

## NCCP EXECUTIVE MANAGEMENT TEAM MEETING

**Date:** Monday 3<sup>rd</sup> October 2022 @ 10.30am via Webex

**Present:** R Ó Laoide (Chair), F Bonas, P Cafferty, T. Hanan, T McCarthy, P. Heckmann, A. Hill

**Apologies:** C. Faul, M. Keane, F. Murphy (NSS)

**Invited:** D. Breen, H. Greally, C. Mellett, L. Mullen, D. Thomas, T. Flattery.

INITIAL ITEMS		
1.	<b>Minutes of the previous meeting</b>	
	The minutes of the EMT meeting held on 5 <sup>th</sup> September 2022 were approved.	
2.	<b>Matters Arising</b>	
	<b>1. NCCP Tumour Conference SOP document</b>  <b>Action: Document is being finalised and will be shared at next EMT meeting</b>	F. Bonas/P. Heckmann
	<b>2. Pro-active Publication of EMT minutes</b>  <b>Action: All agreed to proactive publication of EMT minutes</b>	
A. PRESENTATIONS		
A1	<b>Lung Cancer Screening –(David Breen/Fiona Bonas)</b> Latest thinking on the possible introduction of lung cancer screening was outlined by Dr. David Breen, Chair of NCCP Clinical Leads Group for Lung Cancer.  <b>Action: NCCP group to be set up to link with relevant services/partners to further explore. Proposal including TOR for steering committee to be developed by F. Bonas/D. Breen and discussed at next meeting.</b>	F. Bonas/D. Breen
A2	<b>Psycho-Oncology ( Dr. Helen Greally)</b> <ul style="list-style-type: none"> <li>MDM SOP Psycho-Oncology was agreed and approved for circulation.</li> </ul> <b>Action: Follow up re use of NCIS for tracking information/data</b>	P. Heckmann/ H Greally
A3	<b>Molecular/Gene Fusion (Clare Meaney)</b> Two items were noted: <ul style="list-style-type: none"> <li>NTRK Gene Fusion Testing Guidance</li> </ul> <b>Action: Engagement with Pathologists at hospital level</b> <ul style="list-style-type: none"> <li>Framework for Precision Cancer Molecular Service in Ireland</li> </ul> <b>Action: Document to amended in line with comments</b>	C. Meaney / P. Heckmann  C. Meaney
B. DIRECTOR'S ITEMS		
B1	<b>NSP 2022/ 2023</b>	

	<p><b>2023:</b></p> <ul style="list-style-type: none"> <li>Challenging in terms of service development</li> <li>Engagement ongoing between Department of Health/HSE</li> </ul> <p><b>2022:</b></p> <ul style="list-style-type: none"> <li>Process is being closed out with final allocations.</li> </ul>	
<b>B2</b>	<p><b>National Programme for Cancer Infrastructure</b></p> <ul style="list-style-type: none"> <li>NCCP is engaging with other relevant stakeholders to progress cancer infrastructure nationally, in a coordinated approach.</li> </ul>	
<b>B3</b>	<p><b>Future EMT Meetings – in person/hybrid</b></p> <ul style="list-style-type: none"> <li>In person meetings to be held twice a year</li> </ul>	
<b>B4</b>	<p><b>Clinical Leads</b></p> <p>The NCCP is developing job specifications for two posts:</p> <ul style="list-style-type: none"> <li>NCCP Clinical Lead for Cancer Research</li> <li>NCCP Clinical Lead for Geriatric Oncology</li> </ul> <p><b>Action: Job descriptions to be circulated to all for review and feedback</b></p>	<b>C. Mellett</b>
<b>C. STANDING ITEMS</b>		
	<p><b>NCCP Risk Register</b></p> <ul style="list-style-type: none"> <li>Outline provided. Some risks have been retired</li> <li>Risk Register to be reviewed quarterly, with internal consideration followed by presentation to the Exec.</li> </ul> <p><b>Action: Agree mechanism for inclusion of issues on register.</b></p> <p><b>Process document (2018) to be updated</b></p>	<b>P. Cafferty / J. Gleeson</b>
<b>D. STANDING REPORTS</b>		
<b>D1</b>	<p><b>Cancer Screening (F Murphy)</b></p> <p>No update at this meeting</p>	
<b>D2</b>	<p><b>Quality &amp; Safety (F Bonas)</b></p> <ul style="list-style-type: none"> <li>Update from Quality &amp; Safety will be given at next meeting</li> </ul> <p><b>Action: List of developments by the Evidence and Quality Hub to be provided at next meeting</b></p>	<b>F. Bonas</b>
<b>D3</b>	<p><b>Cancer Intelligence (P Cafferty)</b></p> <p>KPI report</p> <ul style="list-style-type: none"> <li>Focus on UHG and CUH</li> <li>Significant improvements have been made in Breast KPI at CUH, the situation at UHG continues to be challenging. Recruitment and retention of radiographers was highlighted as a particular challenge there.</li> <li>Limerick has experienced some slippage due to loss of a Radiologist</li> </ul>	
<b>D4</b>	<p><b>Community Oncology (T McCarthy)</b></p> <ul style="list-style-type: none"> <li><b>Covid</b> – Update <ul style="list-style-type: none"> <li>Increase in hospitalised cases but ICU cases are staying steady</li> <li>Vaccines with improved protection are being rolled out</li> <li>Currently reviewing guidance for cancer services.</li> </ul> </li> <li><b>Genetics and Genomics</b> strategy – feedback being collated end October 2022</li> </ul>	
<b>D5</b>	<p><b>Cancer Nursing (T Hanan)</b></p> <ul style="list-style-type: none"> <li><b>Two nursing conferences taking place</b> <ul style="list-style-type: none"> <li>IADNAM</li> <li>IANO (8<sup>th</sup> October) – NCCP will deliver presentation</li> </ul> </li> </ul>	
<b>D6</b>	<p><b>Surgical Programme (A. Hill)</b></p>	

