

**NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE**

**Public health advice - Health Care Associated Infections (HCAI)**

**TEG meeting day 1**

***Final minutes***

**Date / Time:** Tuesday 31<sup>st</sup> May 2011, 10.30-16.30

**Venue:** The Red Rooms™ at City Tower, City Tower, Piccadilly Plaza, Manchester M1 4BT

Attendees:	<p><b>TEG Members</b> Robert Carr (RC), Tracey Cooper (TC), Donald Dobie (DD), Cheryl Etches (CE), Peter Jenks (PJ), Heather Loveday (HL), Paul Unsworth (PU), Stephanie Dancer (SD), Jeff Phillips (JP), Bharat Patel (BP), Gavin Maxwell (GM), Jacqui Prieto (JM), Mark Reacher (MR), Graham Tanner (GT), Louise Teare (LT), Peter Wilson (PW), Valerie Little (VL), Carol Pellowe (CP)</p> <p><b>NICE Team</b> Victoria Axe (VA), James Jagroo (JJ), Kay Nolan (KN), Peter Shearn (PS), Catherine Swann (CS)</p> <p><b>Observers:</b> Carole Fry (DH), Sarah Riley (NCGC)</p>	
Apologies	<p><b>TEG members</b> Roger Finch</p> <p><b>NICE Team</b> Edgar Masanga (NICE), Jane Cowl (NICE)</p>	
Author	Victoria Axe	
File Ref	Final	
Version	1	
Audience	TEG members, NICE team, the public (via web publication)	

1	<p><b>Welcome and Introductions</b></p> <p>The deputy chair (PU) welcomed everyone to the first TEG meeting. Attendees were asked to introduce themselves.</p> <p>The deputy chair reaffirmed the following points:</p> <ul style="list-style-type: none"> <li>• members participate in the TEG as individuals, not as representatives of a group or organisation.</li> <li>• All members have equal status</li> <li>• The group should abide by confidentiality agreements.</li> </ul> <p>The deputy chair stated that none of the Declarations of Interest noted would prevent any individuals from contributing to the meeting.</p> <p>TC arrived at 10.50</p> <p>The minutes of the last meeting were consulted. It was noted that Valerie Little was missing from the list of attendees – NICE will amend this in the published version. The minutes were agreed as a true representation of the last meeting and will be published on the web.</p>	NICE
2	<p><b>Plan for the Day</b></p> <p>CS gave a presentation briefly describing the format of the day: analysts would briefly present statements in each theme to be discussed by the TEG.</p> <p>The aims and objectives of the day were stated:</p> <ul style="list-style-type: none"> <li>• to discuss each statement and its associated supporting actions and measures and agree whether to accept, amend or discard</li> <li>• to draft up to 20 quality statements</li> <li>• to finalise a list of potential publication partners</li> </ul> <p>CS requested that the group</p> <ul style="list-style-type: none"> <li>• have a mind for equity issues</li> <li>• consider clinical and cost effectiveness</li> <li>• consider Patient experience</li> <li>• consider Patient safety</li> </ul>	
3	<p><b>Process for developing advice, statements and measure: Review and Progress Report</b></p> <p>KN gave a presentation on the present situation and NICE's activities since the Scoping workshop.</p> <p><b>Action: The group were asked to think of areas they would like stakeholders to comment on at consultation.</b></p>	TEG
4	<p><b>Draft quality statements (QS) and measures (QM): Management and structure theme</b></p>	

	<p>PS outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul> <p><b>Action: LT to email NICE her suggested statement</b></p>	<b>LT</b>
5	<p><b>Draft QS and QM: skilled workforce theme</b></p> <p>PS outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul>	
6	<p><b>Draft QS and QM: Accountability</b></p> <p>KN outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul>	
7	<p><b>Draft QS and QM: Surveillance</b></p> <p>KN outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul> <p>The TEG then split into 3 groups to develop statements, measures and actions in the following themes:</p> <p>Group 1: Accountability</p> <p>Group 2: Skilled workforce</p> <p>Group 3: Surveillance</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• to think about what the term “aspirational” means before the document goes out for consultation.</li> <li>• to be clear as to what the scope of recommendations will be</li> <li>• to discuss “bed occupancy, activity or dependency” further in regards to skilled workforce as long as there is sound evidence to support this</li> </ul> <p><b>Action: NICE team to rewrite the suggestions made by each group and present to the team at the next TEG meeting</b></p> <p>Peter Jenks left the meeting at 15.45</p>	<p><b>TEG</b></p> <p><b>NICE Team</b></p>
8	<p><b>Publication Partners</b></p> <p>CS gave a presentation to discuss key patient and professional</p>	

