

4.0.03 DOC Cmte minutes

RRT Committee meeting

Date: 30/11/2016

Location: Boardroom, National Guideline Centre (NGC)

Minutes: Confirmed

Committee members present:	
Jan Dudley (Chair)	(Present for notes 1 – 5)
Andrew Mooney	(Present for notes 1 – 5)
Virginia Aylett	(Present for notes 1 – 5)
Caryl Bryant	(Present for notes 1 – 5)
Ruth Crowther-Wood	(Present for notes 1 – 5)
Martin Drage	(Present for notes 1 – 5)
Bimbi Fernando	(Present for notes 1 – 5)
Hugh Gallagher	(Present for notes 1 – 5)
Fiona Loud	(Present for note 5)
Catherine O’Leary	(Present for notes 1 – 5)
Rajib Pal	(Present for notes 1 – 5)
Nii Plange	(Present for notes 1 – 5)
Mark Prentice	(Present for notes 1 – 5)
Rukshana Shroff	(Present for notes 1 – 4.8)
Nicola Thomas	(Present for notes 1 – 5)
Raj Thuraisingham	(Present for notes 1 – 5)

In attendance:		
Rupert Franklin	Programme Manager	(Present for notes 1 – 4.3)
Mark Rasburn	Public Involvement Advisor	(Present for notes 1 – 5)
Sharon Swain	Associate Director/Guideline Lead	(Present for notes 1 – 5)
James Gilbert	Senior Research Fellow	(Present for notes 1 – 5)
Katrina Davis	Research Fellow	(Present for notes 1 – 5)
Kate Lovibond	Health Economics Lead	(Present for notes 1 – 5)
Claire Wallnutt	Information Scientist	(Present for notes 1 – 5)
Katie Broomfield	Document	(Present for notes 1 – 5)

4.0.03 DOC Cmte minutes

	Editor/Process Assistant	
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Apologies:

Lynne Russon	Committee Member
Natalie Wood	Project Manager, NGC

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting of the RRT guideline. The Committee members and attendees introduced themselves.

No members of the public asked to observe the meeting.

The Chair informed the Committee that apologies had been received. These are noted above.

2. Confirmation of matter under discussion, and declarations of interest

The Chair asked everyone to verbally declare any interests that have arisen since the last meeting.

GC Declarations of Interest

N.B. The Chair and GC members were recruited to this guideline using NICE DOI policy published September 2014.

Insert initials	Declaration	Classification (as per the NICE DOI policy wording*)	Chair's action
JD	<ul style="list-style-type: none"> Attended the surgical challenges in paediatric renal transplantation meeting and dinner on 24-25 November 2016. Dinner and accommodation sponsored by Alexion. Attended the Franco-British meeting of paediatric nephrology (1-3 December 2016). Chair of the QII group of BAPN and member of the clinical practice group Chair of the Guideline ADPKD pathway IPNA ex-officio council member 2013-2016. Received expenses (flights and accommodation) for meeting on 16 September 2016 in Brazil. KQUIP board member 	<ul style="list-style-type: none"> Personal non-financial specific (usual expenses) Personal non-financial specific Personal non-financial specific Personal non-financial specific Personal non-financial specific (usual expenses) 	

