

**NCCP Internal Management Forum
NCCP Office
16/01/24 @ 10.30**

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

Apologies: N. Newcombe

Invited: H. Burns, T. Flattery.

	Discussion	Actions
1)	<p>Minutes of 19th December meetings were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>NSP 2024</p> <ul style="list-style-type: none"> Ongoing work by the Business & Planning team to finalise details for consultant posts. 	
3)	<p>Funding outside NCCP NSP</p> <ul style="list-style-type: none"> There are funding streams outside of NCCP with potential cancer elements. <p>Actions:</p> <ol style="list-style-type: none"> H. Burns and F. Bonas to meet to review potential funding streams Follow up with NSS regarding funding available under Cervical Cancer Elimination initiative for treatment pillar Update to be provided to R. Ó Laoide on Scheduled Care/Waiting List initiative Follow up with cancer policy unit, Department of Health regarding gynaecology funding 	<p>1, 2 and 3. <i>F.Bonas/H. Burns</i></p> <p>4. <i>T. Hanan</i></p>
4)	<p>Practical considerations for the move to the new health regions</p> <ul style="list-style-type: none"> P. Cafferty to collate immediate considerations for discussion with Acute Operations to inform current planning process. NCCP business and planning team to draft document with key areas to be included in a memorandum of understanding with each region after establishment. <p>Action: Draft documents to be circulated to IMF for feedback.</p>	<p><i>P. Cafferty</i></p>

5)	<p>NCCP Information Governance Group</p> <ul style="list-style-type: none"> • Agreement for group to be re-established. <p>Actions:</p> <ol style="list-style-type: none"> 1. Terms of Reference (TOR) will be reviewed at first meeting. 2. Meeting to be arranged end of February to discuss TOR. 	1&2.R. Conway
6)	<p>NCCP Website SOP</p> <ul style="list-style-type: none"> • Updated document was approved by IMF. • Document to be circulated to NCCP staff. 	C. Mellett
7)	<p>North/South Cooperation</p> <ul style="list-style-type: none"> • List of areas for North-South cooperation in relation to cancer services was discussed. 	
8)	<p>Digital technology for patient information and consent</p> <ul style="list-style-type: none"> • A briefing note on a digital technology tool was shared with IMF for information. <p>Action: T. Hanan to respond on behalf of NCCP</p>	T. Hanan
9)	<p>NCCP Groups</p> <ul style="list-style-type: none"> • Information requested by CUH regarding membership of NCCP groups. <p>Action: P. Cafferty to clarify information being requested with CUH</p>	P. Cafferty
10)	<p>European Projects</p> <ul style="list-style-type: none"> • First meeting of NCCP Internal EU group took place recently. • NCCP representatives recently attended HSE EU planning meeting. • NCCP nominees have been received to participate in cancer related projects under JANE2. • NCCP are progressing two pilot projects in partnership with Department of Health. <p>Action: NCCP representatives to user tracker to track hours spent working on European projects.</p>	Relevant NCCP team members.
11)	<p>Tumour conferences</p> <ul style="list-style-type: none"> • Governance of tumour conferences was discussed in the context of the NCS recommendation for the discussion of all patients at MDMs. <p>Action: R. Conway to provide an update to R. Ó Laoide. Input from the Clinical Advisors to be sought subsequently.</p>	R. Conway

