

**NCCP Internal Management Forum
NCCP Office
23/04/24 @ 10.30**

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

Apologies: None

Invited: T. Flattery, L. Ryan (Item 2).

	Discussion	Actions
1)	<p>Minutes of 11th April meeting were agreed.</p> <ul style="list-style-type: none"> Matters Arising – see actions Diagnostics – it was agreed to collectively progress identification of requirements, including existing outstanding requirements (e.g. staging scans and scanning required for ongoing support of clinical trials), as well as new developments in diagnostics and associated capacity requirements. 	
2)	<p>Irish Breast Implant Registry (IBIR) project (L. Ryan)</p> <ul style="list-style-type: none"> IMF were asked to consider providing a letter of support regarding inclusion of opt out option in model of consent for the planned Irish Breast Implant Registry. IMF supportive of approach however agreed a letter of support was not required. 	
3)	<p>NSP 2024/2025 (P. Cafferty)</p> <ul style="list-style-type: none"> Business & Planning team have issued a communication to Assistant National Directors, NCCP on the process to follow for Estimates/NSP 2025. 	
4)	<p>Joint Committee on Health (JCH)</p> <ol style="list-style-type: none"> Follow up actions arising from JCH are being reviewed and appropriate responses are being collated for submission to CCO office. Metric for recording chemotherapy “cancellations”, particularly in CHI, was discussed briefly by IMF and requires further exploration and discussion 	

	<p>Action: 2.Meeting to be arranged with O. Smith (and others e.g. BIU, as necessary) to discuss. Update to be provided at next IMF meeting.</p>	R. Conway
5)	<p>National Strategies - Information Reporting Structure</p> <ul style="list-style-type: none"> Upcoming meeting between P. Cafferty and T. Carey to discuss. <p>Action: Update will be provided at next IMF meeting.</p>	P. Cafferty
6)	<p>Biobank Development</p> <ul style="list-style-type: none"> Biobank development was discussed. <p>Action: IMF to provide feedback to R. Ó Laoide by May 13th</p>	IMF
7)	<p>European Projects</p> <ul style="list-style-type: none"> Summary document on the relationship between certain EU Cancer actions was noted. <p>CCI4EU Project:</p> <ul style="list-style-type: none"> Surveys have issued from Trinity St. James's Cancer Institute (with oversight from NCCP) to stakeholders on relevant themes. Completion of other themes to be discussed. IMF members will be asked to contribute, as appropriate. Relevant stakeholders will be involved in the completion of the survey. Deadline for survey submission is May 31st. <p>ECHoS:</p> <ul style="list-style-type: none"> Project is ongoing. <p>Digican Train:</p> <ul style="list-style-type: none"> Work ongoing under work package three (WP3) <p>CraNE and JaNE:</p> <ul style="list-style-type: none"> CraNE 1 and JaNE 1 are closing out. CraNE 2 and JaNE 2 are due to commence in 2025. Funding to be finalised. 	
8)	<p>Brief Programme Updates – (All)</p> <p>Public Health (T. McCarthy/H. Burns)</p> <ul style="list-style-type: none"> Cervical Cancer Elimination workshop – April 19th Closing date for Radiology Review survey – April 24th Data/IT infrastructure working group to be set up in Quarter three. Recent research papers completed include a piece on: <ul style="list-style-type: none"> People with an Intellectual Disability with Cancer Covid and Cancer (collaboration between RCSI, NCRI and NCCP) 	

Evidence and Quality (E. O'Toole)

- Melanoma radiological staging and surveillance guideline and a change to the prostate diagnostic guideline are to be discussed at the upcoming NCCP Executive meeting.
- Implementation of Q-Pulse system is progressing
- Healthlink shall implement a prioritisation approach to all new development requests

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- AYA framework has been accepted for the World Cancer Congress in September 2024.
- Radiation Therapy Review to be discussed at upcoming meeting mid-May.
- Ongoing engagement with national procurement to discuss new private contracts.
- Gynae Oncology Clinical Leads meeting – May 1st
- Protons – to be discussed at upcoming meeting.

Nursing (T. Hanan)

- Ongoing work to build resilience in acute oncology nursing service (AONS).
- Recent meeting with Nursing policy unit, DOH to discuss AONS.
- NCCP workshop for Nurse Leaders – April 25th

NCIS (N. Newcombe)

- Train the Trainer has been completed at University Hospital Limerick.
- PID has been agreed with University Hospital Waterford
- Meeting held recently with e-health regarding Swiftqueue and data exchange.

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

- Initiatives for women's health have recently been announced by Minister for Health including funding for scalp cooling for patients receiving Systemic Anti-Cancer Therapy (SACT).
- Cytogenetics repatriation – clarification required on forward plan arising from change to Acutes function under new HSE structure.
- Two drugs have been approved in the neoadjuvant setting in breast and lung and may impact on existing KPIs.

