

**NCCP Internal Management Forum**  
**NCCP Office / MS Teams**  
**21/05/24 @ 10.30**

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

**Apologies:** T. Holohan, T. McCarthy, F. Bonas, R. Conway

**Invited:** S. Fox, N. Keating for F. Bonas

	Discussion	Actions
1)	<b>Minutes of 07<sup>th</sup> May meeting were agreed.</b>	
2)	<b>Psycho-Oncology Metrics Report* (H. Greally/N. Mateeva)</b> <ul style="list-style-type: none"> <li>• N. Mateeva gave presentation to group on Psycho-Oncology Metrics Report for Q4 2023.</li> <li>• Group thanked N. Mateeva for presentation and congratulated her and H. Greally on the success of the programme so far.</li> </ul>	
3)	<b>NSP 2024/2025 (P. Cafferty)</b> <ul style="list-style-type: none"> <li>• P. Cafferty informed group that data is being collected for NSP 2025 – work in progress.</li> <li>• Group to consider priority areas for the remaining years of the Strategy, in the context of the Estimates process for 2025.</li> </ul>	
4)	<b>National Strategies - Information Reporting Structure - Update (J. Gleeson)</b> <ul style="list-style-type: none"> <li>• J. Gleeson provided an update to the group. Further direction awaited from the CCO’s Office</li> </ul>	
5)	<b>NCS Implementation Report 2023*</b> <ul style="list-style-type: none"> <li>• The Department of Health draft National Cancer Strategy Implementation Report 2023 was discussed and suggested amendments agreed.</li> </ul>	

6)	<p><b>NCS Achievements Q1 2024*</b></p> <ul style="list-style-type: none"> <li>• Noted. Group asked to keep NCS Achievement Log up to date</li> </ul>	
7)	<p><b>European Projects</b></p> <ul style="list-style-type: none"> <li>• Cancer Mission Hub meeting took place</li> <li>• CCI4EU survey ongoing</li> </ul>	
8)	<p><b>Brief Programme Updates – (All)</b></p> <ul style="list-style-type: none"> <li>• Urgent Press Queries – to be discussed at NCCP/DoH meeting</li> <li>• Neurosurgery – to be considered as part of broader centralisation discussion</li> </ul> <p><b>Public Health (H. Burns).</b></p> <ul style="list-style-type: none"> <li>• H. Burns agreed to attend NSQI meeting as NCCP rep</li> </ul> <p><b>Evidence and Quality (E. O’Toole)</b></p> <ul style="list-style-type: none"> <li>• National Clinical Guideline: Radiological staging and surveillance of patients with cutaneous melanoma to be published.</li> <li>• Amendment to National Clinical Guideline Amendment: Diagnosis and staging of patients with prostate cancer to be published</li> <li>• Meeting with CCO next week re Governance of Clinical Guidelines</li> </ul> <p><b>Radiotherapy, CAYA, Clinical Programmes (N. Keating)</b></p> <ul style="list-style-type: none"> <li>• Rad Onc – business case for pilot for prostate presented and approved at Rad Onc Working Group meeting</li> <li>• Urology – AQR scheduled for 8<sup>th</sup> November</li> <li>• Head &amp; Neck – A national working group for Dental will be set up under Head &amp; Neck cancers</li> <li>• Colorectal – meeting to be set up with NOCA re Watch &amp; Wait protocols</li> <li>• Lung – Presentation at Leads Group from Sonas/Beaumont on Lung Health Check</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>• National Chemotherapy Competency Group workshop to take place on 24<sup>th</sup> May</li> <li>• Profile done on Cancer Nursing Team for European Cancer Nursing Day</li> <li>• Acute Oncology Nursing Conference taking place in Cork –Tpresentation from NCCP</li> </ul> <p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>• Limerick have gone live with their first MDM</li> <li>• Letterkenny IPMS changeover has taken place</li> </ul> <p><b>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</b></p> <ul style="list-style-type: none"> <li>• Fact check on cancer website content (Health A-Z, HSE.ie). H.Burns and P. Heckmann to meet with HSE Digital</li> <li>• A HSE medicines sustainability group has been established, mirroring the DoH group.</li> <li>• NCCP Clinical trials pharmacy group meeting this month</li> </ul>	

