

**NCCP Internal Management Forum
NCCP Office
19/12/23 @ 10.30**

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

Apologies: C. Mellett

Invited: Caitriona Kelly (for Item 6), L. Murphy (for Item 3), R. Ryan (joined remotely), T. Flattery.

	Discussion	Actions
1)	<p>Minutes of 21st November and 5th December meetings were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>NSP 2024</p> <ul style="list-style-type: none"> 1) Ongoing work by the Business & Planning team to finalise details for consultant posts. 2) The Women’s Health Taskforce will receive some funding for new developments in 2024. NCCP are working with the taskforce to identify priority initiatives relating to cancer. <p>Action:</p> <ul style="list-style-type: none"> 2) Document to be circulated to IMF to gather feedback on initiatives for return to DoH. 	<p><i>P. Cafferty</i></p>
3)	<p>Governance of Clinical Guidelines (E. O’Toole)</p> <ul style="list-style-type: none"> • An overview was given on governance process of clinical guidelines documents at NCCP. <p>Action:</p> <p>To be discussed further at future meeting January 2024.</p>	<p><i>E. O’Toole</i></p>
4)	<p>JANE2 (P. Heckmann)</p> <ul style="list-style-type: none"> • Information on the Joint Action on Network of Expertise (JANE) aimed at creating Networks of Expertise who should provide services to the European cancer community has been shared with IMF. 	

	Actions: 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 3) Internal NCCP discussions to take place to facilitate feedback.	1) <i>All</i> 2) <i>F. Bonas</i> 3) <i>all</i>
5)	Community posts (T. McCarthy) <ul style="list-style-type: none"> An update was given on community posts - Senior Health Promotion & Improvement Officers in Cancer Prevention. 	
6)	Recommendation 4 – NCS (C. Kelly) <ul style="list-style-type: none"> An update was given on the progress being made in the implementation of Recommendation 4 of the National Cancer Strategy. Action: All to feedback to C. Kelly by January 5th.	<i>All</i>
7)	Practical considerations for the move to the new health regions <ul style="list-style-type: none"> There are practical considerations for NCCP as services transition out of national acute operations and community functions. Action: Areas for communication with the relevant transition planning teams to be identified and shared with P. Cafferty by January 5th.	<i>All</i>
8)	Process for feedback on monthly KPI report (R. Conway) <ul style="list-style-type: none"> Work ongoing to improve report and formalise reporting cycle. NCCP are partnering with NCRI on a project to develop a module in health atlas to display incidence data and future projections. Cancer Intelligence team will manage this initiative for NCCP and will provide some training to teams where required. 	
9)	Brief Programme Updates – (All) Public Health (T. McCarthy) <ul style="list-style-type: none"> Update provided under agenda item 5. Evidence and Quality (E. O’Toole) <ul style="list-style-type: none"> Upcoming media interview to discuss prostate guideline, clinician proposed for interview. Radiotherapy, CAYA, Clinical Programmes (F. Bonas)	

	<ul style="list-style-type: none"> The AI position statement for Radiotherapy is nearing completion and will be presented at the Radiotherapy Working Group (ROWG) on 8th Jan and then the EMT in February The new AYA site visits have been completed in each region and good progress noted <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> Cancer Nursing Grant has been awarded. <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> Work ongoing by two sites to get 100% regimens on system in January. Update due in January from HSE digital team on app development. <p>Systemic Therapy Programme (P. Heckmann)</p> <ul style="list-style-type: none"> Pilot site has been identified to participate in EU initiative on comprehensive cancer care networks. <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> Recent meeting with Movember Foundation to discuss funding of men's health initiatives. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> Update provided under agenda item 8. <p>Business and Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Main focus is on service planning process. 	
9)	<p>AOB</p> <ul style="list-style-type: none"> Irish Cancer Society clinical trials landscape scoping study – P. Heckmann to follow up on behalf of NCCP. Development of national guidelines – non-public sector clinicians / nurses / pharmacists can participate. Conflict of Interest forms should be completed 	P. Heckmann
Next IMF meeting: Tuesday January 16th 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	10/10/23	<p>Survivorship</p> <ul style="list-style-type: none"> SSMFU business case to be developed for scaled implementation 	L. Mullen/P. Cafferty	
2)	24/10/23	<p>Stratified Self-Management Follow up (SSMFU) / IT System</p> <ul style="list-style-type: none"> To investigate if NSS could advise on systems 	P. Cafferty	Meeting early Jan 2024
3)	24/10/23	<p>Tumour Conferences SOPs</p> <ul style="list-style-type: none"> Follow up re status of breast tumour conference SOP 	P. Cafferty	L. Ryan to update end Jan 2024
4)	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. 	<i>F. Bonas</i>	
5)	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. 	<i>P. Heckmann/P. Cafferty</i>	T. Folliard will send to P Cafferty
6)	24/10/23	Hotdesks and docking stations <ul style="list-style-type: none"> Clarify if possible to have a docking station at each hotdesk 	<i>P. Cafferty</i>	Update due end Jan 2024
7)	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 	<i>R. Ó Laoide</i>	Update due end Jan 2024
8)	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 	<i>E. O'Toole</i>	Update due end Jan 2024
9)	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 	<i>E. O'Toole</i>	Update due end Jan 2024
10)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> TMCC to provide further update to IMF 	<i>T. McCarthy</i>	Update due mid-Jan 2024
11)	21/11/23	<ul style="list-style-type: none"> TMCC will check with on status of NCRI tumour-specific factsheets. 	<i>T. McCarthy</i>	
12)	21/11/23	Radiotherapy, CAYA, Clinical Programmes <ul style="list-style-type: none"> AI subgroup to draft paper on radiotherapy 	<i>F. Bonas</i>	
13)	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. 	<i>P. Cafferty</i>	
14)	19/12/23	JANE2 <ol style="list-style-type: none"> All to review JANE2 work packages and consider if NCCP participation would be beneficial and if representation required from NCCP 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>	
15)	19/12/23	Recommendation 4 – NCS <ul style="list-style-type: none"> IMF to feedback to C. Kelly by January 5th. 	<i>All</i>	

16)	19/12/23	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 	All	
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Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	29/08/23	"As is" Status for Cancer Services <ul style="list-style-type: none"> ROL will meet with LR 	R. Ó Laoide	
2	12/09/23	Quality Based Funding Framework <ul style="list-style-type: none"> Follow up with Healthcare Pricing Office re framework 	P. Cafferty	
3	24/10/23	NCCP ICT Developments <ul style="list-style-type: none"> NCCP internal IT committee to be formed 	R. Ó Laoide	
4	24/10/23	Proton Information and NCCP Website <ul style="list-style-type: none"> More information to be gathered to clarify request 	F. Bonas	
5	21/11/23	Primary Care Cancer Intelligence Hub* (PC-Can Hub) <ul style="list-style-type: none"> Paper to be submitted to the National Cancer Research Group for their next meeting. 	H. Burns	
6	21/11/23	Public Health <ul style="list-style-type: none"> Update on progress to implement NCS recommendation 4 to be provided at future meeting. 	T. McCarthy	
7	05/12/23	North South Cooperation Further follow up discussion required to agree priorities	All	
8	05/12/23	Irish Breast Implant Registry Development Project Clarification to be sought to confirm if request for clinical or programme manager representative	T. McCarthy	
9	05/12/23	Chapter 11 – National Cancer Strategy - Quality & Safety Meeting to be scheduled in January 2024 to discuss the quality agenda, including accreditation.	T. Flattery	