



NICE: Chest Pain/Discomfort Guideline  
Guideline Development Group (GDG) Meeting Minutes

Date and Time: **12<sup>th</sup> December 2007**

Place: *Derwent Room, NICE*

**Present:**

**GDG members**

Chair: Professor A Timmis, Clinical Advisor: Dr J Skinner

GDG Members: Dr P Adams, Dr J Ashcroft, Ms E Clark Dr R

Coulden, Professor H Hemingway, Ms C James, Ms H Jarman, Dr J

Kendall, Mr P Lewis, Dr K Patel, Professor L Smeeth (PM), Mr J

Taylor

**Experts**

**In attendance:**

NCC Staff:	Ms Nancy Turnbull Ms Elizabeth Shaw Mr David Hill Dr Angela Cooper Ms Katrina Sparrow Dr Neil Calvert Ms Marian Cotterall Mr Leo Nherera	
NICE Staff:	Ms Barbara Meredith (AM) Ms Susan Latchem (AM)	

**Observers:**

	Mr Robert Grant (PM) Dr Huon Gray	
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TIME	TOPIC	LEAD BY
9.30	<i>Coffee available</i>	All
10.00	<p><b>Introduction and welcome</b></p> <ul style="list-style-type: none"> <li>• Professor Timmis welcomed the group to the first meeting of this GDG. Apologies were received from Meeta Kathoria.</li> <li>• 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.</li> <li>•</li> </ul>	Professor Adam Timmis/All
10.40	<p><b>Meeting objectives</b></p> <ul style="list-style-type: none"> <li>• Overview of agenda</li> </ul>	Professor Adam Timmis
10.45	<p><b>Introduction presentations (morning tea)</b></p> <ul style="list-style-type: none"> <li>• Working with NICE</li> <li>• Patient and carer involvement in the guideline process</li> <li>• NCC-PC's role in guideline development</li> <li>• Essential qualities of a successful GDG</li> <li>• Presentation on DOIs</li> <li>• Presentation on working arrangements</li> </ul>	<p>(NICE Guideline Commissioning Manager); Ms Barbara Meredith (Patient and Public Involvement Officer); Ms Elizabeth Shaw (NCC-PC Guideline Lead); Professor Adam Timmis Dr Meeta Kathoria (NCC-PC Project Manager)</p>
11.35	<b>Morning tea</b>	
11.45	<p><b>Health Economics process presentation</b></p> <ul style="list-style-type: none"> <li>• Presentation on health economics</li> </ul>	Neil Calvert (NCC-PC Senior Health economist)
12.15	<p><b>Remit and scope of the guideline</b></p> <ul style="list-style-type: none"> <li>• Understanding the links between the DOH remit, scope, NICE guideline and beyond</li> <li>• Presentation of the scope of the Chest Pain/Discomfort guideline</li> </ul>	Professor Adam Timmis Dr Jane Skinner (Clinical Advisor)
12.45	<b>Lunch</b>	
13.45	<p><b>Review of clinical question prioritisation exercise (afternoon coffee)</b></p> <ul style="list-style-type: none"> <li>• Formulating clinical questions –PICO exercise</li> <li>• Presentation of Chest Pain/Discomfort guideline key clinical questions</li> <li>• Group work to reach consensus on key clinical questions</li> <li>• Presentation of topic/meeting map timelines</li> <li>• Obtaining consensus on PICO format for initial questions</li> </ul>	Ms Marain Cotterall (Information Scientist) Dr Angela Cooper (Senior Health Service Research Fellow) All
16.55	<p><b>Summary of next steps and meeting dates, and any other business</b></p> <ul style="list-style-type: none"> <li>• Next meeting 25-01-07; 9.30-16.00; Charter House Square, Queen Mary University</li> </ul>	Professor Adam Timmis
17.00	<b>Close</b>	All