

**NCCP Internal Management Forum
NCCP Office
27/02/24 @ 10.30**

Attendees: P. Heckmann (Chaired meeting), F. Bonas, T. McCarthy, R. Conway, T. Hanan, N. Newcombe, L. Mullen, and C. Mellett.

Apologies: R. Ó Laoide, P. Cafferty and E. O’Toole

Invited: H. Burns, T. Folliard and S. Fox

	Discussion	Actions
1)	Minutes of 13th February meeting were agreed. <ul style="list-style-type: none"> • Matters Arising – see actions 	
2)	NCCP National SACT Competency Programme for Nurses Working in Cancer Care (T. Hanan) <ul style="list-style-type: none"> • T. Hanan outlined the NCCP National SACT Competency Programme for Nurses Working in Cancer Care. This was welcomed by the IMF and agreed that it should proceed for presentation to the National Executive. 	
3)	NSP 2024/2025 (P. Cafferty) <ul style="list-style-type: none"> • To be updated at next IMF 	<i>P. Cafferty</i>
4)	NCCP Governance and Clinical Guidance (E. O’Toole) <ul style="list-style-type: none"> • To be updated at next IMF 	<i>E. O’Toole</i>
5)	Practical considerations for the move to the new health regions (P. Cafferty/F. Bonas) <ul style="list-style-type: none"> • Will be discussed in more detail at next IMF • F. Bonas outlined that she is meeting with the Health Regions Implementation Team to discuss implementation planning. It was also noted that there are links with this work and activities at EU level in terms of governance and accountability of comprehensive cancer centres, particularly in relation to the CraNE2 Joint Action. 	<i>P. Cafferty/F. Bonas</i>

6)	<p>European Projects</p> <ul style="list-style-type: none"> • Digican Train – T. Hanan is working on content for a work package • Cancer Mission Hubs – AICRI/academic partners workshop scheduled for March. • Jane2 – Work stream planning and commencement are on-going. • Crane2 – Planning work is well advanced. Work package budgets will be finalised in Q4 2024 with projects commencing Q1 2025 • PreventNCD – kick-off meeting has taken place. • CCI4EU - meeting with WP3 project team later this week. 	
7)	<p>Brief Programme Updates – (All)</p> <p>Public Health (T. McCarthy/ H. Burns)</p> <ul style="list-style-type: none"> • NCCP staff met with HSE Clinical Design and Innovation in relation to pathways and challenges associated with implementation. Further update to be provided. • T. McCarthy highlighted the issue of timely access to reconstruction surgery. Theatre space continues to be an issue. • Skin cancer prevention – an event for outdoor workers is taking place in the NCCP offices on 13th March • HSE will put the Sun Smart campaign forward for a communications award <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> • Recommendations to be circulated in relation to implementation of the Quality and Safety section of the NCS. • F. Bonas will meet with OEI lead to discuss data capture – report to follow • Head and neck dental service is up and running • Skin and Gynae– F. Bonas will meet with leads to discuss priorities. <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> • AOS nursing group held a workshop in Feb 24 – it was well attended and well received. • Attend Anywhere pilot commenced and it is hoped it will be rolled out to other hospitals following completion of the pilot programme. • Acute Oncology national referral form has been signed off – next step patient information leaflet <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> • Train the Trainer training took place in Sligo – plan to go live in March. • Tipperary UH scheduled to go live in March. 	<p><i>H. Burns</i></p> <p><i>F. Bonas</i></p>

	<p>Systemic Therapy Programme (STP) and Molecular (T. Folliard)</p> <ul style="list-style-type: none"> National Haemato-Oncology annual meeting took place last week – it was well received. PRRT Launch to take place on 01st March – Minister for Health will be attending <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> Phase 2 of the SSMFU is commencing in SJH, SVH, Beaumont and CUH. Additional meeting with HSE digital/Technology and Transformation group. Agreed that they would put forward proposal to their steering group for digital app for SSMFU. Survivorship Steering Group met to review and feedback on proposed Survivorship pathway. The pathway will go for review to CPAC in March and then come to IMF. Presentation was given at Irish Association of Cancer Research 60th Anniversary conference. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> Work ongoing on NCRI cancer incidence data module on HSE Health Atlas Looking into using a new data portal that is more adaptable than the current one Skin –KPIs in development Audit for KPI 3 for Medical Oncology to be progressed with STP. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Safety & Quality – deadline for input Friday 1st March Clinical post derogations process to be discussed with CCO's office. 	<p><i>C. Mellett</i></p>
<p>8)</p>	<p>AOB</p> <ul style="list-style-type: none"> T. McCarthy to attend upcoming Irish Cancer Society-Beaumont RCSI Lung Health Check Programme presentation and meeting. Other attendees to be confirmed, as appropriate. Potential move to O365 and associated implications to be raised with ICT. 	<p><i>All</i></p> <p><i>P. Heckmann/ N. Newcombe/ R. Ó Laoide</i></p>
<p>Next IMF meeting: Tuesday March 12th 2024 at 10.30, NCCP Office</p>		

