

Date and Time: Thursday 01st September 2011 (Time: 10:00-16:30)

Minutes: Confirmed

Guideline Development Group Meeting IV Fluid Therapy Management meeting 1

Place: *Pickering-Rosenheim Room, Royal College of Physicians, St Andrews Place, London*

Present: Mike Stroud (Chair)
 Sara Buckner
 Sara Chalmers (present for items 1-7)
 Lee-Yee Chong
 Paul Cook
 Sarah Dunsdon
 Susan Latchem
 Jen Layden
 Richard Leach
 Lilian Li
 Dileep Lobo (present for items 1-7)
 Tom McLoughlin-Yip
 Michael Mythen
 Patrick Nee
 Fleur North
 Smita Padhi
 Katie Scales
 Carlos Sharpin
 Rebecca Sherratt
 Neil Soni
 Mark Tomlin
 Dave Wonderling (present for items 1-7)
 Hati Zorba (present for items 1-5)

Observers:

Caroline Blaine	Research Fellow, National Clinical Guideline Centre	
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Notes

1. The Chair welcomed the group to the first meeting of this GDG and round the table introductions were given. Apologies were received from Reem Al-Jayyousi and Joanna Ashe. The Chair asked all GDG members to declare any relevant conflicts of interest. All declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-specific interest in the development of this guideline. No other previously declared interests were deemed to require any action
2. The Chair introduced the Guideline Commissioning Manager at NICE, Sarah Dundson, who presented on the NICE guideline development process, and took questions from the group. The GDG discussed the issues presented in relation to this guideline. The Chair thanked SD for her presentation.
3. The Chair introduced the Guideline Lead, Sue Latchem, who presented on the role of the NCGC in the guideline development process and declarations of interests, and took questions from the group. The GDG discussed the issues presented in relation to this guideline. The Chair thanked SL for her presentation.

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4. The Chair introduced the Project Manager from Patient and Public Involvement Programme at NICE, Sarah Chalmers, who presented on patient and carer involvement. The GDG discussed the issues presented. The Chair thanked SC for her presentation.
5. The Chair introduced the Senior Information Scientist from NCGC, Carlos Sharpin from NCGC, who was standing in for Joanna Ashe, and who presented the role of Information Science in the NICE guideline development process. The GDG discussed the issues presented. The Chair thanked CS for his presentation.
6. The Chair introduced the Health Economist from NCGC Lilian Li, who presented on the role of health economics in the NICE guideline development process. The GDG discussed the issues presented. The Chair thanked LL for her presentation.
7. The Chair, Mike Stroud, presented on the issues relating to IV fluid management and the scope of the guideline. The GDG discussed the issues presented.
8. The Chair introduced the Senior Research Fellow from NCGC Lee-Yee Chong, who presented on the evidence review process in the NICE guideline development. The GDG discussed the issues presented. The Chair thanked LYC for her presentation.
9. The Chair introduced the Research Fellow from NCGC, Sara Buckner, who presented the survey results on the IV fluid therapy scope population and key issues. The GDG discussed the issues presented. The Chair thanked SB for her presentation.
10. The Chair introduced the Senior Research Fellow from NCGC Lee-Yee Chong, who presented on the setting review questions for the guideline. The GDG discussed the issues presented. The Chair thanked LYC for her presentation.
11. No other business was discussed.
12. The Chair closed the meeting and thanked everyone for attending.

Date, time and venue of the next meeting

Monday 17th October 2011, 10am-5pm at National Clinical Guideline Centre, 5th Floor, Great Portland Street, London W1W 5QZ.