

**NCCP Internal Management Forum
NCCP Office
30/01/24 @ 10.30**

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

Apologies: None

Invited: H. Burns, T. Flattery. B’ O’Loughlin (Item 2)

Discussion	Actions
<p>1) Minutes of 16th January meetings were agreed.</p> <p>Matters Arising – see actions</p>	
<p>2) Stratified Self-Managed Follow Up (SSMFU): requirements to expand to Breast Cancer</p> <ul style="list-style-type: none"> Approval for Project Manager post required to extend SSMFU to breast cancer pathway. <p>Actions:</p> <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. 	<p>1, 2 & 3 P. Cafferty/V. Wilkinson</p>
<p>3) NSP 2024</p> <ul style="list-style-type: none"> Confirmation awaited on allocation for 2024 Ongoing work by the Business & Planning team to finalise details for consultant posts. 	
<p>4) KPI Update</p> <ul style="list-style-type: none"> Update on KPI performance was noted. <p>Action: Update to be provided to R. Ó Laoide on plan for systemic anti-cancer therapy KPIs</p>	<p>P. Heckmann/R Conway</p>
<p>5) Governance Process - Patient Booklets & Guides and national guidelines process</p> <p>Action:</p>	

	<p>1. Feedback to be provided to E. O’Toole.</p> <p>2. Updated draft document to be shared with IMF.</p>	<p>1.All</p> <p>2.E O’Toole</p>
6)	<p>Clinical Guidelines</p> <ul style="list-style-type: none"> Governance of clinical guidelines to be discussed. <p>Action: Update to be provided to R. Ó Laoide on the role of consensus guidelines as an element of the work of the NCCP.</p>	<p><i>F. Bonas, P. Heckmann, E. O’Toole and L. Mullen</i></p>
7)	<p>Practical considerations for the move to the new health regions</p> <ul style="list-style-type: none"> Business and planning team are collating information for discussion with Acute Operations to inform current planning process. 	
8)	<p>European Projects</p> <ul style="list-style-type: none"> Meeting held recently to discuss EU Cancer Mission. Twenty seven countries participated in meeting. Representatives from NCCP, Department of Health and Health Research Board. Jane NCCP representatives nominated. Transversal Work Packages in Jane 1 not being implemented in Jane 2. Two additional EOIs for pilots submitted under Crane 2 	
9)	<p>Brief Programme Updates – (All)</p> <p>Public Health (T. McCarthy)</p> <ul style="list-style-type: none"> No update at this meeting <p>Evidence and Quality (E. O’Toole)</p> <ul style="list-style-type: none"> Work ongoing on guidelines with forward plan to publish through National Repository. Q-pulse project will commence Q1 2024 – date to be confirmed. <p>Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> GP E-referral webinar – February 20th North/South steering group meeting to take place at beginning of March. Continued focus on completion of radiotherapy contracts for sites in Waterford <p>Nursing (T. Hanan)</p> <ul style="list-style-type: none"> Upcoming meeting scheduled with Irish Cancer Society. Meeting held recently to discuss palliative care post. The National SACT competency report was recently completed by Assistant Director of Nursing NCCP. <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> Tipperary University Hospital have upcoming Train the Trainer sessions scheduled with go live planned for week of March 11th 	

	<ul style="list-style-type: none"> Sligo University Hospital have upcoming Train the Trainer sessions scheduled. Work ongoing to evaluate options to improve dayward scheduling. <p>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</p> <ul style="list-style-type: none"> NCCP Technology Review Committee – new chair has been appointed. Paper has been submitted to DoH on resilience of SACT parenteral services Acute operations held a 2nd meeting on repatriation of cytogenetics KPI 3 to be operationalised in HSE PR. <p>Survivorship (L. Mullen)</p> <ul style="list-style-type: none"> World Cancer Day – February 4th. <p>Cancer Intelligence (R. Conway)</p> <ul style="list-style-type: none"> Work ongoing on design element of project on cancer incidence projections. <p>Business and Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Main focus is on service planning process. <p>ND Office (C.Mellett)</p> <ul style="list-style-type: none"> Ongoing collaboration between NCCP and NWIHP on update to CCO and CMO on fertility preservation services. 	
9)	<p>AOB</p> <ul style="list-style-type: none"> HIQA - Cancer Patient Experience Survey (CPES) project lead replacement post in progress. ALIGN Consortium Workshop - 2nd Feb – P. Heckmann will attend. Ireland will hold Presidency of the Council of the European Union (July to December 2026). Possible meeting on cancer to be considered by DOH. 	
Next IMF meeting: Tuesday February 13th 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. 	<i>E. O'Toole</i>	Update due end Jan 2024
2)	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 	<i>E. O'Toole</i>	
3)	21/11/23	<p>Diagnostics Paper</p> <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	Womens Health Taskforce <ul style="list-style-type: none"> Document to be circulated to IMF to gather feedback on initiatives for return to DoH. 	P. Cafferty/T. Hanan	
5)	19/12/23	JANE2 <ol style="list-style-type: none"> All to review JANE2 work packages and consider if NCCP participation would be beneficial and if representation required from NCCP Discuss AYA programme with DOH Internal NCCP discussions to take place to facilitate feedback. 	1)All 2)F. Bonas 3)All	
6)	19/12/23 16/01/24	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. 	All P. Cafferty	
7)	16/01/24	Funding outside NCCP NSP <ol style="list-style-type: none"> H. Burns and F. Bonas to meet to review potential funding streams Follow up with NSS regarding funding available under Cervical Cancer Elimination initiative for treatment pillar Update to be provided to R. Ó Laoide on Scheduled Care/Waiting List initiative Follow up with cancer policy unit, Department of Health regarding gynaecology funding 	1, 2 and 3. F.Bonas/H. Burns 4. T. Hanan	
8)	30/01/24	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. 	1,2 & 3 P. Cafferty/V. Wilkinson	
9)	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 	P. Heckmann/ R. Conway	To be complete April 2024
10)	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. 	E O'Toole	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	24/10/23	Tumour Conferences SOPS <ul style="list-style-type: none"> Follow up re status of breast tumour conference SOP 	<i>P. Cafferty</i>	Update provided
2	24/10/23	Hotdesks and docking stations <ul style="list-style-type: none"> Clarify if possible to have a docking station at each hotdesk 	<i>P. Cafferty</i>	At implementation stage
3	24/10/23	NCCP Admin Moratorium <ul style="list-style-type: none"> Work will need to be progressed if any NCCP projects need to be reallocated 	<i>R. Ó Laoide</i>	Planning ongoing
4	21/11/23	<ul style="list-style-type: none"> TMcC will check with on status of NCRI tumour-specific factsheets. 	<i>T. McCarthy</i>	Completed
5	16/01/24	NCCP Information Governance Group <ol style="list-style-type: none"> Terms of Reference (TOR) will be reviewed at first meeting. Meeting to be arranged end of February to discuss TOR. 	1&2.R. Conway	Meeting is being scheduled
6	16/01/24	Digital technology for patient information and consent <ul style="list-style-type: none"> T. Hanan to respond on behalf of NCCP 	T. Hanan	Completed
7	16/01/24	European Projects <ul style="list-style-type: none"> NCCP representatives to user tracker to track hours spent working on European projects. 	Relevant NCCP team members	Business as usual
8	16/01/24	Tumour conferences <ul style="list-style-type: none"> R. Conway to provide an update to R. Ó Laoide. Input from the Clinical Advisors to be sought subsequently. 	R. Conway	Completed
9	16/01/24	NCCP Groups <ul style="list-style-type: none"> P. Cafferty to clarify information being requested with CUH 	P. Cafferty	Completed