <b>Action:</b> <b>Two representatives (one clinical and one representative from NCCP) to be sought for membership of advisory group.</b>	<i>P. Heckmann</i>
4) <b>NSP 2024/2025 (J. Gleeson)</b> <ul style="list-style-type: none"> <li>• Work is ongoing to prepare for NCCP submission for Estimates/NSP 2025.</li> </ul>	
5) <b>Skin KPIs (F. Bonas)</b> <ul style="list-style-type: none"> <li>• Overview of work completed to date was outlined.</li> </ul> <b>Action:</b> <b>Meeting to be arranged to discuss skin pathways. R. Ó Laoide, F. Bonas, R. Conway, E. O’Toole and T. McCarthy to attend.</b>	<i>F. Bonas</i>

6) **European Projects**

Work on projects is ongoing.

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

**Public Health (T. McCarthy/H. Burns).**

- Consideration is being given to repeating the National Survey on Cancer Awareness and Attitudes in 2025.

**Evidence and Quality (E. O’Toole)**

- Launch of the NCCP National Clinical Guideline: Radiological Staging and Surveillance of Patients with Cutaneous Melanoma will take place today (August 13<sup>th</sup>).

**Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)**

- The National Review of Radiation Therapists has been finalised.
- The North South Cancer service Steering Committee took place in Enniskillen(included update on Altnagelvin and potential cross border projects)
- Internal meeting to discuss the implementation of the NMSC new pathway
- Internal meeting to discuss the algorithm for collecting “soft intelligence” relating to KPI performance

**Nursing (T. Hanan)**

- Nursing colleagues have highlighted the impact of vacant critical nursing posts on cancer services.

**Action: Update to be provided to R. Ó Laoide. Issue to be raised with relevant Regional Executive Officer(s).**

*T. Hanan*

**NCIS (N. Newcombe)**

- Work is ongoing.
  - University Hospital Waterford is due to go live at beginning of October 2024
  - Naas Hospital is due to go live November 2024.

**Systemic Therapy Programme (STP) and Molecular (P. Heckmann)**

- **Cancer Care Resource Hub** - The NCCP are engaged with IOP in the development of an information resource for pharmacists regarding patient care throughout the cancer care continuum (Target launch date – September 25<sup>th</sup>)

**Survivorship (L. Mullen)**

- Work is ongoing.
- Recent meeting to discuss work completed on metastatic cancers.

**Cancer Intelligence (R. Conway)**

- Work ongoing to develop a cancer intelligence plan.

**Business & Planning (J. Gleeson)**

	<ul style="list-style-type: none"> <li>Update provided under agenda item.</li> </ul> <p><b>ND Office (C. Mellett/R. Ryan)</b></p> <ul style="list-style-type: none"> <li>Work is ongoing.</li> <li>Geriatric Oncology steering group will be set up in Autumn 2024.</li> <li>Fertility Preservation – Noted that DOH have asked HIQA to undertake a scoping review of practice in other countries. NCCP is inputting to this.</li> </ul>	
8)	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>Baxter Healthcare Ireland Compounding Disruption - Issue is being monitored to determine impact on SACT service.</li> <li>Project Vision will be decommissioned by HSE by end of December 2024. NCCP teams advised to plan for withdrawal of service to prevent loss of important data and information after this time.</li> <li>Covid Update – to be provided at next meeting.</li> <li>Eventbrite – Follow up within HSE on use of tool for event management to establish practice in relation to HSE licences.</li> <li>HSE A-Z – CDMP engaged on the medicines content of the cancer pages. No resources have been allocated for this but we are in discussions on keeping to standard text in so far as possible</li> </ol>	<p>3.T. McCarthy</p> <p>4.E.O’Toole</p>
<b>Next IMF meeting: Tuesday 27<sup>th</sup> August 2024 at 10.30, NCCP Office</b>		

#### Open actions

No.	Date	Details of action	Responsible	Status
1)	21/11/23	<p><b>Governance of Clinical Guidelines</b></p> <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>	Ongoing
2)	12/03/24	<p><b>NCS Chapter 11</b></p> <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>	Ongoing
3)	04/06/24	<p><b>Business and Planning</b></p> <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)	18/06/24	<p><b>Health Regions – AND Responsibilities</b></p> <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)	02/07/24	<b>Cancer Intelligence</b> <ul style="list-style-type: none"> <li>Discussion needed with the DOH on the appropriate forum and format for discussion of performance monitoring, in line with accountability framework for both the HSE and Department</li> </ul>	R. Ó Laoide / T. Holohan	
6)	02/07/24	<b>Oral Anti-Cancer Medicines</b> Meeting to be arranged to discuss	T. Hanan/A.McLoughlin	
7)	16/07/24	<b>NCCP generic information mailbox</b> <ul style="list-style-type: none"> <li>P. Cafferty to review process for managing emails.</li> </ul>	P. Cafferty	
8)	30/07/24  13/08/24	<b>Draft Cervical Cancer Elimination Action Plan</b> <ul style="list-style-type: none"> <li>Discussion to take place between the National Screening Service, the National Women and Infants Programme, and the National Cancer Control Programme regarding the resourcing of the Cervical Cancer Implementation Plan.</li> <li>High level feedback on draft CCE Action plan from NCCP perspective to be provided to National Screening Service.</li> </ul>	P. Cafferty  H. Burns	
9)	13/08/24	<b>Cancer Patient Experience Survey (CPES)</b> <ul style="list-style-type: none"> <li>Two representatives (one clinical and one representative from NCCP) to be sought for membership of advisory group</li> </ul>	P. Heckmann	
10)	13/08/24	<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>	F. Bonas	
11)	13/08/24	<b>Impact of vacant critical nursing posts on cancer services.</b> <ul style="list-style-type: none"> <li>Update to be provided to R. Ó Laoide. Issue to be raised with relevant Regional Executive Officer(s).</li> </ul>	T. Hanan	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	16/07/24	<b>NMSC Skin Cancer guideline and pathway</b> <ul style="list-style-type: none"> <li>Draft proposal on next steps to be shared at future IMF meeting following further discussion at internal meeting.</li> </ul>	E. O'Toole	
2)	30/07/24	<b>Draft Cervical Cancer Elimination Action Plan</b> <ul style="list-style-type: none"> <li>Actions under treatment pillar in draft CCE Action Plan to be reviewed and circulated to IMF for consideration</li> </ul>	H. Burns	
3)	30/07/24	<b>ICBP request for workforce liaison person</b> <ul style="list-style-type: none"> <li>Representative from NCCP Business &amp; Planning team to be nominated</li> </ul>	P. Cafferty	