4.0.03 DOC Cmte minutes

	<ul style="list-style-type: none"> • Attended the UKKW (Renal Association) conference on 16 June 2016 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial specific 	
AM	<ul style="list-style-type: none"> • Attended the RCS regional update. • Co-author of recent ERBP guidelines on dialysis in the frail and elderly • Previously co-author of Kidney Research UK Dialysis decision aid booklet. • Member of the NICE Renal Association guideline group. 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial specific • Personal non-financial specific • Personal non-financial non-specific 	
VA	<ul style="list-style-type: none"> • Attended 3 conferences run by the Royal College of Physicians. She received no personal sponsorship to attend and none of the courses covered RRT. 	<ul style="list-style-type: none"> • Personal non-financial non-specific 	
MD	<ul style="list-style-type: none"> • Attended British Transplant Society 2016 • Chief Investigator for Empirical trial (MRC sponsored, KCL owned) • Lead for Pancreas Allocation for NHSBT 	<ul style="list-style-type: none"> • Personal non-financial specific • Non-personal financial specific • Personal non-financial non-specific 	
BF	<ul style="list-style-type: none"> • Attended ASPIH simulation conference, January 2016 • Travel and accommodation for BTS annual conference, March 2016 • Travel and overnight accommodation for Sandoz academy attendance, November 2016 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial specific (usual expenses) • Personal non-financial specific (usual expenses) 	
HG	<ul style="list-style-type: none"> • Chair of Kidney Health Board • Chair of KQUIP projects workstream 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial specific 	
MP	<ul style="list-style-type: none"> • Non-medical prescribing conference, early 2016. No fees or expenses received. Did not look at RRT. • Baxter trained renal staff (including me) October 2016, no payment either way. 	<ul style="list-style-type: none"> • Personal non-financial non-specific • Personal non-financial specific 	

4.0.03 DOC Cmte minutes

RP	<ul style="list-style-type: none"> • Think kidneys <ul style="list-style-type: none"> - intervention workstream membership - Payments from UK renal registry • Director of Ltd. company – owns community pharmacy. • Co-author of ‘CKD made easy’ – no sponsorship. 	<ul style="list-style-type: none"> • Personal financial specific • Personal financial specific • Personal non-financial specific 	
RS	<ul style="list-style-type: none"> • Advisory board for Astra-Zeneca on a drug for hyperkalaemia. • Research grant from Fresenius Medical Care (FMC) for MDF study (3H study on haemodiafiltration). • Travel grant and speaker honorarium from FMC and AMGEN. • Attendance at meetings: IPNA, ESPN, Renal Association, ASN (2015). • ESPN council member. 	<ul style="list-style-type: none"> • Personal financial non-specific • Personal financial specific • Personal financial specific • Personal non-financial specific • Personal non-financial specific 	
NT	<ul style="list-style-type: none"> • Attended conferences sponsored by industry: <ul style="list-style-type: none"> - UK Kidney Week June 2016 - EDTNA/ERCA international conference, Dresden, September 2016 - EDTNA/ERCA national seminar – October 2016 (travel paid for from organising committee – funded by pharma) • Editor – Journal of Renal Care. Payment per issue by the EDTNA/ERCA. • Member of KQUIP – educational workstream. 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal financial specific • Personal non-financial specific 	
RT	<ul style="list-style-type: none"> • Attended ASN (self-funded). • Attended ‘At the limits’ conference at RCP. Usual expenses only received. The conference did not look specifically at RRT. • Journal clubs held by my department – lunch provided by industry. 	<ul style="list-style-type: none"> • Personal non-financial specific • Personal non-financial non-specific • Non-personal non-financial specific (usual expenses) 	
NICE DOI policy classifications are:			

4.0.03 DOC Cmte minutes

- Personal financial specific
- Personal financial non-specific
- Personal non-financial specific
- Personal non-financial non-specific
- Non-personal financial specific
- Non-personal financial non-specific

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

4. Presentations

4.1 SS gave a presentation on the NGC guidelines programme and explained the NICE declarations of interest policy.

4.2 MR gave a presentation on patient involvement in NICE guidelines.

4.3 RF gave a presentation on the NICE work programme.

4.4 CW gave a presentation on the role of the information specialist.

4.5 KD gave a presentation on the role of the research fellow.

4.6 KL gave a presentation on the role of the health economist.

4.7 JD gave a presentation on the scope.

4.8 AM gave a presentation on the patient pathway.

5. Questions and discussion

5.1 The Committee discussed the draft review protocol for initiating RRT and were given the opportunity to ask questions.

5.2 The committee discussed the draft review protocol for forms of RRT and were given the opportunity to ask questions.

Any other business

The group discussed next steps and agreed action points.

Date of next meeting: 06/01/2016

Location of next meeting: Boardroom, NGC