

**NCCP Internal Management Forum
NCCP Office
26/03/24 @ 10.30**

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

Apologies: R. Conway, P. Heckmann

Invited: M. Cox, T. Folliard and T. Flattery, C. Leatham

	Discussion	Actions
1)	Minutes of 12th March meeting were agreed. <ul style="list-style-type: none"> Matters Arising – see actions 	
2)	Survivorship and Patient Pathway (C. Leatham) <ul style="list-style-type: none"> C. Leatham updated the IMF on developments made in cancer survivorship and patient pathway brief. 	
3)	NSP 2024/2025 (P. Cafferty) Business & Planning team will issue update to Assistant National Directors on process for NSP 2025 at the beginning of April.	
4)	NCS Chapter 11 (F. Bonas) <ul style="list-style-type: none"> Update will be shared at future IMF meeting following meeting with representatives from quality and cancer intelligence teams. 	
5)	Practical considerations for the move to the new health regions (P. Cafferty/F. Bonas) <ul style="list-style-type: none"> Update was provided on practical considerations for NCCP arising out of move from CHO’s and hospital groups to six health regions. Action: IMF to feedback comments to P.Cafferty/F. Bonas by April 9th.	IMF
6)	European Projects <ul style="list-style-type: none"> WP3 - NCCP have secured a train the trainer representative for the GP component of the DigiCanTrain project. 	

7) **Brief Programme Updates – (All)**

Public Health (T. McCarthy)

- Recent meeting between NCCP and NCRI. Partnership arrangement to fund a post-training fellowship to continue this year.
- Work progressing on HSE Sun Smart campaign for 2024.

Evidence and Quality (E. O'Toole)

- Q Pulse have commenced mapping of organisation.
- Breast Family History service and pathway were agreed in principle by the steering committee.
- Guidelines in development include Rectal TNT, Prostate active surveillance and HIFU. Breast post treatment clinical and radiological surveillance, Breast diagnostics and Lung GP.
- Radiological staging and surveillance of Melanoma is now complete.
- The NMSC Skin pathway is complete.

Radiotherapy, CAYA, Clinical Programmes (F. Bonas)

- Recent meeting with OECl.
- A younger cancer project lead has been appointed at SJH.

Nursing (T. Hanan)

- National Ambulance Service have applied for EU4health funding for all Ireland telephone triage service which could potentially support the AOS service if funding is secured.
- National SACT competency passport is available in digital format in the UK. A workshop will take place at the end of May facilitated by Compassly UK to support its implementation in Ireland.

NCIS (N. Newcombe)

- Sligo University Hospital scheduled to go-live with MDM at end of March.
- University Hospital Limerick go-live planned for Q2

Systemic Therapy Programme (STP) and Molecular (T. Folliard)

- SACT services are reporting the moratorium is having a significant impact and they may need to start looking at suspending some services.
- A proposal on expanding scalp cooling services was submitted to the DoH as requested.

Survivorship (L. Mullen)

- Inaugural conference of Psycho-Social Oncology Network has taken place on March 13th.
- Directory of Community Cancer Support Services will go live on HSE website soon.
- A scoping review being completed for physical exercise programme for cancer patients, in conjunction with TU Shannon, is at final proofing stage.

Business & Planning (P. Cafferty)

	<ul style="list-style-type: none"> AV System (Dublin Office) – System update will be completed by the end of April 2024. HR - Performance Achievement meetings are due to be completed for all staff by end of March. <p>ND Office (C. Mellett)</p> <ul style="list-style-type: none"> JCH meeting – April 10th. 	
8)	<p>AOB</p> <ol style="list-style-type: none"> NCCP staff and projects list to be provided to R. Ó Laoide. IMF membership to be expanded to include NCCP Public Health Consultants. Terms of Reference to be circulated to IMF. DOH information request – further follow up required. Public Investment in Cancer Services Report – circulated to IMF for information. 	<p>1.P. Cafferty</p> <p>2. & 3. R. Ó Laoide</p>
Next IMF meeting: Thursday 11th April 2024 at 1pm, 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. 	<p>All</p> <p>E. O'Toole</p>	Ongoing
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 	E. O'Toole	Ongoing
3)	21/11/23	<p>Diagnostics Paper</p> <ul style="list-style-type: none"> TMcC to provide further update to IMF 	T. McCarthy	Ongoing
4)	30/01/24	<p>KPI Update</p> <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 completed April 2024
5)	12/03/24	<p>NCS Chapter 11</p> <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	

6)	26/03/24	Practical considerations for the move to the new health regions <ul style="list-style-type: none"> IMF to feedback to P. Cafferty/F. Bonas by April 9th. 	IMF	
7)	26/03/24	HR <ul style="list-style-type: none"> NCCP staff and projects list to be provided to R. Ó Laoide. 	P. Cafferty	
8)	26/03/24	IMF Membership <ul style="list-style-type: none"> Terms of Reference to be circulated to IMF. 	R. Ó Laoide	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	13/02/24	Breast screening for patients having received chest irradiation during cancer treatment <ol style="list-style-type: none"> Meeting to be arranged to discuss 	P. Heckmann, E. O'Toole, E. Nolan	Ongoing
2	12/03/24	Treatment Summary Developments <ol style="list-style-type: none"> Audit to be completed on uptake by patients of national patient passport for colorectal cancer and update to be provided to IMF 	B. O'Loughlin/ L. Mullen	process to action audit has started. LMullen to report back in six months with update/result
3	12/03/24	Risk Register NCCP Risk owners to be reviewed and updated document to be discussed at next NCCP Executive meeting	P. Cafferty	
4	12/03/24	Protons Follow up with Department of Health	F. Bonas	
5	12/03/24	Health technology assessment of extending the BowelScreen programme to those aged 50 to 54 years <ul style="list-style-type: none"> Follow up regarding representation from radiation oncology, surgery and medical oncology 	F. Bonas P. Cafferty T. Folliard	
6	12/03/24	OECl Pathways Review and advise on approach. Liaison with OECl as needed. Letter to be drafted to leads in cancer centres.	F. Bonas/ E. O'Toole	