

Date and Time: 23rd & 24th April 2009

Minutes:

Guideline Development Group Meeting

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

Present Damien Longson (Chair) (DE)
Shel Banks (SB)
Paul Cook (PC)
Lynda Coulter (LC)
James Gray (JG)
Wendy Jones (WJ)
Camilla Kingdon (CK)
Neena Modi (NM) (day 1 only)
Gillian Weaver (GW)
Nia Williams (NW)

NICE Staff

Kathryn Chamberlain (KC)
Beth Shaw (EJS)
Tim Stokes (TS)
Lynda Ayiku (LA)
John Bingel (JB) (day 1 only)
Sarah Catchpole (SC) (via VC day 1 only)
Sarah Glover (SG) (observer day 1 only)
Barbara Meredith (BM) (day 1 only)

Apologies Neena Modi (NE) (day 2)

Thursday 23rd April 2009

1.1 Agenda item 1: Introductions & GDG working

DL welcomed the group and all GDG members and NICE staff introduced themselves. DL gave a presentation of GDG working including his role as the chair of the group.

1.2 Agenda item 2: NICE - Overview/SCG and DoI

TS gave the GDG an overview of NICE, the work of the centre for clinical practice, and the short clinical guidelines team and declarations of interest (DoI). DL then followed this presentation by asking all attendees if they had any interests to declare.

1.3 Agenda item 3: Developing NICE clinical guidelines

EJS gave a presentation on clinical guidelines and process development , indicating how the process with work for this specific guideline. At 12.15pm, Sarah Catchpole, Senior Medical Editor, joined the meeting via video conferencing. Presentations were given by SC, LA, BM, JB and KC regarding the development of NICE clinical guidelines and the involvement and interaction with other teams at NICE. In the presentation given by LA on the literature searching, she explained that no date limit is imposed on searches. She searches many databases to capture as much of the relevant data as possible. There is no restriction placed on searches. There was a lack of high-quality evidence found.

1.4 Agenda item 4: Presentation of the survey (demographics)

We had conducted a small survey of the 17 UK milk banks. EJS presented a presentation on the preliminary results, focussing on the demographics. Further results will be discussed at other meetings.

1.5 Agenda item 5: Summary of scope

EJS presented a summary of the scope, highlighting any changes that had been made following the consultation.

1.6 Agenda item 6: Formal consensus methods

EJS gave a presentation on consensus methods and the method that would be used with this guideline. She explained that the group would have a 'practice' to assist us in writing the recommendations, once the evidence had been reviewed and the statements agreed.

1.7 Agenda Item 7: Evidence review and statements

The evidence on donor training and support was presented and the evidence statements agreed. EJS confirmed that there is little high-quality evidence surrounding this subject.

1.8 Agenda item 8 & 9: Ranking the recommendations

Usually, where good evidence exists, a GDG can reach consensus through informal methods but where there is a gap in evidence formal consensus methods are increasingly being used to develop clinical guidelines. The group used the RAND version of the Nominal Group Technique (NGT) to develop the recommendations, rating each recommendation on a Likert Scale. Areas where consensus was not achieved were discussed by the group and the group will re-rank those recommendations at a later stage. Equality issues were discussed and all groups considered.

1.9 Agenda item 10 & 11: Summary of Day 1/Administration

DL closed the meeting. KC asked all attendees to return the confidentiality, DoI and travel and subsistence forms to her with related invoices attached.

Friday 24th April 2009

1.10 Agenda item 1: Review of Day 1

DL welcomed the group and discussed the format of the day. The day will be spent discussing the evidence for the next clinical questions and ranking the recommendations. Round 2 of the ranking, for those recommendations where consensus was not reached, will be done at a later stage although the discussions will take place in the meeting today.

1.11 Agenda item 2: Presenting the recommendations/Evidence review and statements

The evidence on donor recruitment, screening & selection and stopping was presented and the evidence statements agreed.

1.12 Agenda item 3: Ranking the recommendations

The group used the same consensus methods to rank and reach agreement on the recommendations. The group discussed the areas where consensus was not reached.

1.13 Close of the meeting

DL closed the meeting.