

**NCCP Internal Management Forum
MS Teams
30/07/24 @ 10.30**

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

Apologies: R. Conway, T. Hanan, L. Mullen and T. McCarthy

Invited: T. Flattery, S. Kelly, L. Marry for T. Hanan, B. O’Loughlin for L. Mullen, and Dr. C. Mason Mohan for Item 4

	Discussion	Actions
1)	Minutes of 16th July meeting were agreed.	
2)	Discussion of notices from the CEO, CFO and CPO (P. Cafferty) <ul style="list-style-type: none"> Update was provided by P. Cafferty on recent memos issued by CEO, CFO and CPO. 	
3)	NSP 2024/2025 <ul style="list-style-type: none"> Work is ongoing to prepare for NCCP submission for Estimates/NSP 2025. 	
4)	Draft Cervical Cancer Elimination Action Plan <ul style="list-style-type: none"> Update on CCE project and draft Action Plan was provided by Dr. C. Mason Mohan (National Screening Service). Actions: <ol style="list-style-type: none"> Actions under treatment pillar in draft CCE Action Plan to be reviewed and circulated to IMF for consideration Discussion to take place between the National Screening Service, the National Women and Infants Programme, and the National Cancer Control Programme regarding the resourcing of the Cervical Cancer Implementation Plan. 	<p>1. <i>H. Burns</i></p> <p>2. <i>P. Cafferty</i></p>
5)	Surgical Centralisation (T. Holohan) <ul style="list-style-type: none"> Work is ongoing. IMF confirmed agreement with approach outlined. 	

6)	<p>European Projects</p> <p>Work on projects is ongoing. Cancer Intelligence team will follow up with Department of Health on the EU Knowledge Centre on Cancer workstream linked to the Europe's Beating Cancer Plan and the EU Cancer Mission.</p>	
7)	<p>Brief Programme Updates – (All)</p> <p>Public Health (H. Burns).</p> <ul style="list-style-type: none"> Regional lung cancer awareness campaign in north Dublin commenced July 29th. <p>Evidence and Quality (E. O’Toole)</p> <ul style="list-style-type: none"> Launch of the NCCP National Clinical Guideline: Radiological Staging and Surveillance of Patients with Cutaneous Melanoma will take place on August 13th <p>Surgical Oncology, Radiotherapy, CAYA, Clinical Programmes (F. Bonas)</p> <ul style="list-style-type: none"> The potential impact of the implementation of the Pay and Numbers strategy 2024 on some cancer services was discussed. <p>Nursing (L. Marry)</p> <ul style="list-style-type: none"> Launch of the National Community Cancer Nursing eLearning Programme on September 6th <p>NCIS (N. Newcombe)</p> <ul style="list-style-type: none"> Work is ongoing. University Hospital Waterford is due to go live at beginning of October 2024. <p>Systemic Therapy Programme (STP) and Molecular (P. Heckmann)</p> <ul style="list-style-type: none"> Work ongoing – no major updates to report from last meeting. <p>Survivorship (B. O’Loughlin)</p> <ul style="list-style-type: none"> A scoping review is almost complete for physical exercise programme for cancer patients, in conjunction with TU Shannon. Two hospitals are due to go live with self-stratified managed follow-up for prostate cancer (St. James’ and Beaumont hospitals) in early August. <p>Cancer Intelligence (T. Holohan)</p> <ul style="list-style-type: none"> Work ongoing to develop a cancer intelligence plan. Workshop will be arranged to discuss further. <p>Business & Planning (P. Cafferty)</p> <ul style="list-style-type: none"> Update provided under agenda item. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> Work ongoing – no major updates to report from last meeting. 	<p><i>HB send lung cancer campaign partner pack to IMF for info</i></p>

8)	AOB <ul style="list-style-type: none"> • ICBP request for workforce liaison person – representative from NCCP Business & Planning team to be nominated. • Global IT outage - Baxter Healthcare Ireland (along with sites in the US, Australia and the UK) were affected for a short time. Issue was resolved without significant impact. 	P. Cafferty
Next IMF meeting: Tuesday 13th August 2024 at 10.30, NCCP Office		

Open actions

No.	Date	Details of action	Responsible	Status
1)	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 – meeting to take place with CCO, update to be provided at next IMF 	E. O’Toole	Ongoing
2)	12/03/24	NCS Chaper 11 <ul style="list-style-type: none"> • Quality framework to be discussed at future IMF meeting and will include application to interaction with regions 	E. O’Toole/ R. Conway	Ongoing
3)	04/06/24	Business and Planning <ul style="list-style-type: none"> • REO Performance and NCCP still waiting on plan from SSWHG to address non-urgent Breast. 	P. Cafferty	
4)	18/06/24	Health Regions – AND Responsibilities <ul style="list-style-type: none"> • R. Ó Laoide outline role and purpose for feedback. 	R. Ó Laoide	Autumn 2024
5)	02/07/24	Cancer Intelligence <ul style="list-style-type: none"> • Discussion needed with the DOH on the appropriate forum and format for discussion of performance monitoring, in line with accountability framework for both the HSE and Department 	R. Ó Laoide / T. Holohan	
6)	02/07/24	Issue of OAM’s Meeting to be arranged to discuss	T. Hanan/A.McLoughlin	
7)	16/07/24	NMSC Skin Cancer guideline and pathway <ul style="list-style-type: none"> • Draft proposal on next steps to be shared at future IMF meeting following further discussion at internal meeting. 	E. O’Toole	
8)	16/07/24	NCCP generic information mailbox <ul style="list-style-type: none"> • P. Cafferty to review process for managing emails. 	P. Cafferty	
9)	30/07/24	Draft Cervical Cancer Elimination Action Plan	H. Burns	

		<ul style="list-style-type: none"> • Actions under treatment pillar in draft CCE Action Plan to be reviewed and circulated to IMF for consideration • Discussion to take place between the National Screening Service, the National Women and Infants Programme, and the National Cancer Control Programme regarding the resourcing of the Cervical Cancer Implementation Plan. 	P. Cafferty	
10)	30/07/24	ICBP request for workforce liaison person <ul style="list-style-type: none"> • Representative from NCCP Business & Planning team to be nominated 	P. Cafferty	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1)	21/05/24	NSP 2024/2025 <ul style="list-style-type: none"> • Group asked to consider priority areas for remaining years of the Strategy, in the context of the Estimates for 2025. 	IMF	
2)	02/07/24	Proposed New Risk - NCCP Risk Register <ul style="list-style-type: none"> • Issue to be raised with CCO 	R.Ó Laoide	
3)	02/07/24	NSP 2025 <ul style="list-style-type: none"> • IMF members to identify critical cancer services posts for inclusion in NCCP submission and return to NCCP Business & Planning team 	All	
4)	16/07/24	Cervical Cancer Elimination (CCE) project and draft CCE Action Plan <ul style="list-style-type: none"> • Dr Caroline Mason-Mohan, Director of Public Health, National Screening Service, will be invited to the next IMF meeting to provide an update on the CCE project and draft Cervical Cancer Elimination Action Plan. IMF to consider implications for NCCP and determine next steps for NCCP regarding engagement in this work 	H. Burns	
5)	16/07/24	ICCR <ul style="list-style-type: none"> • Correspondence to be circulated to IMF for information 	T. Flattery	