	<ul style="list-style-type: none"> <li>The impact of the conclusion of Safety Net remains to be seen.</li> </ul> <p><b>Action: Mater – Gynae-Oncology - Funding to be reviewed for theatre</b></p>	R. Ó Laoide / P. Cafferty
<b>D7</b>	<b>Radiation Oncology (Update provided by Fiona Bonas)</b>	
	<ul style="list-style-type: none"> <li>Workforce review developed in 2017 for Radiotherapy is being reviewed and updated.</li> <li>Next steps include: <ul style="list-style-type: none"> <li>Conducting a forward review for next five years</li> <li>Focus on recruitment and retention of staff</li> <li>New ways of working</li> <li>Examination of possible new grades e.g. assistants to medical physicists.</li> <li>Uses of artificial intelligence</li> <li>Specialist services e.g. SABR and workforce requirements for that.</li> </ul> </li> <li>Radiotherapy KPIs have held over the years. Radiotherapy KPI's will be reviewed by a ROWG.</li> </ul> <p><b>Action: Document to be provided to R Ó Laoide with narrative on expected service impacts, variables and measures being taken to address.</b></p>	C. Faul / F. Bonas
<b>D8</b>	<b>Systemic Therapy Programme [Medical Oncology/Haemato-oncology] (P Heckmann/M Keane)</b>	
	<p><b>Systemic Therapy Programme</b></p> <ul style="list-style-type: none"> <li>On-going capacity issues were noted, particularly in relation to SVUH, CUH, UHW. Staffing remains a key challenge.</li> <li>NCCP national meeting with ISMO is scheduled for 25<sup>th</sup> October</li> <li>NCCP Cancer Care Champion Pharmacist Proposal <ul style="list-style-type: none"> <li>Proposal outlined for NCCP to develop a national programme for pharmacists as Cancer Care Champion Pharmacist</li> <li>The aim of the programme is to enhance the care Pharmacists provide to the general public and to their patients with cancer.</li> <li>This programme would require pharmacists to complete a series of short educational course.</li> <li>NCCP to define educational resources to be curated for programme to be self-led</li> </ul> </li> </ul> <p><b>Action: P. Heckmann to follow up with NCCP colleagues from Nursing and Survivorship teams regarding proposal for Cancer Care Champion Pharmacist</b></p> <p><b>Action: NCCP EMT to feedback on proposal Cancer Care Champion Pharmacist</b></p>	<p>P. Heckmann</p> <p>EMT members</p>
<b>D9</b>	<b>National Cancer Information System (NCIS) – P Heckmann</b>	
	<ul style="list-style-type: none"> <li>NCIS Tumour Specific Dataset Governance proposal was circulated. This specifically relates to NCIS initially but will align with wider data management.</li> </ul>	

	<p>The proposal was agreed.</p> <p><b>Action: Wider discussion needed on the alignment of NCCP datasets across the NCCP and then with the wider HSE</b></p> <ul style="list-style-type: none"> <li>• <b>NCIS Installation status:</b> An NCIS Kick-off meeting was held with UHW and an information meeting was held with Naas Hospital</li> </ul>	
<b>D.10</b>	<b>Cancer Networks (F Bonas/P Cafferty)</b>	
	<ul style="list-style-type: none"> <li>• Meetings have taken place in Cork and Galway regarding NPRO</li> <li>• Other meetings have been scheduled for October, November and December 2022</li> </ul> <p><b>Action: Format for meetings to be reviewed before beginning of new year</b></p>	<b>F. Bonas/P.Cafferty</b>
<b>E.</b>	<b>FOR INFORMATION</b>	
	None	
<b>F.</b>	<b>AOB</b>	
	None	
<b>DATE OF NEXT MEETING</b>		
<b>Monday 7th November 2022 @ 10.30am</b>		