

Date and Time: 9th & 10th October 2008

Minutes: Confirmed

Guideline Development Group Meeting

Place: Level 1A
City Tower
Piccadilly Plaza
Manchester
M1 4BD

Present: GDG Members:
Stephen Brett (Chair) (SB)
Bipin Bhakta (BB) (day 2 only)
Nichola Chater (NC)
Jane Eddleston (JE)
Melanie Gager (MG)
Peter Gibb (PG)
Karen Hoffman (KH)
Christina Jones (CJ)
Amanda Lurie (AL) (day 2 only)
David McWilliams (DM)
Dawn Roe (DR)
Amanda Thomas (AT)
Carl Waldmann (CW)
Barry Williams (BW)

NICE Staff
Kathryn Chamberlain (KC)
Ruth McAllister (RM)
Tim Stokes (TS)
Toni Tan (TT)
Justine Karpusheff (JK) (Observer)

Apologies: Brian Cuthbertson (BC)

Thursday 9th October 2008

1.1 Agenda item 1: Introductions, objectives and declarations of interest

• **Introductions**

Justine Karpusheff was introduced as an observer at the meeting. Justine has recently started working at NICE as the Programme Manager – Indicator Development within the Implementation Directorate.

• **Objectives**

The objectives for the 2 day meeting were set out.

- Deal with the last review question (question 5 on information)

- Review all recommendations made so far
 - Discuss the health economics
 - Organise for the process from now onwards
 - Sorted the tasks (sub groups) that individuals can help with
 - Ensure we stick to the very strict timelines
- **Declarations of interest**
None were declared
 - **Review of GDG 2**
No issues were raised

1.2 Agenda item 2: Minutes of the last meeting

The minutes were agreed as a fair representation of the last meeting.

1.3 Agenda item 3: Summary of recommendations to date

TT explained that the recommendations have been seen by the editor. She has not made any major changes, just changes some of the sentence structure to make the recommendations in line with NICE style.

The group discussed some of the terminology used and decided to check with the editors for consistency across the guidelines

1.4 Agenda item 4: Presentation of the evidence

TT presented the evidence for question 5.

1.5 Agenda item 5: Discussion of the evidence

The evidence statements were discussed and agreed. Due to the amount of experience within this GDG we are not confined to the DIPEX study. We can make recommendations on the statements and can look outside the evidence based on experience and will capture the full discussion. This will be presented in the evidence to recommendations section of the guideline.

1.6 Agenda items 6 & 7: Draft recommendations

The group spent the remainder of the day drafting the recommendations. The discussion will be reflected in the 'Evidence to Recommendations' section of the published guideline.

1.7 Agenda item 8: Health Economics

RM gave a review of the Whiston report.

Friday 10th October 2008

2.1 Agenda item 1: Review of day 1

- SB gave a quick revisit of the previous recommendations were discussed.
Information needs for patients/families/carer and wrote those recommendations
- Rehab package criteria was discussed
- Plan for today: confirm all recommendations
research recommendations
subgroups

2.2 Agenda item 2 & 3: Review all recommendations

The group reviewed the recommendations from the previous meetings.

2.3 Agenda item 4: Sub groups for validation

KC requested volunteers to work with the editors and implementation.

2.4 Agenda item 5: Research recommendations

All GDG members had previously sent their research recommendations. These had been collated and the group were asked to select the ones they felt were a priority. The most prevalent ones would be submitted as research recommendation.

2.5 AOB

The group were reminded that if they receive any queries, especially during consultation, then they should direct them to KC or directly to the NICE communications team.

2.6 Date & Venue of next meeting

The final GDG meeting will be hold on Tuesday 16th December 2008, in NICE London offices: MidCity Place, 71 High Holborn, London, WV1V 6NA.