12)	Patient Advocacy Groups <ul style="list-style-type: none"> Engagement with patient advocacy groups to be directed through NCCP Patient Engagement Manager. 	
13)	Brief Programme Updates – (All) <p>Public Health (T. McCarthy)</p> <ul style="list-style-type: none"> World Cancer Day – February 1st. <p>Evidence and Quality (E. O’Toole)</p> <ul style="list-style-type: none"> Work ongoing on eight guidelines with forward plan to publish through National Repository. <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> Head and Neck dentistry – system infrastructure is being expanded to meet the needs of patients receiving this complex treatment. Focus on completion of contracts for sites. <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> NCCP nursing programmes will be impacted by NSP 2024. Follow up meeting with Barretstown – January 15th. <p>NCIS (P. Heckmann on behalf of N. Newcombe)</p> <ul style="list-style-type: none"> Tipperary University Hospital have upcoming Train the Trainer sessions scheduled with go live planned for week of March 11th Kick off Meeting with Mater Misericordiae University Hospital –January 17th. <p>Systemic Therapy Programme (STP) (P. Heckmann)</p> <ul style="list-style-type: none"> STP representatives recently met with project team for “Answers for Cancer” project. HSE A-Z: meeting required to reformat the cancer SACT related advice to make the maintenance more sustainable. RUH – administering SACT supportive care <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> Six community cancer support centres have completed best practice guidance in the last quarter of 2023. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> NCRI data tool project on cancer incidence projections due to commence on January 18th Internal discussion to take place regarding process for providing narrative for KPI updates. <p>Business and Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Main focus is on service planning process. 	

	ND Office (C.Mellett) <ul style="list-style-type: none"> NCCP and NWIHP to collaborate on update to CCO and CMO on fertility preservation services. 	
9)	AOB <ol style="list-style-type: none"> AV System (Dublin Office) – System update due to commence end of February 2024. HSE digital – Innovation hub – NCCP to request notification regarding proposed projects relating to cancer. Protocol for repeated email queries – government advice for handling queries to be shared by. F. Bonas. E. O’Toole to discuss with Department of Health. 	2.R. Ó Laoide 3.F. Bonas / E. O’Toole
Next IMF meeting: Tuesday January 30th 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	24/10/23	Tumour Conferences SOPs <ul style="list-style-type: none"> Follow up re status of breast tumour conference SOP 	P. Cafferty	L. Ryan to update end Jan 2024
2)	24/10/23	Rare Cancers <ul style="list-style-type: none"> Follow up on how rare cancer networks operate in Europe Compile list of European Reference Networks (ERNs) for rare cancers that are relevant for Ireland. 	F. Bonas	
3)	24/10/23	Induction pack for clinical staff new to cancer services <ul style="list-style-type: none"> P. Heckmann to provide example of current information for SACT programme to P. Cafferty, who will work with NCCP HR to consider how this could be progressed. 	P. Heckmann/P. Cafferty	T. Folliard will send to P Cafferty
4)	24/10/23	Hotdesks and docking stations <ul style="list-style-type: none"> Clarify if possible to have a docking station at each hotdesk 	P. Cafferty	Update due end Jan 2024
5)	24/10/23	NCCP Admin Moratorium <ul style="list-style-type: none"> Work will need to be progressed if any NCCP projects need to be reallocated 	R. Ó Laoide	Update due end Jan 2024
6)	07/11/23	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> Proposal to be drafted on national clinical guidelines in consultation with CCO office 	E. O’Toole	Update due end Jan 2024
7)	21/11/23	Governance of Clinical Guidelines <ul style="list-style-type: none"> Draft paper on governance of clinical guidelines to be discussed at next IMF Draft document on internal document governance to be discussed at next IMF 	E. O’Toole	Update due end Jan 2024

17)	16/01/24	European Projects <ul style="list-style-type: none"> NCCP representatives to user tracker to track hours spent working on European projects. 	Relevant NCCP team members	
18)	16/01/24	Tumour conferences <ul style="list-style-type: none"> R. Conway to provide an update to R. Ó Laoide. Input from the Clinical Advisors to be sought subsequently. 	R. Conway	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	10/10/23	Survivorship <ul style="list-style-type: none"> SSMFU business case to be developed for scaled implementation 	<i>L. Mullen/P. Cafferty</i>	
2	24/10/23	<ul style="list-style-type: none"> Radiotherapy, CAYA, Clinical Programmes 	<i>F. Bonas</i>	
3	19/12/23	Recommendation 4 - NCS <ul style="list-style-type: none"> IMF to feedback to C. Kelly by January 5th 	<i>All</i>	