Open actions

No.	Date	Details of action	Responsible	Status
1)	07/11/23	Governance Process - Patient Booklets & Guides and national guidelines process <ul style="list-style-type: none"> Feedback to be provided to E. O'Toole. Updated draft document to be shared with IMF. 	<i>All</i> <i>E. O'Toole</i>	Update due end Jan 2024
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>	
3)	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
4)	19/12/23 27/02/24	Women's Health Taskforce <ul style="list-style-type: none"> Document to be circulated to IMF to gather feedback on initiatives for return to DoH. TH to send document to S. Fox for circulation to group 	<i>P. Cafferty/T. Hanan</i> <i>T. Hanan</i>	
5)	19/12/23 16/01/24 13/02/24	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 Draft documents to be circulated to IMF for feedback. Draft proposal on how cancer network meetings should operate in new HSE design to be shared at next meeting. 	<i>All</i> <i>P. Cafferty</i> <i>P. Cafferty/F. Bonas</i>	
6)	30/01/24 27/02/24	Recruitment <ol style="list-style-type: none"> List of posts approved and subsequently impacted by CEO memo regarding recruitment pause to be compiled. List of current vacancies to be compiled. List of posts flagged/to be flagged for derogation to be compiled. <ul style="list-style-type: none"> V. Wilkinson to be invited to next IMF to update group on HR 	1,2 & 3 <i>P. Cafferty/V. Wilkinson</i> <i>S. Fox</i>	
7)	30/01/24	KPI Update <ul style="list-style-type: none"> Update to be provided to R. Ó Laoide on plan for systemic anti-cancer therapy KPIs 	<i>P. Heckmann/R. Conway</i>	To be completed April 2024
8)	30/01/24	Clinical Guidelines <ul style="list-style-type: none"> Update to be provided to R. Ó Laoide on the role of consensus guidelines as an element of the work of the NCCP. 	<i>E O'Toole</i>	

9)	13/02/24	Breast screening for patients having received chest irradiation during cancer treatment <ul style="list-style-type: none"> Meeting to be arranged to discuss 	P. Heckmann, E. O'Toole, E. Nolan	
10)	13/02/24	OECI pathways Chairs of Clinical Leads Groups to be convened to discuss OECI pathways and ensuring consistency of approach	R. Ó Laoide	
11)	27/02/24	NCCP Information Governance Draft TOR to be sent before IMF on 12/03/24	R. Conway	
12)	27/02/24	ICS/Beaumont/RCSI meeting T. McCarthy to attend upcoming Irish Cancer Society-Beaumont RCSI Lung Health Check Programme presentation and meeting. Other attendees to be confirmed, as appropriate.	T. McCarthy	
13)	27/02/24	Office365 Potential move to O365 and associated implications to be raised with ICT.	P. Heckmann/N. Newcombe/R. Ó Laoide	
14)	27/02/24	Public Health <ul style="list-style-type: none"> Coordination with design and innovation office re: funding for potential posts - H. Burns will circulate to group 	H. Burns	
15)	27/02/24	Clinical post derogations <ul style="list-style-type: none"> C. Mellett will discuss process with CCO office 	C. Mellett	
16)	27/02/24	NCS <ul style="list-style-type: none"> Recommendations to be circulated in relation to implementation of the Quality and Safety section of the NCS 	F. Bonas	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	13/02/24	NCCP Information Governance <ol style="list-style-type: none"> IMF to provide feedback to R. Conway on draft Terms of Reference in advance of first meeting of group. 	1)All	Completed. Revised ToR to be circulated in March.
2	13/02/24	Radiotherapy <ol style="list-style-type: none"> Details of business case that is in development for a radiation oncology data collection system in SLRON to be shared with P. Heckmann 	1)F. Bonas	Completed
3	13/02/24	ED pressures All programmes to liaise with hospital colleagues to confirm no impact on cancer services.	All	Completed and services ongoing.