	<ul style="list-style-type: none"> <li>Haemato-oncology: ALL and AML pathways developed and published. Work on-going on a GP manual for referrals.</li> </ul> <p><b>Survivorship (L. Mullen)</b></p> <ul style="list-style-type: none"> <li>The Alliance Directory: A directory of members and associate members of the NCCP community cancer support centres alliance was published and uploaded onto NCCP website <a href="https://hse.ie/thealliance">hse.ie/thealliance</a></li> <li>Alliance event to take place in Farmleigh on 27<sup>th</sup> June to distribute plaques to centres successfully through self-assessment and peer review process - 16 centres in total.</li> </ul> <p><b>Cancer Intelligence (T. Holohan/R. Conway)</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul> <p><b>Business &amp; Planning (P. Cafferty)</b></p> <ul style="list-style-type: none"> <li>Blended Working confirmations – process nearing completion</li> <li>Performance Achievement – mid year review requirements to be circulated by HR</li> <li>CARP Action Plan ongoing – details will be circulated as relevant</li> <li>Induction – staff to complete online courses and send any questions after that to National HR</li> </ul> <p><b>ND Office (C. Mellett)</b></p> <ul style="list-style-type: none"> <li>No date for Safety &amp; Quality Committee as yet</li> <li>Staff meeting – survey to be sent to staff for feedback on future staff meetings</li> </ul>	
6)	AOB	
	<b>Next IMF meeting: Tuesday 4<sup>th</sup> June 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)	21/11/23	<b>Diagnostics Paper</b>	<i>T. McCarthy</i>	Ongoing

		<ul style="list-style-type: none"> <li>This work, along with relevant guidelines (e.g. Prostate, Breast, PSMA) to be linked with HSE Radiology Review</li> </ul>	<i>N. Keating/L. Mullen/H. Burns</i>	
3)	<b>12/03/24</b>	<b>NCS Chapter 11</b> <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>	E. O'Toole/ R. Conway	Update will be provided at June IMF meeting.
4)	<b>23/04/24</b>	<b>Biobank Development</b> <ul style="list-style-type: none"> <li>Discussions continuing.</li> </ul>	IMF	
5)	<b>21/05/24</b>	<b>Productivity Action Plan</b> <ul style="list-style-type: none"> <li>Follow up with Department of Health</li> </ul>	R. Ó Laoide	
6)	<b>07/05/24</b>	<b>OriON Joint Action (JA)</b> <ul style="list-style-type: none"> <li>Further follow up required on survey requirements, including response in consultation with Department of Health</li> </ul>	H. Burns	
7)	<b>07/05/24</b>  <b>21/05/24</b>	<b>Speaker invitation - The Economist's World Cancer Series Europe 2024</b> <ul style="list-style-type: none"> <li>SF to respond</li> </ul>	  S. Fox	
8)	<b>21/05/24</b>	<b>NSP 2024/2025</b> <ul style="list-style-type: none"> <li>Group asked to consider priority areas for remaining years of the Strategy, in the context of the Estimates for 2025.</li> </ul>	IMF	
9)	<b>21/05/24</b>	<b>Urgent Press/Parliamentary Queries</b> <ul style="list-style-type: none"> <li>To be discussed at NCCP/DoH meeting</li> </ul>	R. Ó Laoide	
10)	<b>21/05/24</b>	<b>Staff Meeting</b> <ul style="list-style-type: none"> <li>Survey to be sent to staff</li> </ul>	S. Fox	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	<b>07/05/2024</b>	<b>Governance Process - Patient Booklets &amp; Guides and national guidelines process</b> <ul style="list-style-type: none"> <li>Feedback to be provided to E. O'Toole.</li> <li>Updated draft document to be shared with IMF.</li> </ul>	All E. O'Toole	Documents defined. Update to be provided at future IMF meeting
2)	<b>23/04/24</b>	<b>National Strategies - Information Reporting Structure</b> Update will be provided at next IMF meeting	P. Cafferty	Update will be provided at May 21 <sup>st</sup> meeting – J. Gleeson to attend.
3)	<b>23/04/24</b>	<b>Productivity Action Plan</b> <ul style="list-style-type: none"> <li>IMF to provide feedback to R. Ó Laoide</li> </ul>	IMF	
4)	<b>07/05/24</b>	<b>Meeting to arranged to discuss NCIS functionality for Gynae MDM</b>	N. Newcombe	