Survivorship (L. Mullen)

- Survivorship team members are presenting at the International Conference on Integrated Care in Belfast, April 22nd – 24th.
 - Introducing Best Practice Guidance into Community Cancer Support Centres in Ireland (B. O' Loughlin)
 - Community cancer support in a National Psycho-Oncology Model of Care: The ALLIANCE network for Cancer Support Centres & Services (D. Thomas)
 - Transforming Prostate Cancer Follow-Up Care: The Crucial Role of Patient Support Workers in Stratified Self-Managed Follow up (C. Leatham)

	<ul style="list-style-type: none"> Meetings will take place with Cancer Focus Northern Ireland. They have an interest exploring joining The ALLIANCE which would result in an all-island network. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> Ongoing work to develop access KPIs. Pancreatic KPIs – work ongoing to get data flow process set up. <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> AV System (Dublin Office) – System update has been completed. Performance Review – first step in process is being completed by all teams. CARP – process for NCCP has been deferred until mid-year. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Ongoing work on follow up actions from JCH 	
8)	<p>AOB</p> <ol style="list-style-type: none"> Productivity Action Plan <ul style="list-style-type: none"> a) IMF to provide feedback to R. Ó Laoide. b) Follow up with Department of Health. Letter regarding Histopathology turnaround times and KPIs for symptomatic Breast Service was noted. Associate Membership category at the European Cancer Organisation – details were noted by IMF and no further action required. Use of Artificial Intelligence (AI) in HSE – follow up on HSE position. Urology service – Galway & Limerick. P. Cafferty to follow up with R. Ó Laoide. CEO Derogations – update provided to IMF. Cancer Patient Experience Survey (CPES) – HIQA project lead replacement starting mid June. 	<p>1a)IMF</p> <p>1b) R. Ó Laoide</p> <p>4.F. Bonas</p> <p>5. P. Cafferty</p>
Next IMF meeting: Tuesday 7th May 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	07/11/23	<p>Governance Process - Patient Booklets & Guides and national guidelines process</p> <ul style="list-style-type: none"> Feedback to be provided to E. O'Toole. Updated draft document to be shared with IMF. 	<p><i>All</i></p> <p><i>E. O'Toole</i></p>	Ongoing

2)	21/11/23	Governance of Clinical Guidelines <ul style="list-style-type: none"> Proposal to be drafted on national clinical guidelines approval in consultation with CCO office 	<i>E. O'Toole</i>	Ongoing
3)	21/11/23	Diagnostics Paper <ul style="list-style-type: none"> TMcC to provide further update to IMF it was agreed to collectively progress identification of requirements, including existing outstanding requirements (e.g. staging scans and scanning required for ongoing support of clinical trials), as well as new developments in diagnostics and associated capacity requirements. 	<i>T. McCarthy</i>	Ongoing
4)	12/03/24	NCS Chapter 11 <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>	Update will be provided at next meeting.
5)	11/04/24	Blended Working Arrangements <ul style="list-style-type: none"> Communication will issue from NCCP HR at the end of May 2024 to review operation of process 	<i>P. Cafferty</i>	
6)	23/04/24	Metric for recording chemotherapy "cancellations" (particularly in CHI) <ul style="list-style-type: none"> meeting to be arranged with O. Smith (and others e.g. BIU, as necessary) to discuss. Update to be provided at next IMF meeting. 	<i>R. Conway</i>	
7)	23/04/24	National Strategies - Information Reporting Structure <ul style="list-style-type: none"> Update will be provided at next IMF meeting 	<i>P. Cafferty</i>	
8)	23/04/24	Biobank Development <ul style="list-style-type: none"> IMF to provide feedback to R. Ó Laoide by May 13th 	<i>IMF</i>	
9)	23/04/24	Productivity Action Plan <ul style="list-style-type: none"> IMF to provide feedback to R. Ó Laoide Follow up with Department of Health 	<i>1. IMF 2. R. Ó Laoide</i>	
10)	23/04/24	Urology Service – Galway & Limerick <ul style="list-style-type: none"> P. Cafferty to follow up with R. Ó Laoide 	<i>P. Cafferty</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	30/01/24	KPI Update Update to be provided to R. Ó Laoide on plan for systemic anti-cancer therapy KPIs	<i>P. Heckmann/ R. Conway</i>	

2	11/04/24	Practical considerations for the move to the new health regions <ol style="list-style-type: none"> 1. IMF to provide list of fora linked to Acute Operations to P. Cafferty for collation. 2. Meeting to be arranged with N. Newcombe to discuss implications for NCIS. 	1.IMF 2.P.Cafferty	
3	11/04/24	NSP 2024/2025 Business & Planning team will issue update to Assistant National Directors on process for NSP 2025 at the end of April	P. Cafferty	
4	11/04/24	National Cancer Strategy Implementation Report <ul style="list-style-type: none"> • IMF to review DOH draft report and provide feedback by cob Friday April 12th. 	IMF	
5	11/04/24	Europe's Beating Cancer Plan (EBCP) - country fact sheet review <ul style="list-style-type: none"> • IMF to review and provide feedback by 1pm Monday April 15th. 	IMF	
6	11/04/24	European survey on the experience of cancer workforce – <ul style="list-style-type: none"> • Survey details to be passed to P. Cafferty to disseminate through cancer network fora. 	H. Burns	
7	11/04/24	HSE strategy for laboratory services <ul style="list-style-type: none"> • IMF to provide feedback to C. Meaney by April 22nd. 	IMF	