



**NCCP Internal Management Forum
NCCP Office
24/09/24 @ 10.30**

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

Apologies: H. Burns, P. Heckmann and L. Mullen

Invited: T. Folliard for P. Heckmann, T. Flattery, B. O’Loughlin for L. Mullen.

	Discussion	Actions
1)	Minutes of 10th September meeting were agreed.	
2)	NSP 2024/2025 (P. Cafferty) <ul style="list-style-type: none">• Work is ongoing. No further update from last meeting.	
3)	Draft NCCP Organogram (P. Cafferty/M. Cox) <ul style="list-style-type: none">• IMF to provide feedback to M. Cox by September 27th. Update will be provided at next meeting.	<i>P. Cafferty/M. Cox</i>
4)	Strategic Performance Governance and Management in the NCCP <ul style="list-style-type: none">• NCCP Intelligence and Performance group to be established.	<i>T. Holohan</i>
5)	EU Projects <ul style="list-style-type: none">• Ireland Country Profile Report has recently been updated.• DigiCanTrain project is progressing.	
6)	Brief Programme Updates – (All) Public Health (T. McCarthy) <ul style="list-style-type: none">• Research on the cancer awareness survey data, focussing on alcohol and obesity has recently been completed. This will be presented at the upcoming ICPN symposium.• Discussions are ongoing regarding hereditary cancer posts.• Aspire fellow recently appointed to work with NCRI and NCCP. Evidence and Quality (E. O’Toole) <ul style="list-style-type: none">• NOCA have agreed to work with NCCP on a national clinical guideline audit.• NCCP document management process document will be circulated to IMF for review and feedback.• Two national clinical guidelines to be discussed at upcoming NCCP Executive meeting:	

	<ul style="list-style-type: none"> - Diagnosis and staging of patients with breast cancer - Neoadjuvant treatment of patients with locally advanced rectal cancer <p>Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> • World Cancer Congress presentations were well received. • NPRO discussion paper progressing with structures detailed • Proton Feasibility paper gone to DH • Breast projects summary to take place <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> • Acute Oncology Haematology Nursing Service – posters are being prepared for upcoming conferences. • New national policy regarding DNA CPR is in development and T. Hanan is representing the NCCP. <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> • University Hospital Waterford plan to go live at beginning of October 2024 • Naas Hospital Train the Trainer underway, with go live planned for November 2024. • Recent presentation on NCIS given at vendor led conference. <p>Systemic Therapy Programme (STP) and Molecular (T. Folliard)</p> <ul style="list-style-type: none"> • Baxter disruption is ongoing. Weekly meetings are being held regarding management of disruption. • Worldwide shortage of Pegasys® - mitigation measures are being worked on. <p>Survivorship (B. O’Loughlin)</p> <ul style="list-style-type: none"> • CLIMB - new leadership courses will be commencing soon. • International Psycho-Oncology Society conference taking place this week. • Initial discussions held with HSE patient app development team. <p>Cancer Intelligence (T. Holohan/R. Conway)</p> <ul style="list-style-type: none"> • Scale of works signed recently for KPI portal process for validation of data. • Upcoming meeting to discuss surgical centralisation. <p>Business & Planning (P. Cafferty/M. Cox)</p> <ul style="list-style-type: none"> • Various HR-related updates will be circulated to staff. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> • Reminder will issue to all staff regarding HSE visual identity guidelines. 	
7)	<p>AOB</p> <ol style="list-style-type: none"> 1. Radioligand Therapy – meeting to be arranged to discuss. 	1.F. Bonas/P. Heckmann

	<p>2. CIT Immunotherapy pilot project – Letter to be drafted with inputs from NCCP Nursing and SACT teams.</p> <p>3. Slides from National Clinical Programmes conference to be shared with IMF</p> <p>4. Office 365 – update will be provided at next meeting following trial migration of mailboxes.</p>	<p>2.P. Cafferty</p> <p>3.C. Mellett</p> <p>3.N. Newcombe</p>
	Next IMF meeting: Tuesday 8th October 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)	04/06/24	<p>Business and Planning</p> <ul style="list-style-type: none"> REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast. 	<i>P. Cafferty</i>	
4)	18/06/24	<p>Health Regions – AND Responsibilities</p> <ul style="list-style-type: none"> R. Ó Laoide outline role and purpose for feedback. 	<i>R. Ó Laoide</i>	Autumn 2024
5)	16/07/24	<p>NCCP generic information mailbox</p> <ul style="list-style-type: none"> P. Cafferty to review process for managing emails. 	<i>P. Cafferty</i>	
6)	24/09/24	<p>Radioligand Therapy</p> <ul style="list-style-type: none"> meeting to be arranged to discuss 	<i>F. Bonas/P. Heckmann</i>	
7)	24/09/24	<p>CIT Immunotherapy pilot project</p> <ul style="list-style-type: none"> Letter to be drafted with inputs from NCCP Nursing and SACT teams 	<i>P. Cafferty</i>	

8)	24/09/24	National Clinical Programmes Conference <ul style="list-style-type: none"> Slides to be shared 	C. Mellett	
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Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	13/08/24	Skin KPIs <ul style="list-style-type: none"> Meeting to be arranged to discuss skin pathways. R. Ó Laoide, F. Bonas, R. Conway, E. O'Toole and T. McCarthy to attend. 	<i>F. Bonas</i>	
2)	10/09/24	Head & Neck Cancer <ul style="list-style-type: none"> Meeting to be arranged 	<i>F. Bonas</i>	
3)	10/09/24	NCCP Organogram	<i>P. Cafferty</i>	