	<p>organisations for joint badging.</p> <p>The PDG suggested professional organisations NICE could contact.</p> <p><b>Action: NICE Team may ask the TEG for names of specific people to contact from these organisations</b></p>	<p><b>NICE Team/TEG</b></p>
<p>9</p>	<p><b>Review of Day 1</b></p> <p>KN gave a closing statement.</p> <p>The deputy chair thanked the TEG for their active participation throughout the day.</p>	

**NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE**  
**Public health advice - Health Care Associated Infections (HCAI)**  
**TEG Meeting day 2**

**Final minutes**

**Date / Time:** Wednesday 1<sup>st</sup> June 2011, 9.00 -15.30

**Venue:** The Red Rooms™ at City Tower, City Tower, Piccadilly Plaza, Manchester M1 4BT

Attendees:	<p><b>TEG Members</b>                  Robert Carr (RC), Tracey Cooper (TC), Donald Dobie (DD), Cheryl Etches (CE), Peter Jenks (PJ), Heather Loveday (HL), Paul Unsworth (PU), Stephanie Dancer (SD), Jeff Phillips (JP), Bharat Patel (BP), Gavin Maxwell (GM), Jacqui Prieto (JP), Mark Reacher (MR), Graham Tanner (GT), Louise Teare (LT), Peter Wilson (PW), Valerie Little (VL), Carol Pellowe (CP)</p> <p><b>NICE Team</b>                  Victoria Axe (VA), James Jagroo (JJ), Kay Nolan (KN), Peter Shearn (PS), Catherine Swann (CS)</p> <p><b>Observers:</b> Carole Fry (DH), Aidan Moss (GHK)</p>	
Apologies	<p><b>TEG members</b>                  Roger Finch</p> <p><b>NICE Team</b>                  Edgar Masanga (NICE), Jane Cowl (NICE)</p>	
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2	<p><b>Objectives for Day 2</b></p> <p>The deputy chair welcomed the group and reviewed objectives for the day.</p> <p>The group discussed ways of working and agreed to follow the same format as day 1: analysts would briefly present statements in each theme to be discussed by the TEG. The TEG would then break in to small groups to work in more detail within each theme, and report back / discuss in plenary.</p>	
3	<p><b>Draft QS and QM: Environment and Technology</b></p> <p>JJ outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul>	
4	<p><b>Draft QS and QM: Trust Interface</b></p> <p>JJ outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul>	
5	<p><b>Draft QS And QM: Knowledge transfer and communication continued</b></p> <p>KN outlined draft statements within this area. The group discussed whether:</p> <ul style="list-style-type: none"> <li>- The statements were aspirational</li> <li>- Potential amendments</li> </ul>	
6.	<p><b>Structure of statements /themes</b></p> <p>The TEG then split into 3 groups to develop statements, measures and actions in the following themes:</p> <p>Group 1: Environment</p> <p>Group 2: Public Involvement</p> <p>Group 3: Interface/communication/knowledge transfer</p> <p>This was continued after lunch.</p>	
7	<p><b>Review of Day 1</b></p> <p>The TEG returned to the groups from day 1 to do additional work within the themes on relevant statements, measures and activities.</p> <p>Each group reported back their work and suggested</p>	

	<p>amendments to the whole TEG.</p> <p>The deputy chair summarised actions arising from this session. The NICE team will write up amendments to the advice / statements, and circulate to the TEG for further comment.</p>	<b>NICE Team</b>
8	<p><b>Summary &amp; gaps</b></p> <p>KN, JJ and PS gave an overview of progress over the two days, mapping the development of the original draft statements, measures and activities into their amended form.</p> <p>A range of gaps in the current statements were identified and discussed by the TEG. These will be reviewed when the amended advice is circulated to the group between 2-9 June.</p>	<b>TEG</b>
9	<p><b>Consultation process overview</b></p> <p>JJ gave a presentation on the consultation process. This also involved an explanation of the field testing process.</p> <p><b>Action: TEG to make suggestions of people who could be contacted at consultation.</b></p> <p>CS confirmed the consultation on the draft advice will begin on 4<sup>th</sup> July</p>	<b>TEG</b>
11	<p><b>AOB and next steps</b></p> <p>CS confirmed the next steps for NICE and the TEG from 2<sup>nd</sup> June until publication on 9<sup>th</sup> November 2011.</p> <p>CS discussed the suggestion of lengthening the September meeting to 2 days.</p> <p><b>Action: CS to confirm extension of September meeting</b></p>	<b>CS</b>