



**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.

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

	<ul style="list-style-type: none"> <li>- Diagnosis and staging of patients with breast cancer</li> <li>- Neoadjuvant treatment of patients with locally advanced rectal cancer</li> </ul> <p><b>Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</b></p> <ul style="list-style-type: none"> <li>• World Cancer Congress presentations were well received.</li> <li>• NPRO discussion paper progressing with structures detailed</li> <li>• Proton Feasibility paper gone to DH</li> <li>• Breast projects summary to take place</li> </ul> <p><b>Nursing (T. Hanan)</b></p> <ul style="list-style-type: none"> <li>• Acute Oncology Haematology Nursing Service – posters are being prepared for upcoming conferences.</li> <li>• New national policy regarding DNA CPR is in development and T. Hanan is representing the NCCP.</li> </ul> <p><b>NCIS (N. Newcombe)</b></p> <ul style="list-style-type: none"> <li>• University Hospital Waterford plan to go live at beginning of October 2024</li> <li>• Naas Hospital Train the Trainer underway, with go live planned for November 2024.</li> <li>• Recent presentation on NCIS given at vendor led conference.</li> </ul> <p><b>Systemic Therapy Programme (STP) and Molecular (T. Folliard)</b></p> <ul style="list-style-type: none"> <li>• █████ disruption is ongoing. Weekly meetings are being held regarding management of disruption.</li> <li>• Worldwide shortage of Pegasys® - mitigation measures are being worked on.</li> </ul> <p><b>Survivorship (B. O’Loughlin)</b></p> <ul style="list-style-type: none"> <li>• CLIMB - new leadership courses will be commencing soon.</li> <li>• International Psycho-Oncology Society conference taking place this week.</li> <li>• Initial discussions held with HSE patient app development team.</li> </ul> <p><b>Cancer Intelligence (T. Holohan/R. Conway)</b></p> <ul style="list-style-type: none"> <li>• Scale of works signed recently for KPI portal process for validation of data.</li> <li>• Upcoming meeting to discuss surgical centralisation.</li> </ul> <p><b>Business &amp; Planning (P. Cafferty/M. Cox)</b></p> <ul style="list-style-type: none"> <li>• Various HR-related updates will be circulated to staff.</li> </ul> <p><b>ND Office (C. Mellett)</b></p> <ul style="list-style-type: none"> <li>• Reminder will issue to all staff regarding HSE visual identity guidelines.</li> </ul>	
7)	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. Radioligand Therapy – meeting to be arranged to discuss.</li> </ol>	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>
	<b>Next IMF meeting: Tuesday 8<sup>th</sup> October 2024 at 10.30, NCCP Office</b>	

### Open actions

No.	Date	Details of action	Responsible	Status
1)	<b>21/11/23</b>	<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)	<b>12/03/24</b>	<p><b>NCS Chapter 11</b></p> <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>	<i>E. O’Toole/ R. Conway</i>	<i>Ongoing</i>
3)	<b>04/06/24</b>	<p><b>Business and Planning</b></p> <ul style="list-style-type: none"> <li>REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast.</li> </ul>	<i>P. Cafferty</i>	
4)	<b>18/06/24</b>	<p><b>Health Regions – AND Responsibilities</b></p> <ul style="list-style-type: none"> <li>R. Ó Laoide outline role and purpose for feedback.</li> </ul>	<i>R. Ó Laoide</i>	Autumn 2024
5)	<b>16/07/24</b>	<p><b>NCCP generic information mailbox</b></p> <ul style="list-style-type: none"> <li>P. Cafferty to review process for managing emails.</li> </ul>	<i>P. Cafferty</i>	
6)	<b>24/09/24</b>	<p><b>Radioligand Therapy</b></p> <ul style="list-style-type: none"> <li>meeting to be arranged to discuss</li> </ul>	<i>F. Bonas/P. Heckmann</i>	
7)	<b>24/09/24</b>	<p><b>CIT Immunotherapy pilot project</b></p> <ul style="list-style-type: none"> <li>Letter to be drafted with inputs from NCCP Nursing and SACT teams</li> </ul>	<i>P. Cafferty</i>	

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

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