

NCCP Internal Management Forum
NCCP Office / MS Teams
16/07/24 @ 10.30

Attendees: R. Ó Laoide (Chair), H. Burns, P. Cafferty, R. Conway, T. Hanan, T. Holohan, C. Mellett, L. Mullen, N. Newcombe, E. O’Toole

Apologies: F. Bonas, P. Heckmann, T. McCarthy

Invited: T. Flattery, T. Folliard for P. Heckmann and L. Murphy for Item 7

	Discussion	Actions
1)	Minutes of 18th June and 2nd July meetings were agreed.	
2)	Survivorship Quarterly Activity Report Update <ul style="list-style-type: none"> Update was noted by IMF and agreed further updates to follow on a quarterly basis. 	
3)	NSP 2024/2025 <ul style="list-style-type: none"> Internal meetings are in process to discuss critical cancer service priorities for inclusion in NCCP submission for Estimates/NSP 2025. 	
4)	Surgical Oncology Update (F. Bonas) <ul style="list-style-type: none"> Update to be provided at next meeting. 	
5)	Surgical Centralisation (R. Ó Laoide/T. Holohan) <ul style="list-style-type: none"> Work is ongoing. Update will be shared with IMF in the coming weeks. 	
6)	NPRO Structure <ul style="list-style-type: none"> To be discussed at next meeting. 	
7)	NMSC Skin Cancer guideline and pathway (E. O’Toole) <ul style="list-style-type: none"> Update was provided by E. O’Toole and L. Murphy. Actions: <ul style="list-style-type: none"> Draft proposal on next steps to be shared at future IMF meeting following further discussion at internal meeting. 	<i>E. O’Toole</i>

8)	Distribution lists for consultations (E. O'Toole) <ul style="list-style-type: none"> IMF agreed the use of generic distribution lists for consultations. 	
9)	European Projects Work on projects is ongoing.	
10)	Brief Programme Updates – (All) Public Health (H. Burns). <ul style="list-style-type: none"> Regional lung cancer awareness campaign in north Dublin commences July 29th. NCCP (H. Burns) working with the National Screening Service on the Cervical Cancer Elimination (CCE) project, and draft CCE Action Plan for Ireland, which includes actions relevant to multiple divisions of NCCP. CCE project requires further discussion at IMF – need to consider resource requirements and project prioritisation. Action: Dr Caroline Mason-Mohan, Director of Public Health, National Screening Service, will be invited to the next IMF meeting to provide an update on the CCE project and draft Cervical Cancer Elimination Action Plan. IMF to consider implications for NCCP and determine next steps for NCCP regarding engagement in this work. Evidence and Quality (E. O'Toole) <ul style="list-style-type: none"> Consultation is ongoing regarding the following two guidelines: <ul style="list-style-type: none"> Diagnosis and Staging of Patients with Breast Cancer Neoadjuvant Treatment of Patients with Rectal Cancer guidelines to be reviewed Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas) <ul style="list-style-type: none"> No update at this meeting Nursing (T. Hanan) <ul style="list-style-type: none"> Work ongoing – no major updates to report from last meeting. NCIS (N. Newcombe) <ul style="list-style-type: none"> Work is ongoing on treatment summary at Beaumont Hospital. Naas hospital have agreed PID. Systemic Therapy Programme (STP) and Molecular (T. Folliard) <ul style="list-style-type: none"> The agreed standardised antiemetic regimens for the following haemato-oncology regimens are now published and available in NCIS: AzaCITIDine, R-CHOP, ABVD. One of the co-Clinical Leads for Haemato-oncology is stepping down at the end of July and her contribution to the programme was acknowledged. Recruitment for a replacement lead will commence shortly. Survivorship (L. Mullen)	H. Burns

	<ul style="list-style-type: none"> Two hospitals are commencing work on self-stratified managed follow-up for prostate cancer (St. James' and Beaumont hospitals). Recent engagement by NWHIP with NCCP to discuss a more streamlined approach to complex menopause clinics, including the particular needs of cancer patients/survivors. Allocations to relevant Community Cancer Support Centres and Services are nearing completion. <p>Cancer Intelligence (T. Holohan/R. Conway)</p> <ul style="list-style-type: none"> Work ongoing to develop a cancer intelligence plan. Workshop to be arranged to discuss further. Update will be provided at a future IMF meeting. <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Recruitment process is progressing for approved posts. HR Circular – Application of June 2024 pay adjustments – increment will be processed September 2024. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Work ongoing – no major updates to report from last meeting. 	
10)	<p>AOB</p> <ul style="list-style-type: none"> NCCP generic information mailbox – P. Cafferty to review process for managing emails. NCCP Blended Working Policy – Expectation for all staff to attend the office minimum two days per week. NCCP Clinical Forum – proposal for next meeting to take place in early October 2024 Correspondence from International Collaboration on Cancer Reporting (ICCR) to be circulated to IMF for information. 	<p><i>P. Cafferty</i></p> <p>T. Flattery</p>
Next IMF meeting: Tuesday 30th July 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	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 – meeting to take place with CCO, update to be provided at next IMF 	<i>E. O'Toole</i>	Ongoing
2)	12/03/24	<p>NCS Chapter 11</p> <ul style="list-style-type: none"> Quality framework to be discussed at future IMF meeting and will include application to interaction with regions 	<i>E. O'Toole/ R. Conway</i>	<i>Ongoing</i>
3)	21/05/24	NSP 2024/2025	<i>IMF</i>	<i>Ongoing</i>

		<ul style="list-style-type: none"> Group asked to consider priority areas for remaining years of the Strategy, in the context of the Estimates for 2025. 		
4)	04/06/24	Business and Planning <ul style="list-style-type: none"> REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast. 	P. Cafferty	
5)	18/06/24	Health Regions – AND Responsibilities <ul style="list-style-type: none"> R. Ó Laoide outline role and purpose for feedback. 	R. Ó Laoide	
6)	02/07/24	Proposed New Risk - NCCP Risk Register <ul style="list-style-type: none"> Issue to be raised with CCO 	R. Ó Laoide	
7)	02/07/24	Issue of OAM's <ul style="list-style-type: none"> Meeting to be arranged to discuss 	T. Hanan/A. McLoughlin	
8)	02/07/24	Cancer Intelligence <ul style="list-style-type: none"> 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 	R. Ó Laoide / T. Holohan	
9)	02/07/24	NSP 2025 <ul style="list-style-type: none"> IMF members to identify critical cancer services posts for inclusion in NCCP submission and return to NCCP Business & Planning team 	All	
10)	16/07/24	NMSC Skin Cancer guideline and pathway <ul style="list-style-type: none"> Draft proposal on next steps to be shared at future IMF meeting following further discussion at internal meeting. 	E. O'Toole	
11)	16/07/24	Cervical Cancer Elimination (CCE) project and draft CCE Action Plan <ul style="list-style-type: none"> Dr Caroline Mason-Mohan, Director of Public Health, National Screening Service, will be invited to the next IMF meeting to provide an update on the CCE project and draft Cervical Cancer Elimination Action Plan. IMF to consider implications for NCCP and determine next steps for NCCP regarding engagement in this work. 	H. Burns	
12)	16/07/24	NCCP generic information mailbox <ul style="list-style-type: none"> P. Cafferty to review process for managing emails. 	P. Cafferty	
13)	16/07/24	ICCR <ul style="list-style-type: none"> Correspondence to be circulated to IMF for information 	T. Flattery	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
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1)	02/07/24	Draft Terms of Reference NCCP National Executive Any additional feedback on Terms of Reference to be provided to R. Ó Laoide.	<i>All</i>	
2)	02/07/24	NCCP Lookback Report a) Each IMF member to nominate a representative from their team to work with C. Mellett on this initiative. Content to be agreed for inclusion	<i>a)All</i> <i>B)Relevant NCCP programme representative</i>	